

Worksheet



IMPLEMENTATION CHECKLIST

Use this checklist to begin to define the different tasks that must be undertaken during program implementation.

You may also come up with implementation tasks not included here. As implementation proceeds, take each task and divide it into sub-tasks, assigning both a timeline for completion and which person or persons are responsible for completing the task.

The checklist is divided into three parts. Part A of the worksheet applies to all programs. Use Part B if you are implementing a bag or tag-based program, and Part C if you are implementing a can-based program.

Part A: All Container Systems

- Draft and enact any necessary ordinances to charge a variable rate for waste collection.
- Draft and enact any additional needed ordinances
 - Banning waste dumping and/or burning
 - Limiting container weights
 - Add additional items for recycling
 - Prohibiting unauthorized containers
- Define enforcement responsibilities (work with police and health departments).
- Reassign collection and management staff as needed to new roles in outreach, enforcement, and administration.
- Prepare staff to address residents' concerns and questions.
- Plan your education and outreach campaign. Develop outreach materials and schedule briefings and presentations.
- Consider working with the business community to ensure that they lock their dumpsters to prevent midnight dumping.
- Develop and implement policies for accommodating low-income residents, physically handicapped, and elderly residents.
- Develop and implement policies for accommodating residents of multi-family units.

- ❑ Develop and test your rate structure and your budgeting and tracking systems.
- ❑ Develop procedure for gathering and analyzing data on waste generation amounts and costs. Conduct baseline data collection.
- ❑ Develop a phase-in strategy (e.g. collect all wastes for several weeks, but leave "errors tags" where needed to educate customers that only correctly paid and packaged trash will be collected in the future).

Part B: Bag- or Tag-Based Systems

- ❑ Determine weight limit for bags or size limit for trash that is tagged and the number of bags or tags to purchase.
- ❑ Identify vendors, develop specifications and RFP's, solicit bids, and purchase bags or tags.
- ❑ If distributing through retailers, arrange distribution logistics (e.g. delivery and invoice schedule and marketing agreements). Assign and train staff as necessary.
- ❑ Develop an education program informing residents how to participate (e.g. the location of bag or tag sales outlets and the procedures for bulky wastes).
- ❑ Develop and implement plans for bulky items, including pricing.

Part C: Can-Based Systems

- ❑ Evaluate whether residents can use their own cans or if the town will supply cans.
- ❑ Determine the container size and number of cans to purchase.
- ❑ Identify vendors, develop specifications and RFP's, solicit bids, and purchase cans.
- ❑ If you have a subscription system, develop and provide information to residents that allows them to estimate their trash set-out and select a subscription level.
- ❑ If residents will use one large can, develop plans for extra waste (e.g. supplement with bags or tags). Purchase necessary items and educate residents.
- ❑ Develop and implement plans to distribute new cans (for new residents, replacements for stolen containers, or changes in service level for subscription can systems).
- ❑ Distribute containers and maintain an inventory of extra containers.
- ❑ Develop and implement billing system.
- ❑ Develop an implement plans for bulky items, including pricing.