

# Independent Bookshop - Waste Sorting Observation

Record practical sorting problems and improvements to collection points. Setting: Independent Bookshop.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Waste Sorting Observation

Collection point and observation period \*

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Materials commonly placed in the wrong stream \*

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Bin placement, labels or capacity issues \*

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Change to trial and how it will be checked

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## Independent Bookshop

Book section, order batch or reading event \*

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**Title, edition or stock reference involved \***

**Shelving order, reserved copies or event-table needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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