

# Waste Reduction Procurement Policy Checklist

## Policy & Planning

Checklist Item	Yes	No	Notes
Policy includes waste reduction objectives			
Responsibilities for implementation are defined			
Measurement and review process in place			

## Procurement Procedures

Checklist Item	Yes	No	Notes
Preference for products with minimal packaging			
Preference for reusable or refillable products			
Procurement avoids single-use items where possible			
Suppliers encouraged to offer take-back programs			

## Supplier Evaluation

Checklist Item	Yes	No	Notes
Suppliers meet waste reduction criteria			
Supplier waste management practices assessed			
Regular review of supplier sustainability efforts			

## Employee Awareness & Training

Checklist Item	Yes	No	Notes
Employees trained on waste reduction policy			
Regular updates and communications provided			