STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

OFFICE OF FLEET AND ASSET MANAGEMENT

OFAM Waste Reduction and Recycling Program Worksheet

OFA 151 (01/03)

LOCATION:	
YEAR:	
Person Submitting Form:	

	January	February	March	April	May	June	July	August	September	October	November	December
Source Reduction	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**	**Yes/No**
Use of Reusable Cups												
Use of Electronic Forms												
Use of Electronic Media												
Double-Sided Copies												
Recycling	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**
Beverage Containers												
Cardboard												
Glass												
Newspaper												
Office Paper												
Plastics												
Special Waste	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**	**Tonage**
Motor Oil												
Antifreeze												
	Number	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**
Batteries												
Tires	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**	**Number**
Use of Retreads												
Tire Recycling												
Total Tonage Diverted												
Total Waste to Landfill												