Waste Management Plan Timeline

Note- Shaded weeks are suggested timeframe for beginning the activity. The ***latest*** the activity should be completed is the **last shaded week** for each activity. Consider this week **the deadline** for this activity.

Month	**October**		**November**				**December**				January		
Week of the Month:	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	3
Start a solid waste committee													
Note you can continue to add members as the community becomes more interested in the planning process.													
Write and carry out a survey													
a. **Compile draft** using local suggestions for the content													
b. Recommended, but optional: **Send to ANTHC Project Officer** or other technical person **to review** for question formatting or other suggestions													
c. **Perform Survey.** Preferably house to house, but meetings, events, community locations (e.g. the store, post office) will work as well. Remember to keep notes on participants' answers so that your analysis of results can describe concerns and educations needs accurately. For example, if it is obvious that someone does not realize the health risks associated with a concern, list that on your separate note book. *After* the survey is performed you can talk to the person more to find out the base concerns and let them know about solid waste risks. You can note their response and include in your survey write-up. Or you can develop materials or a presentation for a community meeting that addresses the topic(s).													
Start or continue community meetings (Hold at least 1 meeting, and if the first is not well attended, learn from it and see if you have time to hold a second meeting.													
a. Plan **how** you will get people from the full community to attend the meeting and **plan a date.**													
b. Write an outline agenda. Plan what you will discuss by talking with others. Decide if there are community speakers you would like to have or activities, presentations, materials. Decide who will facilitate the meeting – you or an Elder or a Council member or a good speaker....?													

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What do you want people to walk away with? What do you need to find out? Remember to allow people to say or write out what they want about solid waste. It is all valuable information. What types of information do you want? Will you have a survey or evaluation or suggestion form or petition for people to fill out? Who will record on video or take pictures?													
c. Advertise the meeting(s)													
d. Hold the meeting(s)													
Interview Elders about solid waste													
Household Daily Trash Assessment													
a. Read in detail Waste Assessment materials. **Plan** a good week to do this. Make sure it does **not happen during a holiday week** because trash will be different.													
b. Recruit volunteers (twice as many as you might need)													
c. Prepare for assessment (gloves, labels, bags, tarp, instructions, reserve location to carry out, volunteers to help, where and who bags should be picked up and dropped off)													
d. Carry out study (Make sure you follow through with each household at least once to confirm they understand what they need to do. Make sure they fill out their forms and they are attached to the bags.)												***(Or after holidays)***	
e. Compile your results into numbers and write down interesting factors. Write down problems you had, questions you had, in detail immediately after the characterization. Adjust any numbers if there is a good reason. If you wait you will forget some of the problems. If you have questions about the numbers, contact ANTHC Officer and also bring your results to the 2nd Training.													
Read the Solid Waste Template. If you have time, start on sections that interest you.													