**Waste Characterization Pre-Assessment Questionnaire**

**NAME**

DATE

**Tribal Point of Contact for the Waste Assessment:**

Full name:

Mailing address:

Phone:

Email address:

**Address of where the waste sort will take place:**

**Date & time of the waste sort:**

**Supplies & Materials:**

(See Appendix A for a suggested list of supplies)

What supplies and materials do you already have?

What do supplies and materials do you need?

**Will the Health and Safety Procedures be reviewed by those conducting the sort?**

Yes (See Appendix B health & safety procedures)

**Goals for the Waste Assessment:**

**Description of Community Waste Generation:**

**Waste Stream to be Sorted:**

**Plan for getting the total weight of the materials:**

**Data Collection Sheet:**

Have you tailored the data collection sheet based on your goals for the waste sort – i.e. you’ll sort and measure the materials you care most about?

**Refuse Contractor:**

Name of refuse Service Company:

POC & Contact Information:

Company’s Account Representative for this Contract:

Route Driver(s):

Service schedule:

Final Disposition of Refuse: Name & location of landfill, incinerator, etc.:

**Recyclables Collection Facilities:**

Name & location of primary processors, re-sale markets etc.:

**Community Outreach and Education:**

What are your plans for letting the community know you’ll be conducting a waste sort?

(For example, if you have a regular newsletter or community meetings, including an article or a brief presentation about the upcoming waste sort and its purpose can be a good way to know folks know that you’ll be sorting their trash and address possible privacy concerns.)

***Appendix A***

**SUGGESTED EQUIPMENT LIST for 10 participants**

(8 sorters, 1 site/sort supervisor & 1 data manager)

| **ITEM** | **#** | **COMMENTS** | **\*APPROX. $ COST** |
| --- | --- | --- | --- |
| **20’ by 30’ impermeable tarp & ground pegs** | 1 | for outdoor sort locations; can be power-washed and re-used | $50 |
| **Plastic “snow” fencing, fence posts, zip ties & sledge hammer** | as needed if windy | for outdoor sort in windy locations (4’x 100’ rolls + 10 T-posts) | $100 |
| **Free-standing tent canopy** | 1 | for outdoor sort locations needing a shaded resting area for participants (10’x10’) | $140 |
| **Work table(s)** | 1 (minimum) | 4’ = $45; 6’ =$75 | $60 |
| **Folding chair(s)** | 4 |  | $60 |
| **Sorting bins** | 24 (minimum) | 15-18-gal size is ideal. Can use plastic storage containers, laundry baskets, etc. | $144 |
| **Sort bin signage** | as needed | name of material bin should hold | N/A |
| **Packaging tape or Duct tape** | 1 | for attaching signage to bins | $6 |
| **Residual refuse garbage cans (32 gal)** | 4 (minimum) | used to weigh & dump residual garbage back into delivery container | $60 |
| **Garden “bow” rakes** | 2 (minimum) | for initial spreading of refuse for better access | $30 |
| **Utility knives (retractable)** | 4 (minimum) | for slicing open plastic bags of refuse | $12 |
| **Tongs** | 1/person | for extracting recyclable materials from refuse | $10 |
| **Shovels (snow or grain “scoop”)** | 2 (minimum) | for moving hazardous items and/or refuse to disposal area & final residual cleanup | $40 |
| **Broom(s )** | 1 (minimum) | for final cleanup of sort area | $10 |
| **5-gal plastic bucket** (holding bleach water rinse) | 1 | for decontaminating tongs, tools, etc. | $5 |
| **Scale (portable electronic shipping scale) with capacity for minimum of 100 pounds** (+ 9 volt battery) | 1 | Recommend: Pelouze heavy-duty electronic platform (12”x12”) scale rated at 400-lb capacity | $120 |
| **Scale leveling platform** | 1 | 2’ x 2’ sized ¾-1” square of plywood  to set scale on if ground surface is not level | N/A |
| **Data recording form, clipboard, calculator, pen & permanent magic marker** | 1 |  | $10 |
| **Digital camera** | 1 | for documenting activities and recovered recyclables | varies |
| **Liquid hand sanitizer** | 1 | for hand sanitation when removing gloves | $6 |
| **Spray bottle with diluted bleach solution** | 1 | for equipment and shoe sanitation - (1 tsp regular Clorox in one quart of water) | $5 |
| **Paper towels** | 1 roll | for misc. clean-ups | $4 |
| **Plastic garbage bags** (13 & 30-gal size) | 1 box each size | for bagging unique materials, participant work clothing at end of sort, etc. | $15 |
| **Sunscreen and/or insect repellant** | 1 | as needed | $10 |
| **Personal protective Equipment (PPE):**  **hard hat, safety glasses, dust masks, ear plugs, heavy leather gloves, Nitrile glove liners, orange safety vest, steel-toed shoes/boots, long pants & sleeves and/or Tyvek suit** | 1 set per person | Depending on the hazards present at the sort site, hard hat, ear plugs, dust masks, and safety vests could be eliminated.  The average total for the entire outfit listed here would be approximately $75/person, which includes steel-toed shoes and a disposable Tyvek coverall suit.  If participants supplied their own safety shoes; minimum required protection (safety glasses, dust masks, heavy leather gloves, nitrile glove liners & wear long sleeves/pants) | varies |
| **5 gal beverage (ice water) cooler & cups** | 1 | water for participants |  |
| **Refreshment snacks/lunch** | per person | snacks/food for participants, if sort will last > 4hrs. | varies |
| **First aid kit** | 1 | basic supplies including: antiseptic sprays, antibiotic creams, tweezers, bandages, etc | $15 |
| **Emergency eye wash** | 1 | large bottle of buffered eye wash solution | $12 |
| **Participant/Volunteer liability release forms** | as needed |  | N/A |

