Environmental Questionnaire

Site visit: Waste Management and Recycling infrastructure

Company name: _____

Location: _____

This document complements the WREC Waste Management and Recycling Assessment Guidance and can be used by humanitarian partners to assess waste management and recycling facilities through site visits. It is complemented by an Annex listing hazardous and non-hazardous waste types.

Evaluation date: xx/xx/xxxx

Index	**Question**	**Observations**
1	Evaluation carried out by: (name, organization, position, email, telephone)	
2	Focal point in the company during the evaluation	
3	Main company business **(for example: *waste collection and aggregation only, processing & recycling, landfill management, etc.)***	
4	Does the business cover areas of social utility? *(e.g. development projects, employing vulnerable categories)*	
5	Geographical areas covered (please list all)	
6	Does the entity receive funding or financial support? *(if yes, by whom? Government, donors, private entities?)*	

7	Company website	
8	Does the company have any environmental standards/certifications (e.g. ISO 14001), EMS, or an environmental policy? *(if yes, request if it's possible to see it and list the certifications)*	
9	Company registration number	
10	What is the business license validity date of the company *(if registered at the Chamber of commerce)?*	

TECHNICAL QUESTIONS

	Question	Y	N	Observations
11	**Aspect 1 – COLLECTION/RECEPTION** Does the site have and maintain an inventory of all the waste generated for the last year?			
12	**Detail the operator's collection equipment** (*e.g. Number of trucks, use of own fleet vs contractors etc.)*			
13	**What materials are collected each month? How many kg per each waste type, on average** *(e.g., PP, PET, HDPE, LDPE, PS plastics[1], paper, cardboard, glass, e-waste, metals, etc.)*			
14	**Is the company receiving waste directly to the compound by external stakeholders? What is the total %?**			

[1] The most common types of plastics are: Polyethylene Terephthalate (PET or PETE), High-Density Polyethylene (HDPE), Polyvinyl Chloride (PVC or Vinyl), Polypropylene (PP), Low-Density Polyethylene (LDPE), Polystyrene (PS or Styrofoam). If the materials received at the facility don't belong to any of those categories, you can mark 'other'.

15	**Aspect 2 - STORAGE** **Is the waste storage area organized, clean, and free of obstacles?**			
16	**Is the company treating hazardous waste?**			
17	**If hazardous materials are accepted at the premise, is it stored properly?** (*e.g. on dry concrete platforms sheltered from rain, in sealed or secured containers, no leaks are visible close to the area of storage)*			
18	**Aspect 3 – WASTE SORTING** **What are the sorting conditions/protocol** (manual vs mechanical – if manual, how many workers? If mechanical, how many machines?)			
19	**What is the maximum daily capacity for waste sorting, per each type of waste?**			
20	**How many sorting lines/conveyor belts are there?**			
21	**Aspect 4 – RECYCLING** **What are the materials recycled by the company?** **Indicate the monthly volume (M3) and % of material recycled against the total volumes received at the premise** *(to understand, in percentage, how much is recovered over the total waste volumes received).*			
22	**What processes/procedures are used for the Recovery – Recycling?** (e.g. dismantling / transformation of matter - explain the process)			
23	**Which are the final products generated?**			
24	**Are the final products sold and/or exported for selling?**			
25	**Where do the materials go after processing/recycling?**			

26	**If the company doesn't recycle materials directly, do they ship material to third parties for recycling? If yes, to which third parties** *(name, location, are they formal or informal/unlicensed operators)*			
27	**If the waste is transported/exported out of country for recycling purposes, are there transboundary regulations that the company follows? If yes, which ones?**			
28	**Aspect 5 – OTHER CONSIDERATIONS** **Are any non-recovered materials** (i.e., final waste) **going to the municipal landfill?** *(Monthly volume (M3) and Kg)*			
29	**How many employees are working in the plant?** *(Did you observe the presence of children in the compound and women? Child labour is an indicator of lack of social protection measures)*			
30	**Health and safety: do the workers use Personal Protection Equipment (gloves, goggles, earplugs (noise), mask (fumes), etc.)?**			
31	**Is the plant well ventilated or there are areas where workers are subject to inhaling of fumes?**			
32	**What are the main challenges/needs of the company business?**			
	CONCLUSION **Environmental Aspects of concern** (list the question index associated with observations indicating high to moderate environmental & social risks – specifically, the questions for which you have registered 'no' as an answer)			e.g. question index 31, 22,5..
	Follow up visit scheduled? If yes, when?			

Date

Signature

ANNEX I: Waste types

You can refer to this table to identify if the waste types handled by the company are hazardous or non-hazardous.

Non-hazardous waste	Hazardous waste	Admin waste
• **Packaging (flexible laminate plastics)** • **Packaging (HDPE Plastics)** • **Packaging (Styrofoam)** • **Packaging (Polypropylene)** • **Packaging (plastics/others - PET and PT)** • **Plastic PT** • **Organic waste** • **Aluminium** • **Steel** • **Glass** • **Corrugated Cardboard** • **Packaging (paper)** • **Pallets (wood)** • **Paper (office)** • **Furniture** • **Vehicle Spare Parts** • **Styrofoam**	• E-waste: IT Hardware (e.g. servers, routers, external drives, CPUs) • E-waste: Telecoms equipment (e.g. deskphones, radios, mobile phones) • E-waste: Computers (e.g. desktop computers, laptops, monitors, keyboards, other) • E-waste: Scanners, printers, copiers, toner cartridges • Household appliances (e.g. Air-conditioners, fridges, generators) • Lighting equipment (light bulbs, switches, fluorescent lamps) • Batteries of different types (e.g. lithium ion, lead acid) • Electrical and electronic equipment (e.g. cameras, smoke detectors) • Gym equipment (e.g. treadmills) • Solar Photovoltaic equipment (e.g. PV panels, inverters) • E-waste (general) • Medical Waste (e.g. soiled medical items, used sharps, glasswear, etc.) • Used engine oil, lubricants • Tyres • Chemicals and Fertilizers	• General Office Waste • Composting (food waste)