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| **Checklist** | **Comment** |
| **Process/area**   * Is the process/activity really necessary? |  |
| **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? |  |
| **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.* |  |
| **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? |  |