



Pollution Prevention Checklist for Businesses

Pollution Prevention Policy

- Does your company have a formal written pollution prevention policy?
- Have you established a pollution prevention team/task force?
- Have you considered the opportunity to reduce your regulatory requirements by incorporating pollution prevention practices at your facility?

Publicizing Your Waste Reduction Efforts

- Do you publicize your company's efforts to reduce waste?
- Do your marketing strategies incorporate the positive image related to waste reduction?

Waste Generation and Management

- Are you aware of the potential harmful effects of the hazardous materials and wastes at your facility?
- Do you and your employees recognize the importance of proper management of hazardous materials and waste reduction?
- Have you conducted a facility assessment and developed a materials balance/flow diagram for your business?
- Do you maintain logs on these types and quantities of waste produced by your company so that you can target certain waste for waste reduction opportunities?
- Do you know the quantity of waste (liquid, solid, gaseous) produced by each process in your business?
- Have you reevaluated parameters (pH, temperature, concentration, flow, etc.) for the optimal condition your process needs?

Costs of Generating and Managing Wastes

- Do you calculate the costs of generating and managing wastes? Handling and storage, analysis and reporting, treatment and disposal (including transportation), insurance, training of workers, response planning, safety, potential liabilities (lawsuits, fines, cleanup costs, customer confidence)
- Can you allocate the costs associated with waste generation to the various processes in your business? (i.e. not "lumped" into overhead)

Assessing the Cleanliness of Your Facility

- Do you keep your shop clean and orderly to enable you to keep track of chemical handling and process operations?
- Are there noticeable spills, leaking containers, or water dripping or running?
- Is there discoloration or corrosion on walls, work surfaces, ceiling, and walls or pipes?
- Do you see smoke, dirt, or fumes to indicate materials losses?
- Do you notice any scrap or out-of-specification parts lying around?
- Are there open containers, stacked drums, shelving too small to properly handle inventory, or other indicators of poor storage procedures?

Employee Training and Involvement

- Do you continuously train employees in good housekeeping procedures? (spills, leaks, loss prevention, energy, water, and material conservation)
- Are there employee involvement or incentive programs in place to solicit suggestions on improving operations and reducing wastes?

Researching and Utilizing Alternative Products

- Are you investigating the potential for reformulating the products that require hazardous materials?
- Are you evaluating alternative methods of cleaning?
- Are you investigating the potential for reuse or recycling?
- Are all containers labeled as to their contents and hazards?

Monitoring and Recordkeeping

- Do you monitor critical parameters and carefully maintain them?
- Do you keep records on the amount of raw materials used per process to monitor process efficiently?



For more information, contact the New Hampshire Pollution Prevention Program at (603) 271-6460 or email nhppp@des.nh.gov.

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