

Use this Project Worksheet and Menu of Options to identify key aspects of your work plan. Ideally complete these forms during a planning meeting that includes all critical stakeholders: your MRF, hauler, front line staff and other key decision makers.

PRIMARY GOAL

TOP 5 CONTAMINANTS

1. _____	4. _____
2. _____	5. _____
3. _____	

TOP 1 CONTAMINANT

TARGETED COLLECTION CONTAINERS (material and number)

TRACKING

	BASELINE	DURING PROJECT	POST-PROJECT
MRF FORM			
DROP-OFF VISITATION			

ROLES OF EACH PLAYER

MUNICIPALITY _____ MRF _____

HAULER _____

MENU OF OPTIONS: DROP-OFF

Use this Menu of Options to identify the communications tools you will use in this project.



TOP ISSUE SIGNAGE

- A Frames
- Other _____



SITE SIGNAGE

Do you need it? Yes No

Material stream: _____

Top 2 contaminants: _____

Other details: _____

CONTACT INFO.

PHONE NUMBER: _____

WEBSITE: _____

CITY DEPARTMENT NAME: _____

IN-PERSON FEEDBACK

Will you do this? Yes No

If yes, please complete staff support section below.

Number of target containers: _____

Busiest day(s) and times at the site: _____

ANNUAL INFO CARD

- Info card
- Info magnet
- Other



HANDOUT

STAFF SUPPORT

LANGUAGE: English English/Spanish