



Rapid Appraisal Facility Tool

Segregated Waste Facilities (Recycling and/or Organic)

Questionnaire

GENERAL INFORMATION	
Country	
City/Municipality/Jurisdiction name	
Date Form Populated	
Surveyor Contact Information	
Name:	
Title:	
E-mail:	
Phone number (mobile):	
Phone number (office):	
SEGREGATED WASTE FACILITY INFORMATION	
Facility Name:	
Address:	
GPS Coordinates:	
Type (check all that apply):	<input type="checkbox"/> Large Recycling Facility <input type="checkbox"/> Small Recycling Facility <input type="checkbox"/> Separate Organics Facility <input type="checkbox"/> Combined Recycling & Organics Facility <input type="checkbox"/> TPS/3R Facility (Indonesia Only)
Days of operation (check all that apply):	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
How long has facility been operating?	
Estimated number of households served:	
Hours of operation (example: 9am - 5pm):	
Are there signs at entrance to the facility designating what materials are accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a weighbridge or scale-house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," when was it last calibrated:	
Is there a gate attendant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If "Yes," how many:	
If "Yes," what is their gender (check all that apply):	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
What is the approximate size of the sorting area:	
Total number of full-time staff:	
How many full-time staff are women:	
If any full-time staff are women, what is their position/roles?	<input type="checkbox"/> Front Office <input type="checkbox"/> Administrative <input type="checkbox"/> Sorting Line/Floor <input type="checkbox"/> Other
Total number of part-time staff:	
How many part-time staff are women:	
If any part-time staff are women, what is their position/roles?	<input type="checkbox"/> Front Office <input type="checkbox"/> Administrative <input type="checkbox"/> Sorting Line/Floor <input type="checkbox"/> Other
Estimated (or true) size of plot (in square feet or meters):	
Does the facility have water, power, and sanitary sewer connection/septic tank?	Water: <input type="checkbox"/> Yes <input type="checkbox"/> No Power: <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No Septic Tank: <input type="checkbox"/> Yes <input type="checkbox"/> No
Facility ownership (check one):	<input type="checkbox"/> Municipality/Local Government <input type="checkbox"/> Private <input type="checkbox"/> Combination Public/Private <input type="checkbox"/> Other
Facility ownership name (if known):	
Materials accepted (check all that apply):	<input type="checkbox"/> #1 PET <input type="checkbox"/> #2 HDPE <input type="checkbox"/> #3 PVC <input type="checkbox"/> #4 LDPE <input type="checkbox"/> #5 PP <input type="checkbox"/> #6 PS <input type="checkbox"/> #7 Other <input type="checkbox"/> Glass Beverage Containers <input type="checkbox"/> Aluminum Cans <input type="checkbox"/> Metal Cans <input type="checkbox"/> Cardboard <input type="checkbox"/> Paper <input type="checkbox"/> Food Waste <input type="checkbox"/> Yard Waste <input type="checkbox"/> Agriculture Waste <input type="checkbox"/> E-Waste

Estimated daily weight of recyclables received (if known):	
Is pricing from the sale of commodities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What happens to residue (trash)?	
Where is residue (trash) sent for processing?	
What rates are charged to unload at this facility?	
Personal Protective Equipment (PPE) available to the staff (check all that apply):	<input type="checkbox"/> Protective Coveralls/Jumpsuits <input type="checkbox"/> Masks <input type="checkbox"/> Gloves <input type="checkbox"/> Shoes/Boots <input type="checkbox"/> Eye Protection <input type="checkbox"/> Safety Vests <input type="checkbox"/> Other <input type="checkbox"/> None
Does PPE come in different sizes for men and women?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On site equipment (check all that apply):	<input type="checkbox"/> Containers/Toter <input type="checkbox"/> Recycle Box <input type="checkbox"/> Pushcart <input type="checkbox"/> Compactor <input type="checkbox"/> Wheelbarrow <input type="checkbox"/> Shovel/Broom <input type="checkbox"/> Press Machine for Plastics <input type="checkbox"/> Scale <input type="checkbox"/> Compost Screener <input type="checkbox"/> Granulator <input type="checkbox"/> Bag Shredder <input type="checkbox"/> Chopping Machine <input type="checkbox"/> Compost Sieve <input type="checkbox"/> Water Hose <input type="checkbox"/> Glass Crusher
Is there a sorting line/conveyor belt system in place:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," how many sorting lines are there?	
If "Yes," is the system:	<input type="checkbox"/> Automated <input type="checkbox"/> Partially Automated <input type="checkbox"/> Manual
If "Yes," are there balers for paper and plastics available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who/which entity conducts equipment maintenance at the facility:	
How often (check all that apply)?	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly

	<input type="checkbox"/> Monthly <input type="checkbox"/> As Needed
Are there smoke detectors and/or fire extinguishers on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What general condition is the equipment in?	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor
If "Poor," list all equipment that needs to be replaced:	
Feedstock origin (For bio-degradable/organics only):	
Mixed waste sorted with onsite separation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Source separated organic waste:	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the end product produced?	
Does the facility sell/donate/use its compost material (For bio-degradable/organics only)?	<input type="checkbox"/> Sell <input type="checkbox"/> Donate <input type="checkbox"/> Land Apply <input type="checkbox"/> Unknown
If "Sell", what price do they sell for:	
Does the facility have pest control?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," check all that apply:	<input type="checkbox"/> Spraying <input type="checkbox"/> Trapping <input type="checkbox"/> Other
Additional Notes:	