

Waste and Recycling Audit Worksheet

Objective:

- to determine composition and quantities of waste being generated
- to measure the effectiveness of existing waste management systems
- to collect baseline data for measuring the effectiveness of waste minimization strategies.

Audit Location:

Location:

Bin Breakdown:

- Type of Waste Collected:
- Bin Capacity:
- Location of Bins:
- How often are the bins emptied?:

What do we need to know before we begin?

1. When does the custodial staff take out recycling and trash?
2. Who is the hauler?
3. What materials does the hauler collect?
4. Does the hauler allow materials to be placed in plastic liners and bags?
5. When do they remove the dumpsters?

Important:

- No documents can be read or removed from the sorting area.
- For the sake of accuracy, do not notify employee or visitors of the audit to ensure they do not change their behaviors

Materials Needed:

- Thick Gloves (Gardening/Work Gloves)
- Latex Gloves
- Tarp/Plastic Covering
- Folding Tables
- Scales
- Pencils/Pens
- Audit Sheets
- Phone with picture taking capabilities

Schedule of Tasks:

- Collect all bins
- Transport to the sorting area
- Collect/Record data
- Clean Area
- Return Bins

Waste Audit Procedures:

SAFETY FIRST!

Make sure to put on your PPE (gloves, goggles, face shield, coverall etc.) before beginning. Inspect all items carefully before handling. Be especially careful not to handle broken glass or anything sharp. If you see anything looking vaguely like a hypodermic syringe, stop sorting that bag and let your supervisors know right away!

A NOTE ON PRIVACY....Discretely look away...

While it's likely that you may read what is written on papers tossed into the trash, we don't have the authorized consent to read it. Please be respectful of someone else's information.

Wash Hands...

Make sure to wash your hands thoroughly with soap and hot water after you leave the waste audit site for your health and safety.

BEFORE SORTING

1. Fill out all fields of the top portion of each form.
2. Each bin audited will have a label on it. Enter bin location and type on the form.

FOR RECYCLING BINS

1. Take picture of the inside of the bin.
2. Estimate volume occupied by materials.
3. Weigh the bin; record number. (NOTE: Record weight to the nearest tenth of a pound, for example, 1.0 pound, 12.7 pounds, 102.9 pounds).
4. Dump contents of bin onto the table; weight the empty bin; subtract the weight of the empty bin from the weight of the full bin to find out the weight of materials; record that number.
5. Sort the contents of the bag by corresponding categories; Take a picture
6. Place the items into the bucket. Take a picture of each item. Weigh the items on the scale and log the weight, minus the weight of the bucket. If there are no items in a given category, place a zero for that category weight.
7. Place the items in the corresponding recycling/trash bins.

FOR TRASH BINS

1. Take picture of the inside of the bin.
2. Estimate the volume of the bag.
3. Weigh the entire bag and record the total weight on the top of the form. (NOTE: Record weight to the nearest tenth of a pound, for example, 1.0 pound, 12.7 pounds, 102.9 pounds).
4. Place bag on the sorting table. Untie bag or rip open if necessary. If any hazardous, putrescent (i.e. smelly) or infectious waste is present, set bag aside, re-close, and tell the event coordinator/staff that the bag is bad. *We do not audit bags from the bathroom; just record the total weight and volume.
5. Sort the contents of the bag by corresponding categories; take a picture
6. Place the items into the bucket. Take a picture of each item. Weigh the items on the scale and log the weight, minus the weight of the bucket. If there are no items in a given category, place a zero for that category weight.
7. Place the items in the corresponding recycling/trash bins.

AFTER SORTING

1. Clean up your area and ensure the surrounding floor is free of debris.
2. Place your gardening gloves in the bucket and throw the latex gloves away.
3. When finished, give the completed form to the designated volunteer.
4. Wash your hands thoroughly and checkout by the Check-in booth when you leave, thank you!!

Waste Audit Form (print as many as needed)

Waste Audit Template	
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Study Area	
Date	
Floor/Building/Room #	
Bin Location	
Bin Type	
Bin/Bag Weight (lbs.)	
Bin/Bag Volume (full bag, 1/2, 1/4)	
Bucket Weight (lbs.)	

Data Collection Table for Bin Contents:					
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SEPARATION CATEGORIES	Weight (lbs.)	% of Volume	SEPARATION CATEGORIES	Weight (lbs.)	% of Volume
White Office Paper			Compost Materials		
Mixed Paper			Food Packaging		
Corrugated Cardboard			Hazardous Waste		
Metal Cans			Electronic Waste		
Glass Bottles			Remaining Trash		
Plastics			Other		

Additional Notes:

Name of Collectors:

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Separation Categories:

WHITE OFFICE PAPER

OK- printed white office paper ONLY! (Color ink OK)

No- glossy paper, magazines, journals, colored paper, envelopes, newspaper, brochures, post-its, food paper(cups or wrappers), personal hygiene material (napkins, tissues, paper towels) etc.

MIXED PAPER

OK- notebooks, notepads, backing to pads, glossy paper, magazines, journals, shoe/shirt boxes, cereal boxes, chip/paper board, colored paper, envelopes, newspaper, file folders, old textbook, brochures, post-its, etc.

NO- white office paper, cardboard, carbon paper, food paper, napkins, tissues etc.

CORRUGATED CARDBOARD

OK- cardboard with wavy material in it (ex. shipping boxes)

NO- shoe boxes, waxy material, cereal boxes, toilet paper rolls, pizza boxes, etc.

METAL CANS

OK- aluminum cans, tin cans, steel cans (labels OK)

NO- aluminum foil, take out containers, paint or stain cans, aerosol cans, etc.

GLASS BOTTLES

OK- all colors of glass

NO- mirrors, light bulbs, chemical containers, vases, broken glass.

PLASTICS

OK- #1-7 bottles and jugs (water, soda, milk jugs)

NO- film plastic, transparencies, take out non-plastic containers.

COMPOST MATERIALS

OK- leaves, food, napkins, organics, wood, houseplants, potting soil, compostable cups.

NO- recyclables listed above.

FOOD PACKAGING

OK- beverage containers (paper, Styrofoam and plastic cups) pizza boxes, straws, aluminum foil, condiments, plastic wrappers, frozen and fast food wrappings, plastic utensils, to-go containers, food packaging.

NO- recyclables.

HAZARDOUS WASTE

OK- paint, paint thinners, photography chemicals, thermometers, thermostats, drain cleaners, pool chemicals, aerosol cans, pesticides, antifreeze, fertilizer, acids, gun powder, fireworks, etc.

NO- big appliances, regular batteries (go to trash).

ELECTRONIC WASTE

OK- rechargeable batteries, laptop/button batteries, computer monitors/parts, CPUs, TVs, printers, scanners, stereos, radios, VCRs, DVDs, phones, pagers, power tools, small kitchen appliances (microwaves, toaster oven), beauty appliances (hair dryer),

REMAINING TRASH

Any non-recyclables and non-compostables

References:

Garbage on the Green 2007-2012 Summary Report:

<http://digitalcommons.unf.edu/cgi/viewcontent.cgi?article=1002&context=gotg>

"Garbage on the Green"- A Waste Audit Event at the University of North Florida, March 8, 2007:

<http://digitalcommons.unf.edu/cgi/viewcontent.cgi?article=1000&context=gotg>

KAB DIY Simple Workplace Audit

<http://recyclingatwork.org/Downloads/DIY%20Simple%20Workplace%20Waste%20Audit.pdf>