

Instructions for filling out the Solid Waste Plan Template

Make a copy of the template before working on it. That way you can always go back to the original template.

The **black writing** should stay. It includes the headings. There are some sentences in black writing. You can change the sentences so that they work better for what you want to say. If the sentences or headings do not apply to your community, then you can delete them.

The **Green writing** are instructions only. All the green writing should be deleted in the final plan. Read the green writing for what to do.

The **Red writing** is for filling in. The red writing gives an example of what to fill in or write. For example the red writing might say “400” for the population of the community. Replace the “400” with the correct population of your community. Check all red writing to make sure it is correct for your community. Once you have the correct information, you can **change the color to black**.

At the end, all the red writing should be black, and the green writing should be deleted.

Remember, this is your own community plan. You should add any information that you want. You can insert any sections or sub-sections that you want to include, or take out any sections that don’t fit your community. Any information that you think is helpful for the community to understand what they should do is good. Any information that is helpful to funding agencies to understand what your community is like, and why you are choosing the program you want, is good.

This is a long plan. It is called a comprehensive integrated solid waste management plan. It provides more information than your community may need, or that might be needed by funding agencies. That is why we recommend **copying the tables and sections that you think would be helpful to the community into a smaller community-only plan.**

For example, **you can copy Sections 2, 11, and 12 into a separate document.** These Sections discuss Elder guidance, community priorities and actions and plans, as well as rules that the community should follow. Then you can distribute that document to the community.