

Large Waste Audit Instructions

Overview:

There are many ways to conduct an excellent waste audit. The waste audit guidelines below are designed for groups conducting whole school or large waste audits.

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 students, 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 and groundsmen when they empty rubbish, recycling and composting.
- Choose to audit a "normal" day's rubbish. I.E. not a sports day or a parents' night.
- Decide where in the school 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 audit can be conducted by one class, or multiple classes can cycle through. *
- Decide what type of data you want to collect from the audit. Two popular audits are:
 - 4 bin audit: This audit will measure how much waste, organic material, recycling and soft plastics are in your waste stream.
 - 9 bin audit: This audit is more in depth and will measure for the above categories plus: glass, aluminium and tin, recyclable paper and compostable paper, recyclable plastic (contact you Sustainable Schools Advisor for additional labels)
- Contact your Sustainability Advisor for pre and post lessons and curriculum support

***Tip** Staff are important stakeholders in any school's waste reduction journey. If possible invite fellow teachers and admin to participate in the sorting.

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

***Tip** If you have bins that are not emptied every day, for example outside bins, make sure they are emptied two days before the audit. Therefore, only one day's rubbish will be collected for the audit.

Audit Day:

- Set up: Lay the tarpaulin, line sorting bins with bags, distribute gloves.
- Sort rubbish systems separately:
 - **Rubbish** is sorted into four/nine bins *
 - 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
 - **Compost** 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 glass home, while students are not allowed bring the materials into the school.

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Large Waste Audit Data Collection Continued	
Comingled Recycling	Weight (kg)
Total recycling	_____
Contamination	_____
Organic Matter	Weight (kg)
Total compost	_____
Contamination	_____
Paper and Cardboard Recycling	Weight (kg)
Total recycling	_____
Contamination	_____

Notes:

comingled recycling

glass bottles and jars



steel and aluminium



recyclable paper and cardboard



recyclable plastics



organic matter



soft plastics



all other waste



contamination

