

PREFERRED PRINTER ASSESSMENT SHEET

Company Name **Contact**
Date **Assessment Period**
Completed by **Report Due**

PROCESS FLOW DIAGRAM

include process from incoming material, storage areas and processing/ production areas, to outputs (waste, storage etc.)

Practice	ISSUE	yes	no
Policies	Does your organisation have an Environmental Policy?	<input type="checkbox"/>	<input type="checkbox"/>
	Does your organisation have an Occupational, Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
Legislative Requirements	Do you have any consents for discharge to water, land or air? <i>(if Yes expand)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Awareness And Training	Are staff trained in, or encouraged to, minimise material use and waste generation <i>(especially the use of hazardous substances)?</i> <i>(if Yes expand on how this is done)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Waste/ Environmental Audit	Do you carry out regular waste/ environmental audits? <i>(if Yes expand on how regularly and if records are kept)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Material Inputs	Do you operate a materials inventory system?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you monitor your energy use and encourage energy efficiency? <i>(where it is used?)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you monitor your water use and encourage water conservation? <i>(where it is used?)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	Are you able to identify areas where your organisation can save money in these areas. <i>(if yes explain)</i>	<input type="checkbox"/>	<input type="checkbox"/>

2. PRODUCT CHANGES.

Practice	ISSUE	yes	no
Design Specifications	Can you modify the design specifications or composition to reduce the use of materials (esp. hazardous materials) ? <i>(If yes expand)</i>	<input type="checkbox"/>	<input type="checkbox"/>

3. OPERATIONAL IMPROVEMENTS

Practice	ISSUE	yes	no
Waste segregation	Do you separate wastes for recycling? <input type="checkbox"/> Aluminium cans <input type="checkbox"/> Film.... <input type="checkbox"/> Kraft <input type="checkbox"/> Paper <input type="checkbox"/> Plastic <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Solvents <input type="checkbox"/> Wooden Pallets <input type="checkbox"/> Glass <input type="checkbox"/> Lead <input type="checkbox"/> Plates (aluminium) <input type="checkbox"/> Printing Ink <input type="checkbox"/> Silver <input type="checkbox"/> Rags <input type="checkbox"/> other.....	<input type="checkbox"/>	<input type="checkbox"/>
	Do you segregate your non-hazardous materials from hazardous wastes?	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of liquid materials	Are liquid materials transferred using pumps and piping, or manually?	P&P <input type="checkbox"/>	Man <input type="checkbox"/>
Storage of Materials	Are materials stored close to process areas? (<i>this saves time and reduces chances of spills</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Production Schedule	Do you plan your production schedule to reduce the generation of waste? <i>How?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning of Equipment	Do you follow the manufacturers suggested method for cleaning process equipment? <i>If no why?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection of Drums/ Containers	Do you routinely inspect all materials and wastes stored in containers/ drums?	<input type="checkbox"/>	<input type="checkbox"/>
Inspection of Equipment	Do you routinely inspect and maintain your equipment and processes to prevent leakage and spills?	<input type="checkbox"/>	<input type="checkbox"/>

4. MATERIAL STORAGE & HANDLING.

Practice	ISSUE	yes	no
Hazardous materials	Do you use any products which are considered hazardous what are they?.....	<input type="checkbox"/>	<input type="checkbox"/>
	Are hazardous materials stored in containers/ storage area?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you store hazardous materials in concrete bunded area?	<input type="checkbox"/>	<input type="checkbox"/>
	Are they stored separately from non-hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have a procedure in place to control spills?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you conduct practice drills for major spills?	<input type="checkbox"/>	<input type="checkbox"/>
Reusable containers	Are materials stored in reusable containers?	<input type="checkbox"/>	<input type="checkbox"/>
Storage of materials	Are materials stored in high traffic areas? (if so may contaminate with dirt/ dust/ spills)	<input type="checkbox"/>	<input type="checkbox"/>
Waste segregation	Do you segregate your non-hazardous wastes from hazardous wastes?	<input type="checkbox"/>	<input type="checkbox"/>

5. INPUT CHANGES

Practice	ISSUE	yes	no
Research	Have you trialled the use of non-hazardous or less hazardous product / material alternatives? <i>(if Yes expand)</i> <input type="checkbox"/> Low VOC washes/ Cleaners <input type="checkbox"/> Vegetable based cleaners <input type="checkbox"/> Mineral Oil Free Inks <input type="checkbox"/> IPA Substitution <input type="checkbox"/> other.....	<input type="checkbox"/>	<input type="checkbox"/>

5a. MATERIAL INPUTS - Wastes and their fate

MATERIALS	PURCHASE (type/ quantity / frequency) (units)	WASTES (quantity / frequency/ why they are generated) (units)	COMMENT R - reused C - recycled D - disposed (landfill) X - disposed (trade waste)
Paper	<input type="checkbox"/> Totally Chlorine Free <input type="checkbox"/> Recycled <input type="checkbox"/> Virgin		
Inks	<input type="checkbox"/> Recycled Black Ink <input type="checkbox"/> Other		
Fountain Solution			
Blanket Wash			
Cleaning Solvents			
Lubricating Oils			
Cleaning Rags			
Packaging (specify)			
Energy (units/ \$)		<i>notes</i>	
Water (litres \$)		<i>notes</i>	
Other			