

## **ECE/Small Waste Audit Instructions**

### **Overview:**

There are many ways to conduct an excellent waste audit. The waste audit guidelines below are designed to deal with the unique waste material, limited working space and expectations of early childhood and play centres.

### **Purpose of a Waste Audit:**

1. Understand what makes up of a typical day's rubbish.
2. Evaluate current waste systems, i.e. soft plastics found in recycling bin.
3. Educate children, staff and parents about waste reduction and recycling.
4. Use data to inform new waste systems and support waste minimisation funding applications.

### **What you need:**

1. Reusable gloves (gardening gloves work well)
2. Tarp
3. 4 bins to place the sorted rubbish
4. Scale (contact your Sustainable Schools Advisor)

### **Two Weeks Prior Waste Audit:**

- Only one day's worth of rubbish will be collect for the audit. Check with your cleaners when they empty rubbish, recycling and composting.
- Choose to audit a "normal" day's rubbish. I.E. not a day with special food brought in such as a birthdays or a parents night. Also, consider the number of children at the centre throughout the week. At some centres Mondays and Fridays have significantly less children, therefore would not provide accurate audit data.
- Decide where in the facility the audit will be conducted. Not all New Zealand days are perfect for an outdoor audit. Make sure you have a place that will be out of wind and rain if needed.
- Decide what role the staff and students will play in the audit. The waste kit comes with XS gloves for young children.
- Contact your Sustainability Advisor to book a waste audit kit.

### **Week of the Waste Audit:**

- Remind all staff about the waste audit. Be sure to answer any question/concerns they may have.

- Speak to the cleaners. Go over when and where you want the rubbish/recycling/compost collected. Explain that the audit needs all the rubbish, including bathrooms, offices, etc.
- Pick-up the waste audit kit from your Sustainability Advisor.

**\*Tip** The day of the rubbish collection have a separate rubbish bin for diapers and wipes. During the audit this bag will be weighed and record as all other waste, there will be no need to sort it.

### **Audit Day:**

- Set up: Lay the tarpaulin, line sorting bins with bags, distribute gloves.
- Sort rubbish systems separately:
  - **Rubbish** is sorted into four bins: Compost, Comingled Recycling, Soft Plastics and All other Waste
    - Weight material in each bin
    - Record data below
    - Clear bins
  - **Recycling** is sorting into two bins: Comingled Recycling and Contamination
    - Weight material in each bin
    - Record data below
    - Clear bins
  - **Organic Materials** is sorting into two bins: Compost and Contamination
    - Weight material in each bin
    - Record data below
    - Clear bins

**\*Tip** Identify the items disposed of by staff. It is possible to create different waste policies for staff and children. I.E. Staff take tin and aluminium home, while children are not allowed bring the materials into the centre.

*Please keep this sheet for your records*

<b>Small Waste Audit Data Collection</b>		
<b>Date of Audit</b>		
<b>Cost of Yearly Rubbish Collection</b>		\$_____
<b>Rubbish Audit Data</b>		
		<b>Weight (kg)</b>
	Recyclable	_____
	Organic	_____
	Soft plastics	_____
	All other waste	_____
	<b>Total weight</b>	_____
<b>Comingled Recycling</b>		<b>Weight (kg)</b>
	Total recycling	_____
	Contamination	_____
<b>Organic Materials</b>		<b>Weight (kg)</b>
	Total compost	_____
	Contamination	_____

Audit Conducted By:

Notes:

# comingled recycling

glass bottles and jars



steel and aluminium



recyclable paper and cardboard



recyclable plastics



# organic matter







# soft plastics



# all other waste





**contamination**

