

WASTE AUDIT INSTRUCTIONS

What you need:

- Scales
- Tarpaulins
- Gloves
- Buckets for sorting
- Plastic bags
- Audit record sheet (a clipboard is handy)
- Pen
- Calculator

Pre audit preparation

1. Decide on a day for your waste audit
2. Waste needs to be collected in the days prior so decide on what that looks like, i.e. a days worth, or more (we recommend two to three days worth)
3. It's important to let whoever normally empties bins such as a cleaner that you will be collecting the waste, and for how long, to ensure you collect the most accurate sample for your data
4. Place waste from the bins in a plastic bag and label - you may want to assess waste in each class or area separately to get a better understanding of the waste at your school / centre



Audit day

1. Layout tarpaulin and label buckets with plastics, paper, organics, metals, glass, other waste
2. Prepare your waste audit sheet for each area you are assessing separately
3. Glove up
4. Weigh the total amount of waste you have collected prior to emptying these onto the tarpaulin
5. Take a picture of the rubbish once spread out.
6. Discuss what this looks like on the ground - is it more than you expected, about what you expect, or less, what % looks like recyclable.
7. Run through each category and find an example of each if you have it
8. Get sorting!
9. Once everything is sorted weigh each bucket (take into account the weight of the bucket).
10. Collate this information onto your audit sheet.
11. Dispose of waste correctly and discuss your findings

Evaluate and next steps

Time to look at what you found and discuss questions such as:

- What area had the most rubbish
- Which had the least
- How much waste in total did we produce that goes to landfill
- How could we reduce waste going to landfill
- How can we present this to our school to share the results
- Can you identify any specific category of waste that could be reduced with a change of behaviour
- Did we have any items that could be repurposed

Brainstorm actions you can take to tackle your particular waste issues within your school / centre.

Plan a follow up audit within six month to a year to see if the changes you have made have had an impact on reducing your waste and remember to **CELEBRATE** your success!



WASTE AUDIT SHEET

Name of School / ECE _____

Date _____ Area being audited _____

TOTAL WEIGHT AUDIT			
<i>Material that could have been diverted from landfill</i>			
	Weight	% of Total Weight	Visual %
PAPER TOTAL WEIGHT			
Recyclable paper - office paper, shredded paper, newspaper, magazines, printed material			
Cardboard			
Compostable paper - paper towels, serviettes, non waxy food bags and wrappers, egg cartons			
PLASTICS - Check with local council as to what can be recycled in your area (most accept plastics numbered 1,2,5)			
ORGANICS - Food scraps			
METAL - cans, clean foil, metal lids			
GLASS - all bottles and jars			
TOTAL WEIGHT			
<i>Material that could NOT have been diverted from landfill</i>			
All other waste			
Hazardous waste (should be disposed of through e-waste facility or transfer station)			
TOTAL WEIGHT			