**Tool 4.A1.2 Improvement options evaluation matrix**

1. **General**

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|  | **5A principles**  (Applicable, Appropriate, Achievable, Acceptable, Affordable) | **Resources needed** (Manpower, materials, infrastructure, fund, places, time, expertise) | **Stakeholder involvement** | **Institutional policy** | **Behavior change & Education** |
| **Waste segregation** |  |  |  |  |  |
| **Waste collection** |  |  |  |  |  |
| **Waste recycling** |  |  |  |  |  |
| **Waste disposal** |  |  |  |  |  |

1. **Per cluster**

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|  | **5A principles**  (Applicable, Appropriate, Achievable, Acceptable, Affordable) | **Resources needed** (Manpower, materials, infrastructure, fund, places, time, expertise) | **Stakeholder involvement** | **Institutional policy** | **Behavior change & Education** |
| **Classrooms** |  |  |  |  |  |
| Reduce waste generation |  |  |  |  |  |
| Establish/improve waste segregation |  |  |  |  |  |
| Improve waste collection |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Kitchen/ Canteen** |  |  |  |  |  |
| Reduce waste generation |  |  |  |  |  |
| Establish/improve waste segregation |  |  |  |  |  |
| Improve waste collection |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Offices/ Administration** |  |  |  |  |  |
| Reduce waste generation |  |  |  |  |  |
| Establish/improve waste segregation |  |  |  |  |  |
| Improve waste collection |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Open spaces** |  |  |  |  |  |
| Reduce waste generation |  |  |  |  |  |
| Establish/improve waste segregation |  |  |  |  |  |
| Improve waste collection |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| Reduce waste generation |  |  |  |  |  |
| Establish/improve waste segregation |  |  |  |  |  |
| Improve waste collection |  |  |  |  |  |
| Other |  |  |  |  |  |

1. **Per waste fraction**

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|  | **5A principles**  (Applicable, Appropriate, Achievable, Acceptable, Affordable) | **Resources needed** (Manpower, materials, infrastructure, fund, places, time, expertise) | **Stakeholder involvement** | **Institutional policy** | **Behavior change & Education** |
| **Organic waste** |  |  |  |  |  |
| Reduce |  |  |  |  |  |
| Reuse/ Recycle |  |  |  |  |  |
| **Plastic waste** |  |  |  |  |  |
| Reduce |  |  |  |  |  |
| Reuse/ Recycle |  |  |  |  |  |
| Reduce |  |  |  |  |  |
| **Glass, metal, E-waste** |  |  |  |  |  |
| Reduce/Reuse |  |  |  |  |  |
| Recycle |  |  |  |  |  |
| Safe disposal |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| Reduce/Reuse |  |  |  |  |  |
| Recycle |  |  |  |  |  |
| Safe disposal |  |  |  |  |  |
| Other |  |  |  |  |  |