**Name:**

**Company and Location:**

1. What are key areas of focus for the site for minimizing and diverting waste from landfill? Refer to previous sessions and homework for ideas.
2. What are the action items for each of the opportunities?
3. For the action items identified in Question 2, who are the necessary people that need to be involved to evaluate or implement them? Assign people or groups to each action item.
4. For the action items identified in Question 2, what are the timelines associated with them?
5. Using the information from the questions above, utilize the graphic below to develop an initial roadmap to assist the site in achieving zero waste to landfill or and improved waste minimization and diversion program onsite.