Checklist: The Cleaner Production Team

Note: This checklist is meant to be illustrative. In smaller firms, for example, some of these functions may not exist or one individual may perform several functions.

	Management	 Actively promote the CP program internally & externally
		Set and enforce long-term goals
		 Allocate financial & human resources to ensure CP success
		Make CP part of employee job descriptions
	Accounting/Finance	Calculate the costs for various processes & waste streams
		 Assess the profitability of CP alternatives
		 Track costs & savings of actual changes
3 .	Purchasing	Educate suppliers about CP
		 Explain procurement practices for hazardous materials
		 Look for materials with recycled content, recyclability, and/o
		low toxicity
1 .	Material Control & Inventory	 Provide information on material storage and use
	•	Provide description of how inventory wastes are generated
		 Suggest & implement CP alternatives
5.	Operations	 Provide descriptions of production processes
		Provide description of how production waste is generated
		Suggest & implement CP alternatives
		 Gauge compatibility of proposed alternatives with operating practices
		 Supply feedback on front-line effects of actual changes
		Supply recuback on front-fine circuits of actual changes
).	Quality Control	Gauge compatibility of CP alternatives with quality
7.	Sales & Marketing	Provide insight into customer needs
		Educate customers about CP
	•	Market products as environmentally responsible
		 Monitor customer reactions to product change
3.	Shipping	 Provide information on current practices
		 Suggest & implement CP alternatives
9.	Maintenance & Engineering	Provide information on current practices
		Suggest & implement CP alternatives
		Gauge the technical feasibility of proposed alternatives Identify proposed for optimal implementation
		Identify parameters for optimal implementation
W.	Environment, Health & Safety	• Explain how production waste & other wastes are managed
		 Assist in the technical characterization of waste streams Help calculate waste treatment and disposal costs
	•	 Suggest & implement CP alternatives
		Gauge environmental impacts of proposals
		Evaluate effects of CP on worker health and safety
	:	 Ensure compliance with environmental regulations
11.	Legal	Gauge effects of CP on regulatory requirements
		Gauge effects of CP on corporate liability
2.	Research & Development	Consider CP goals during new process product development
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Adapted from: A Practical Guide to Pollution Prevention in the Northeast. Northeast Waste Management Officials' Association. Boston, MA USA. Jan. 1993 & Business Waste Reduction. Michigan Department of Commerce & Natural Resources, Lansing, MI, USA. Nov. 1994.