

## C Cleaner Production investment proposal checklists

### C1 Cleaner Production investment data sources

**Objective:** The aim of this checklist is to identify sources of information, which will help in:

- Identifying Cleaner Production options
- Providing information for investment proposals

DEPARTMENT	INFORMATION SOURCES
1. General Management	<ul style="list-style-type: none"> <li>• Organizational charts</li> <li>• Information on available investment funds</li> </ul>
2. Accounting & Finance	<ul style="list-style-type: none"> <li>• Cost accounting reports for departments, activities, products, etc.</li> <li>• Overhead account information</li> <li>• Department and project budgets</li> </ul>
3. Purchasing	<ul style="list-style-type: none"> <li>• Raw material invoices and delivery records</li> <li>• Material data sheets</li> <li>• Energy bills</li> <li>• Water bills</li> <li>• Waste transport/recycling/disposal invoices</li> <li>• Vendor contact information</li> </ul>
4. Material Control & Inventory	<ul style="list-style-type: none"> <li>• Raw material inventory records</li> <li>• Final product inventory records</li> <li>• Material handling records</li> </ul>
5. Operations	<ul style="list-style-type: none"> <li>• Process maps/descriptions</li> <li>• Equipment operating manuals</li> <li>• Equipment energy use ratings</li> <li>• Work orders and job sheets</li> <li>• Batch recipes and other product specifications</li> <li>• Production schedules</li> <li>• Material ordering tickets</li> <li>• Production logs</li> </ul>
6. Quality Control	<ul style="list-style-type: none"> <li>• Product specifications</li> <li>• QC and product reject data</li> </ul>
7. Sales & Marketing	<ul style="list-style-type: none"> <li>• Invoices to customers</li> </ul>
8. Shipping	<ul style="list-style-type: none"> <li>• Shipping records</li> </ul>
9. Maintenance & Engineering	<ul style="list-style-type: none"> <li>• Facility blueprints and schematics</li> <li>• Equipment lists, specifications and data sheets</li> <li>• Maintenance procedures and records</li> </ul>
10. Environment, Health & Safety	<ul style="list-style-type: none"> <li>• Emission/waste technical analyses</li> <li>• Emission/waste volumes</li> <li>• Sewer discharge records</li> <li>• Recycling records</li> <li>• Waste shipment records</li> <li>• Regulatory compliance reports</li> <li>• Data on environmental penalties and fines</li> <li>• Data on environmental clean-up costs</li> <li>• Permitting cost estimates</li> <li>• Waste management labour costs</li> <li>• Pollution control equipment information</li> <li>• Future regulatory compliance costs</li> </ul>
11. Legal	<ul style="list-style-type: none"> <li>• Environmental legal costs</li> </ul>
12. Research & Development	<ul style="list-style-type: none"> <li>• Future environmental and cost trends</li> </ul>

*Note: This checklist is meant to be illustrative. The availability and location of different types of data can vary widely from enterprise to enterprise.*