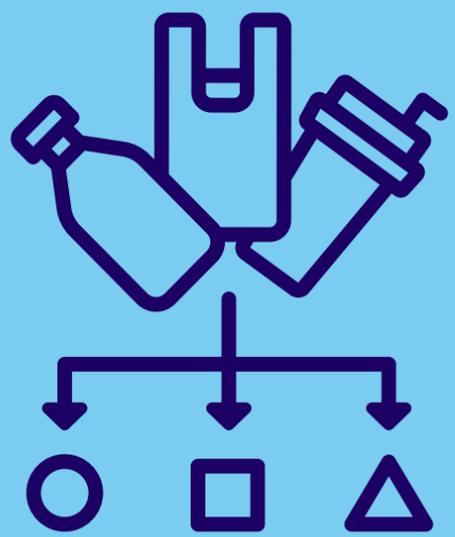


# WASTE AUDIT GUIDE

## 1. PREPARE TO COMPLETE A WASTE SORT

Find out exactly what happens to all waste types, who collects what, when and how, where it is stored, and who takes it away for disposal and how often. Isolate the different recycling streams from landfill waste to best understand where minimisation opportunities are.



## 2. CHECK HOW WASTE IS GENERATED



Can staff/cleaners put waste into bags labelled with where they came from?  
Can waste be easily removed from the bin?  
Consider quantity of waste to be sorted.  
It is recommended that you sample a week's waste to give you better visibility of this season's waste. You may want to note down any significant events that took place in the week that may influence results (e.g. office party, product delivery)

## 3. KNOW WHEN WASTE IS GENERATED

Pick the right time to measure, considering variations from days of the weeks to seasons. How much do you want to collect for sorting? When are your bins services and do you need to change collection days with your waste service provider to accommodate for collecting and sorting the waste for auditing



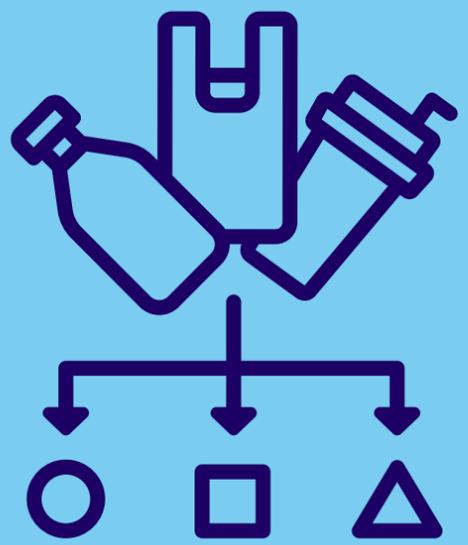
## 4. WHERE CAN WASTE BE COLLECTED & SORTED



Identify an area where the waste can be sorted. This may be done on a table covered with a tarpaulin or directly on the floor. Do the sort somewhere sheltered from wind as it could impact the sort. Consider how you will clean the area post sorting. You may need to wash the site (into trade waste not storm water).

## 5. KNOW YOUR WASTE CATEGORIES

Before beginning the sort, decide what categories to sort your waste into. Reassess these categories as you go, did you miss any key categories? Photograph as you go and keep notes. For consistency, nominate one person to decide where all tricky waste bits go.. Weigh all individual streams of material.



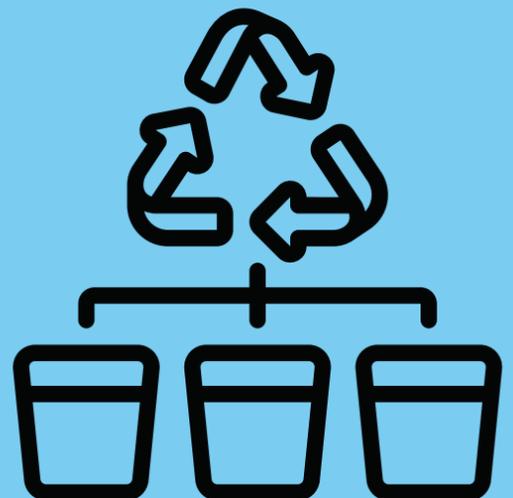
## 6. HEALTH & SAFETY GUIDELINES



Ensure you adhere to H&S guidelines. Be aware of hazards on site and emergency procedures. Sorters must wear gloves and if possible coveralls. Beware of broken glass and other sharp objects. Be mindful of heavy boxes or bags, use appropriate lifting practices.

## 7. WASTE SORT CHECKLIST

- Protective clothing: gloves, mask, safety goggles.
- Scales - make sure they are sensitive enough to handle big and small groups of waste (preferably electronic scales which have smaller margin for error).
- Power Supply - should your scales need it.
- Camera: take photos of sorted and unsorted waste as a record and to use for future communication with wider teams.
- Sorting containers - receptacles to put your waste once sorted. Plastic bins or rubbish bags are sufficient.
- Marker Pens - indicate what is in each bin and weight of empty containers if weighing waste streams in them.
- Recording Sheet - material to record your data (waste weight) and any other notes you may wish to capture.



## 8. COLLECT DATA & REPORT BACK

Collate the weights of material streams, create a report which outlines the key statistics and findings of the audit. To go the extra mile, include photographs of the materials identified. For a more in-depth report, Reclaim can assist business from all sectors and sizes with waste audit solutions.

