

HOW TO CONDUCT A WASTE AUDIT

Use this flow chart and example spreadsheet to conduct a waste audit for your office.

ORGANIZE	COLLECT	SORT	ANALYZE
<ol style="list-style-type: none"> 1. Choose 2-3 people from your office to be in charge of the waste audit, from collecting/sorting the waste to analyzing the results. 2. Ensure proper safety measures are taken by the members of the waste audit team: gloves are used, masks are provided, EHS standards are followed, and no hazardous waste is handled. 3. Identify all waste disposal areas in the office and make sure they are clearly labeled. 4. Identify types of waste (waste streams) that will be collected and recorded. 5. Identify time period during which waste will be collected. 6. Record number of waste bins in office and number of office members. 	<ol style="list-style-type: none"> 7. Collect and label waste at the end of the day from each location. 8. Store waste in designated location until time period is over. 	<ol style="list-style-type: none"> 9. Set-up sorting area by covering tables, scales, and arranging and labeling buckets. 10. Weigh and record each bag of waste that was collected during the time period. 11. Lay contents of bag out on table and sort waste into designated bins. 12. Weigh and record weight of each bin (subtracting weight of bin itself) in spread sheet like the one below. 13. Repeat process for each bag of waste, or groups of bags from same location. 14. Clean up area after all waste has been recorded. 	<ol style="list-style-type: none"> 15. Sum up all columns and rows of data to see which locations produce how much waste from each waste stream. 16. Identify how your office can improve waste diversion and reduction: <ul style="list-style-type: none"> • Which waste streams contain the most mass? • Are there other waste streams that were not accounted for that should have been? • How much of the waste from your office is recyclable? Compostable? Reusable? • What waste streams does your office currently have and which can you add? • What size of bins does your office need for each waste stream? • What signage can be posted to ensure waste is properly disposed of? • Can your office become zero-waste/landfill free?

