



## WASTE AUDIT PLAYBOOK

## Setting Audit Parameters- Specific to End User Needs

- 1) Choose a location where your end user feels there is opportunity to improve their program.
- 2) Instruct your facility contact to collect and set aside the waste and recyclables to be audited prior to the event.
- 3) Make sure waste and recyclables are labeled so it is clear what streams you are auditing.
- 4) Sample size should reflect the facility occupancy, as well as how many people will be assisting with the audit.



## What to Bring

- Tarp
- Gloves
- Trash Bags
- Broom/Dust Pan
- Clipboard
- Fish Scale
- Calculator



## 1. SET UP AUDIT AREA

1. Ask janitorial staff to leave collected waste in a designated area.
2. Set up supplies in a parking lot, loading dock, or well-vented area.
3. Assemble items on supply list: tarp, gloves, trash bags, dust pan, broom, clipboard, fish scale, and camera (optional).



- The weights entered in 6.1 will be used to determine the facilities “Current Diversion Rate”
- If no recycling system is in place the diversion rate is 0%
- Note: National average diversion rate is about 35%

## 6. RECORD AND CALCULATE DIVERSION RATE

### WASTE AUDIT FORM

Fill gray cells with the results from your waste audit

<b>1. Add unopened landfill weight and unopened recycling weight to determine your total waste.</b>			<b>4. Add separate waste streams to determine your total recycling weight.</b>		
Unopened Landfill Weight:	40	lbs.	Total Landfill Weight:		lbs.
Unopened Recycling Weight:	+ 25	lbs.	Plastic Weight:		lbs.
<b>Total Waste:</b>	<b>65</b>	<b>lbs.</b>	Paper Weight:		lbs.
<b>2. Divide unopened recycling weight by total waste to determine your current diversion rate.</b>			Aluminum Weight:		lbs.
Unopened Recycling Weight:	25	lbs.	Glass Weight:		lbs.
Divide by Total Waste:	÷ 65	lbs.	Organic Waste Weight:	+	lbs.
<b>Current Diversion Rate:</b>	<b>38.46</b>	<b>%</b>	<b>Total Recycling Weight:</b>	<b>0</b>	<b>lbs.</b>
<b>3. Find contamination rate by removing and weighing contaminants within recycling.</b>			<b>5. Add total landfill weight and total recycling weight to determine your total waste weight.</b>		
Contamination Weight:		lbs.	Total Landfill Weight:		lbs.
Unopened Recycling Weight:	÷	lbs.	Total Recycling Weight:	+	lbs.
<b>Contamination Rate:</b>	<b>N/A</b>	<b>%</b>	<b>Total Waste Weight:</b>	<b>0</b>	<b>lbs.</b>

#### POST-AUDIT NEXT STEPS

Contact your Rubbermaid Commercial Products Sales Representative to implement an effective recycling system:

<b>ANALYZE</b>	Understand current waste stream habits and processes.
<b>CREATE</b>	Design a recycling system that fits your facility's needs.
<b>DEPLOY</b>	Implement new recycling system throughout the facility.
<b>EDUCATE</b>	Notify patrons, tenants, and staff about new recycling system.

<b>6. Divide the total recycling weight by your total waste weight to determine your potential diversion rate.</b>		
Total Recycling Weight:		lbs.
Divide by Total Waste Weight:	÷	lbs.
<b>Potential Diversion Rate:</b>	<b>N/A</b>	<b>%</b>

## 2. WEIGH UNOPENED WASTE

1. Weigh unopened landfill bags with fish scale, recording the weight under Step 1, beside “Unopened Landfill Weight”.
2. Weigh unopened recycling bags with a fish scale, recording the weight on the Waste Audit Form, beside “Unopened Recycling Weight”.







- Most customers will like to see the contamination of their recycling as well as the contamination in their landfill. (Just record the contamination of the landfill on the side)
- Place recycle container contaminants into landfill bag. Place landfill container contaminants (recyclables) into coordinating recycle stream.

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**POST-AUDIT NEXT STEPS**  
 Contact your Rubbermaid Commercial Products Sales Representative to implement an effective recycling system:  

ANALYZE	Understand current waste stream habits and processes.
CREATE	Design a recycling system that fits your facility's needs.
DEPLOY	Implement new recycling system throughout the facility.
EDUCATE	Notify patrons, tenants, and staff about new recycling system.

## 3. FIND CONTAMINATION RATE

1. In a recycling system that is already in place, open recycling bags and remove contaminants (i.e. landfill).
2. Bag and weigh contaminants and record weight under Step 3 beside "Contamination Weight".



- All material from landfill and recycling containers should be separated into its proper stream and recorded in 6.4.



## 6. RECORD AND CALCULATE DIVERSION RATE

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3. Find contamination rate by removing and weighing contaminants within recycling.

Contamination Weight:	5	lbs.
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<b>Contamination Rate:</b>	<b>20.00</b>	<b>%</b>

4. Add separate waste streams to determine your total recycling weight.

Total Landfill Weight:	31	lbs.
Plastic Weight:	6	lbs.
Paper Weight:	21	lbs.
Aluminum Weight:	3	lbs.
Glass Weight:	4	lbs.
Organic Waste Weight:	+	lbs.
<b>Total Recycling Weight:</b>	<b>34</b>	<b>lbs.</b>

5. Add total landfill weight and total recycling weight to determine your total waste weight.

Total Landfill Weight:		lbs.
Total Recycling Weight:	+	lbs.
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## 4. SEPARATE EACH WASTE STREAM

1. Begin to separate material into designated piles:

- Landfill
- Organic Waste (food waste)
- Glass
- Aluminum Cans
- Paper
- Plastic



- Once sorted, you will notice new weights that reflect the corrected stream contaminations.
- Initial landfill weight was 40lbs. Subtract the 14lbs that was sorted to the recycling stream. Add 5lbs that was sorted to landfill from initial recycling. New Landfill Weight = 31lbs. Your actual weights may be slightly off due to loss of liquid weights or small waste lost in sorting transition.
- You now have non-contaminated waste streams and can fill out the remaining sections in 6.5 and 6.6,



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<b>Total Recycling Weight:</b>	<b>34</b>	<b>lbs.</b>
Divide by Total Waste Weight:	÷ 65	lbs.
<b>Potential Diversion Rate:</b>	<b>52.31</b>	<b>%</b>

## 5. WEIGH EACH SEPARATED WASTE STREAM

- Place separated waste into individual trash bags.

**HELPFUL HINT:** Use a broom to sweep smaller items into the clean trash bags to expedite the measuring process.



2. Weigh individual bags with fish scale, recording the weight under Step 4 beside each



# 6.

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