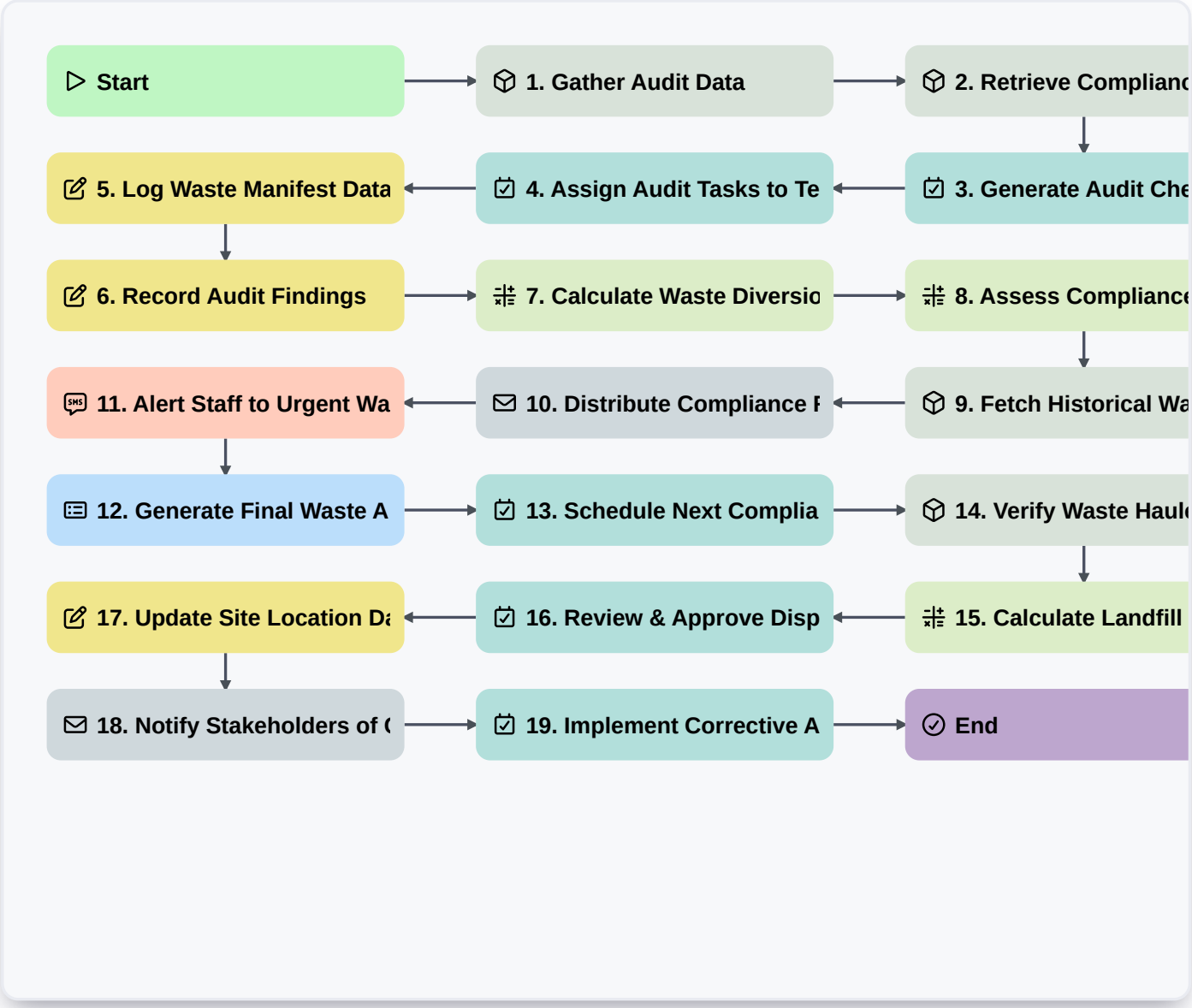
ChecklistGuro

Waste Management Compliance Workflow: Audit & Reporting On Work OS Platform



Start
Start of the Workflow/Process.

1. Gather Audit Data
Retrieves all necessary waste generation and disposal records for the audit period.

2. Retrieve Compliance Guidelines
Fetches the latest local and federal waste disposal regulations and standards.

3. Generate Audit Checklist Items
Creates a master task list based on retrieved guidelines for compliance verification.

4. Assign Audit Tasks to Teams
Delegates specific compliance checks to relevant team members.

5. Log Waste Manifest Data
Allows users to input and update records for waste tonnage and disposal sites.

6. Record Audit Findings
Users update the status, evidence, and details of compliance checks.

7. Calculate Waste Diversion Rate
Calculates the percentage of diverted waste compared to total waste volume.

8. Assess Compliance Score
Determines overall site compliance based on completed audit tasks (Pass/Fail logic).

9. Fetch Historical Waste Reports
Retrieves past waste data for trend analysis and comparison.

10. Distribute Compliance Reminders
Sends automated email alerts to stakeholders regarding upcoming audit deadlines or required documentation.

11. Alert Staff to Urgent Waste Issues
Sends immediate SMS notifications for critical incidents or overcapacity warnings.

12. Generate Final Waste Audit Report
Compiles all gathered data and calculated metrics into a professional, shareable compliance report.

13. Schedule Next Compliance Review
Automatically sets follow-up tasks for preventative maintenance or re-audits.

14. Verify Waste Hauler Certifications
Checks and validates the credentials and certifications of third-party waste disposal partners.

15. Calculate Landfill Tax Liability
Uses input data to project and calculate potential environmental waste fees.

16. Review & Approve Disposal Logs
Requires supervisor sign-off on all submitted waste disposal documentation.

17. Update Site Location Data
Enables real-time correction or addition of facility waste point details.

18. Notify Stakeholders of Compliance Status
Automatically notifies management of final audit results and corrective actions.

19. Implement Corrective Actions Plan
Creates actionable steps to resolve identified compliance gaps.

End
End of the Workflow/Process.