

Waste Audit

Planning

- Consult with the Green Team members to identify day, time and space for audit
- Arrange with cleanup staff to save at least 5 bags of representative garbage for your audit

Assemble your audit supplies

- Large sorting table
- 5 chairs to hang bags of sorted waste on
- Clear plastic bags
- Sorting category signs fastened to chairs
- 5 labelled storage basins for transferring sorted waste to clear bags
- Audit posters listing items in each category
- A hanging spring or digital scale
- Gloves for auditors
- Worksheets to record findings and begin plan
- Clipboards and pens
- Camera for recording stages of audit
- Clean-up supplies

Identify your waste audit team and responsibilities

- Appoint one person to be in charge
- Define tasks: gathering supplies, setting up, auditing, recording, taking pictures, cleaning up and communication results

Waste audit categories

- Recyclable containers: metals cans, plastic bottles, milk/juice cartons, yoghurt tubs/lids
- Recyclable papers: copy paper, newspaper, notebooks, magazines, books, cardboard
- Other recyclables: e-waste, printer/toner, cartridges, CFL bulbs, batteries
- Food wastes and soiled papers: fruit peels, paper towels, tissues, napkins, plates
- Real garbage: coffee cups, plastic and foil wrapping

The Waste Audit

Set Up

- Gather audit team together and review tasks
- Bring garbage to sorting area
- Set up tables, chairs with bags, basins, signs, posters

Auditing

- Empty each bag's contents one at a time onto sorting table and sort items into basins labeled by waste category
- Empty full basins into plastic bags draped over chairs until all garbage is audited

After the audit

- Weigh bags of sorted garbage
- Record results and observations on the waste audit work sheet
- Tidy up and deliver sorted recyclables and garbage to appropriate containers
- As a team, develop your waste reduction plan
- Decide how to communicate your findings to the rest of your workplace

Waste Audit Worksheet

Date: _____

Location: _____

Waste Category	Recyclable Conainers	Recyclable Paper	Other Recyclables	Food Waste and Soiled Papers	Real Garbage	Overall Total
Total Weight by Category						
Percentage by Category						
Observations						

Waste Reduction Work Plan

Date: _____

Location: _____

Targets	Actions	Indicators of Success	Resources	Budget	Timeline	Results