# Waste quick wins checklist

Use the checklist below to help implement quick wins that will help in reducing waste and enhancing efficient waste disposal methods.

|  |  |
| --- | --- |
|  | Ensure you have the correct bins in place. Including,   * General waste * Recycling (paper, plastic, ink cartridges etc) * Glass * Food waste, composting |
|  | Undertake a waste composition analysis |
|  | Encourage staff to use the correct bins by labelling |
|  | Staff training to increase awareness |
|  | Consider going paperless on systems and processes that can be digitised |
|  | Encourage staff to use re-usable items, rather than single use to reduce waste |
|  | Review current packaging processes – can you change packaging to reduce waste? |
|  | Review stock and inventory. Don’t order items that are not required to reduce resources that may lead to unnecessary waste. |
|  | Review manufacturing process – are there steps that can be amended to reduce waste? |
|  | Re-use rather than recycle where possible – can an item you dispose of be used again or be donated locally? |