**HOW TO COMPLETE A WASTE AUDIT**

Waste audits collect **quantitative** data through a count and mass of single-use coffee cups and other foodware items. They are completed monthly (where possible) with the assistance of property management and cleaning staff.

A clean, safe and undercover sorting area needs to be identified and a Job Safety and Environmental Analysis (JSEA - *a template is provided in the Data Collection section of the Guide)* completed for this location.

Health and safety are top priorities when handling rubbish. A Job Safety and Environmental Analysis (JSEA )is a formal document which identifies risks and outlines measures to control these risks. Ensure rubbish is fresh and stored in a cool, safe place before audits.

**Waste Audit Setup**

1. Establish a clear process with relevant stakeholders of where and how the audits will happen. For example, the property manager advises and reminds the cleaners to put the bags of rubbish from relevant office floors to the waste audit room during their evening shift prior to the waste audit in the morning. After the audit, the bags are to be left as found for the cleaners to remove during their next shift and reweighed in the building’s data system.
2. The rubbish bags are labelled (labelled: date, floor, waste stream) and grouped or tied together by the cleaners when they collect them on each floor. Rubbish bags are placed in wheelie bins and taken to the audit area for the waste auditor to sort in the morning.
3. Waste streams include: commingled recycling (clear bags), general waste (black bags), and Containers For Change (clear bags). Other waste streams, such as compost, are not relevant if they are food only.
4. All communication to the cleaners goes through the property manager to avoid any confusion of training and other processes being implemented in the building.
5. Create a schedule for waste audits (done monthly) for the duration of the project and share with appropriate stakeholders. This will help streamline the project. Waste audit days are often best done Tues, Wed, or Thurs. Send reminder emails the week prior to scheduled audits.

**Waste Audit Equipment - Checklist**

* Flexi tubs 42L & smaller 26L (7x)
* Gloves: cut resistant and liquid resistant. Have spares and options to suit the job
* Tarp, water resistant for spillage
* Plastic drop sheet / plastic table cloth
* Trestle table 1.21m
* Safety glasses
* Face mask (N95 / P2 respiratory mask or reusable 3 layer cloth mask)
* First aid kit (personal use)
* Clip board, pens and print outs of JSEA and waste audit data sheets (*a template data sheet is provided in the Data Collection section of the Guide)*
* Kitchen scales
* Disinfectant spray, paper towels, rags
* Plastic bag roll, 80L (for emergencies if needed, try not to use plastic, reuse bags or possibly use tape for tears)
* Dustpan and brush in case of emergencies

**Waste Audit Process**

1. Sign into the building as per building protocol.
2. Parking close by is important if there is a lot of equipment to carry.
3. Access the clean sorting area with the rubbish bags left by the cleaners. Set up a trestle table with a tarp underneath and cover the table top with a plastic table cloth or drop sheet cover (this will make the job safer, cleaner and more comfortable).
4. Set up the digital scales and weigh the buckets so you can remove the weight of them later (or have a spare you can use to take with).
5. Standing in front of the table, set up enough buckets/bins on either side of you for each of the categories being assessed.
6. Ensure you wear appropriate protective clothing such as gloves, eye protection and face mask.
7. Starting with one stream (e.g., general waste), open one bag on the table at a time (or smaller amount if necessary), and sort through the material, separating it into the relevant buckets/bins. It may be easier to sort contents inside the bag rather than empty the entire contents out on the table which will be a messier approach. Each stream (e.g., general waste, recycling, etc.) from each area (e.g. floors) needs to be sorted separately, so you should end up with multiple data sheets. Make sure the material doesn’t get mixed up until it has been sorted and weighed so that data can be obtained by stream and location.
8. Take photos as needed for a visual record of waste materials found in bags.
9. When bins are full, or you have sorted all the material for that section (i.e., general waste, floor 5), count and weigh the contents of the buckets on a scale, and record the data accurately and neatly on the data sheet. Care should be taken to ensure the weight of the bucket is not included in the weight of the materials. Auditors should take the weight of the bucket first.
10. Dispose of the waste safely by placing the rubbish back into the bags and place them in the wheelie bins. The cleaners will collect the waste from the area on their next shift. It is important to leave the area clean and tidy as it was found.
11. If required, give the tubs and tarps a clean with liquid soap and water and let air dry.
12. If using a hard-copy data sheet, take a picture of the data sheet and send/save it somewhere safe. Keep the data sheet for filing.
13. Enter the data into a spreadsheet as soon as possible, and mark the data sheet as ‘entered’. Scan and file.