**\*** Approximate costs are based on purchases from typical retail stores such as Wal-Mart, Amazon, and Home Depot.

***Appendix B***

**SAFETY ASSURANCE PLAN**

The following is a summary of the primary procedural methods that should be employed to best ensure that safety and health is protected during the WCSs:

1. **Personal Protective Equipment (PPE) “head-to-toe”**. All personnel performing sorting tasks are requested to wear at a minimum: safety glasses, long-sleeved shirts, long pants and/or a Tyvek jumpsuit, steel-toed boots, heavy leather gloves with Nitrile liners worn underneath. Additionally it is suggested that they wear a hard hat, ear plugs (if working near loud machinery), dust mask, orange safety vest; and bring sunscreen and/or insect repellant. Liquid hand sanitizer will be available. It is recommended that personnel change out of PPE shirt, pants and shoes at the sort site, bagging soiled clothing and shoes, before returning to their vehicles to leave the site. Clothing and shoes should be laundered/cleaned appropriately.

**Safety features present at the site should include:**

* First aid kit
* Portable emergency eyewash
* Onsite or easily accessible “HAZWOPER”-trained individual to address any specific hazardous material issues

1. **Sort personnel are instructed to process refuse in this general manner:**

The waste hauler will “tip” the refuse collected in the dumpster or truck onto a concrete pad, driveway, or a protected surface (tarps covering the ground).

Use rakes to spread loose refuse so that majority of individual materials/items are released from compacted piles. Remove clearly accessible items first. As each item picked up and moved to a sorting bin, always be attentive to potential existing hazards such as broken glass, sharp edges, needles, biohazards, etc. These hazardous items should be moved with a shovel to a specially designated containment bin. Once a loose refuse pile has been cleared of its recyclables, it should be shoveled into a garbage can, weighed as “residual”, and then dumped into the final landfill-bound dumpster.

Refuse that is contained in a garbage bag should be carefully moved (pick up only by loose edges -- do not hold against legs, arms, etc.) to a flat surface, and sliced open across its longest length with a utility knife so that contents are clearly visible. Look first to assess for the presence of hazards, before reaching in to pull recyclables. Opened edges of bag can be gripped and bags tipped in different directions to move items within the bag into better view and/or positioning for removal. Individual bags that have been cleared of recyclables can be carefully picked up by their edges so that residual remains inside, placed in garbage cans, weighed and dumped into the dumpster.

The goal is to move as many recyclable materials as possible from the refuse being surveyed, but with safety being the primary filter. Recyclable items that are heavily contaminated with food wastes; present in bags that contain human or animal wastes (i.e. diapers, feminine hygiene products, kitty litter); or mixed with suspected hazardous materials (unknown oils, chemicals, etc.) shall not be retrieved.

There will be one person dedicated to reading the scale, recording data, and ensuring that the process is documented by photographs. The sort “Lead” will provide initial sort method safety and process training to all personnel; guidance on specific questions regarding the proper segregation of recoverable items, and continual oversight of activities to ensure safety to participants and the observing public.

**Key safety rules:**

* Do not open any containers found in the refuse sample
* Do not touch suspicious materials (including any materials with suspected biohazards (blood/body fluids staining, human/animal wastes, etc.); syringes; containers taped together; paraphernalia indicative of methamphetamine production –i.e. numerous ammonia bottles, cold capsule containers, etc.); and other potentially hazardous materials (unknown oils, chemicals, etc.) Move these materials to the designated “hazardous/special waste” bin using a shovel
* If heavy, bulky objects need to be moved; lift correctly utilizing leg strength, and/or enlist assistance of “helpers”
* Stay inside the designated safety zone (coned/ fenced) area (away from heavy equipment operation)
* Restrict access to the designated work area to trained personnel—keep the public back at a safe distance
* Take rest & refreshment breaks as needed, but no drinking or eating in sort area