

Step 3: Conducting Cost/Benefit Analyses

Cost/benefit analyses list and quantify costs and benefits associated with specific reduction, reuse, or recycling options. They are used to determine if a particular option is feasible and to select preferred measures from among all available options. Costs are typically itemized as capital or operating costs. **Capital costs** could include equipment, building alterations, site preparation, and the production of promotional/educational materials. **Operating costs** might include administration, staff time, collection costs, equipment maintenance, and replacement costs. **Economic benefits** might include reduced disposal costs, revenues, increased efficiency, and reduction in raw materials used. **Indirect benefits** could be improved employee morale (often resulting in increased productivity and/or reduced staff turnover), improved corporate image, improved community relations, generation of new ideas for efficiency improvements, new in-house skills and expertise involving environmental technologies, and improved customer/supplier relations. These could be substantial and, in some cases, may outweigh all other considerations.

Waste material: _____

Reduction Options	Capital Costs	Operating Costs	Economic Benefits	Indirect Benefits	Overall Ranking Among all Options

Reuse Options

Recycling Options
