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| **Checklist** | **Comment** |
| **Process/area*** Is the process/activity really necessary?
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| **Water use*** Is it necessary to use water for the process/ activity or is there a cost-effective alternative?
* How can I reduce water use?
* Could I use lower quality water?
* Can I recover and re-use water anywhere?
* Is the use authorised and legal?
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| **Water loss*** Are there any water losses on site that could qualify for a wastewater allowance (for example, by products, steam or cooling tower evaporative losses, leaks)? *Look for obvious things like dripping taps – dripping hot water taps, ask about boilers, cooling systems, cleaning equipment, hose sizes, water pressure, overflows etc.*
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| **Wastewater** * Where does domestic waste water and or trade effluent enter the site drainage system
* Is it necessary to produce this wastewater/ effluent?
* Is clean water going down the drain and, if so, why?
* Is the discharge authorised and legal?
* Can the wastewater/effluent be re-used in a process or used for lower grade duties (e.g. cleaning)?
* Is waste water recycled or re-used? Can it be quantified?
* Would it be cost-effective to treat the wastewater/effluent on site for re-use?
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