



Print Shop And Publishing Waste Management Checklist 2026

Paper and Cardboard Recycling Management

Procedures for the segregation, collection, and recycling of paper scraps, offcuts, and corrugated cardboard waste.

Inspection Date

Current Paper Waste Volume

- ☐ Low (Less than 50kg)
- ☐ Medium (50kg - 200kg)
- ☐ High (Over 200kg)

Waste Types Identified

- ☐ Corrugated Cardboard
- ☐ Glossy Paper
- ☐ Office Paper
- ☐ Paper Offcuts/Scraps

Discrepancies or Contamination Notes

Write something...

Waste Transfer Note/Receipt

 Upload File

Supervisor Verification

Chemical and Solvent Disposal

Safety protocols for handling and disposing of inks, solvents, cleaning agents, and chemical residues from printing plates.

Disposal Date

Enter date...

Type of Chemical/Solvent Disposed

- ☐ Solvent-based Ink
- ☐ Cleaning Agent/Degreaser
- ☐ Plate Developer
- ☐ Other

Volume Disposed (in Liters/Kilograms)

Enter a number...

Containment Method Used

- ☐ Airtight Drum
- ☐ Hazardous Waste Bin
- ☐ Secondary Containment Tray

Spill Incident Notes (if any)

Write something...

Waste Transfer Note/Manifest Upload

 Upload File

Supervisor Verification

Ink and Toner Management

Guidelines for the collection, containment, and recycling of used ink cartridges, toner dust, and liquid ink waste.

Inspection Date

Enter date...

Ink/Toner Container Status

- ☐ Empty/Ready for Disposal
- ☐ Partially Used
- ☐ Full/In Use

Estimated Weight of Ink Waste (kg)

Enter a number...

Type of Waste Collected

- ☐ Liquid Ink Residue
- ☐ Empty Toner Cartridges
- ☐ Ink-Soaked Wipes/Rags
- ☐ Inkjet Cleaning Solutions

Disposal Discrepancies or Leakage Notes

Write something...

Supervisor Verification

Hazardous Waste Compliance

Monitoring of regulated substances, including cleaning solvents and heavy metals, to ensure adherence to 2026 environmental regulations.

Inspection Date

Hazardous Materials Present

- ☐ Solvents/Thinners
- ☐ Printing Inks
- ☐ Cleaning Chemicals
- ☐ Used Lubricants
- ☐ Other

Spill Incident Report

Disposal Container Integrity

- ☐ Secure and Leak-free
- ☐ Needs Maintenance
- ☐ Full/Requires Immediate Pickup

Disposal Certificate Upload

 Upload File

Compliance Officer Signature



Equipment Maintenance and Waste Prevention

Preventative maintenance tasks designed to minimize substrate waste and reduce-print errors/spoilage.

Last Maintenance Date

Enter date...

Machine Status

- ☐ Operational
- ☐ Under Repair
- ☐ Decommissioned

Completed Preventive Tasks

- ☐ Blade/Cutter Replacement
- ☐ Roller Cleaning
- ☐ Ink System Calibration
- ☐ Sensor Dust Removal

Estimated Waste Reduction (%)

Enter a number...

Maintenance Notes and Anomalies Detected

Write something...

Technician/Operator Verification

Packaging and Plastic Waste Control

Management of plastic films, pallet wraps, and protective packaging used during the shipping and finishing processes.

Types of Plastic Waste Identified

- ☐ Stretch Wrap / Pallet Film
- ☐ Bubble Wrap
- ☐ Plastic Strapping
- ☐ Shrink Wrap
- ☐ Protective Plastic Sleeves

Estimated Weight of Plastic Waste (kg)

Enter a number...

Date of Waste Removal

Enter date...

Waste Disposal Certificate / Manifest

 Upload File

Disposal Vendor Name

Write something...

Supervisor Verification

Staff Training and Safety Protocols

Verification of employee training regarding waste segregation, PPE usage, and emergency spill response procedures.

Date of Training Session

Enter date...

Training Module Completed

- ☐ Chemical Spill Response
- ☐ Hazardous Waste Handling
- ☐ Paper Recycling Procedures
- ☐ Inks and Solvents Safety

Topics Covered in Session

- ☐ PPE Usage
- ☐ Waste Segregation
- ☐ Spill Kit Location
- ☐ Regulatory Compliance

Training Summary and Notes

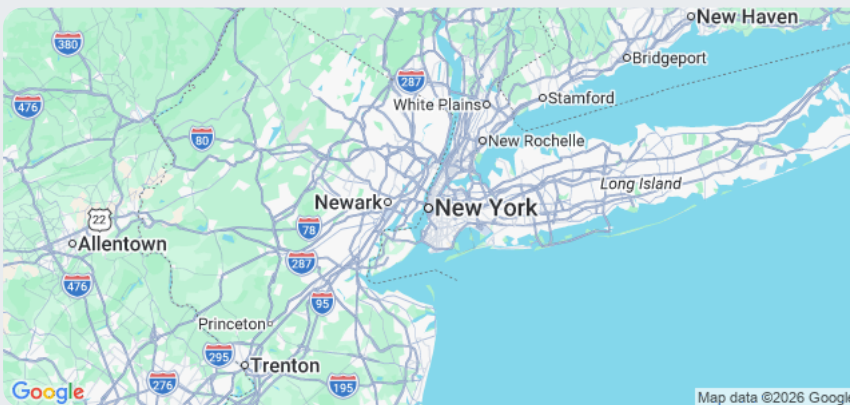
Write something...

 Upload File

Maintenance of waste transfer notes, disposal certificates, and logs for regulatory inspections and sustainability reporting.

Enter date...

 **Set My Current Location**



Completed Waste Transfer Notes

- ☐ All paper waste manifests present
- ☐ Hazardous waste disposal certificates present
- ☐ Recycling pickup receipts logged

Upload Waste Disposal Certificates

 Upload File

Audit Findings and Discrepancies

Write something...

Compliance Officer Signature



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🏆 Finish

🔗 Generate Sample Report