



# CSR Waste Audit Toolkit



This Business Waste Audit Toolkit has been developed to assist businesses in determining the effectiveness of current waste management practices and identifying opportunities for improvement of these practices.

Less Garbage = Less Disposal Cost

## Helping You Achieve Your Waste Reduction Goals

What is in your waste? Have you ever looked at the trash you are throwing away to see what is really in there? Or perhaps you've thought about reducing the amount of waste your organization generates but don't know where to start. If you are a school, community facility, or small business, you may want to

consider conducting a waste audit to help you make better decisions about waste reduction.

Waste Audits are a great tool to figure out what is going into your garbage and what materials you should focus on reducing or recycling to have the largest impact on the amount of waste you are producing.



## How To Do It

Instructions for conducting a waste audit are explained on the following page. Depending on the size of your organization, this may be a week's worth of trash, or only one or two day's worth.

By auditing your garbage as well as your recycling, you can determine how well you are doing so far with respect to how much material is already being diverted from the landfill.



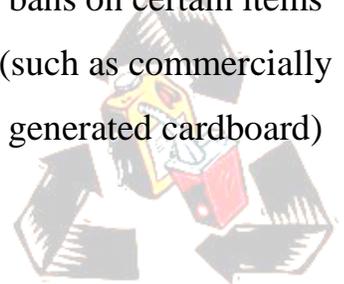
## Resources Included in the Kit:



- Tarp (size depends on amount of garbage)
  - Scale (such as a digital bathroom scale)
  - Clear garbage bags
  - Signage for each category
  - Assessment form
  - Pens and clipboard
  - Gloves
  - Helpers if you need them!
- Contact the Waste Reduction Facilitator at 250-833-5936

## ZERO WASTE

To help us achieve our goal of Zero Waste, CSRD Refuse Disposal Facilities have material bans on certain items (such as commercially generated cardboard)



### Preparation:

- Day 1 (night): empty all garbage and recycling collection containers
- Day 2 (day): collect waste as normal
- Day 2 (night): collect all waste and set aside (recycling in one area, garbage in another)
- Day 3 (day): perform sorting

### Sorting Area Set up:

- Pick an outside area and spread a tarp
- Place clear garbage bags around perimeter of tarp (they may have to be weighted down so they don't blow away)
- Label bags

### Sorting Instructions:

1. Explain each sorting category (see sidebar)
2. Designate someone to weigh the garbage bags and record weights
3. Dump garbage into the centre of the tarp
4. Sort materials into bags
5. Weight bags containing sorted materials one by one and record weights
6. Dispose of sorted materials accordingly
7. Repeat the process for the recycling containers



### Cleanup:

- Remove bags and dispose of material accordingly
- Hose down tarp

# Business Waste Reduction and Recycling Award

Be recognized by nominating your business, organization or group for the Waste Reduction and Recycling Award for your efforts to significantly reduce the quantity of waste being disposed of (buried in landfills) in the Columbia Shuswap Regional District.



## Helpful tips:

- ✓ Set aside at least an hour for sorting (may be more or less depending on the amount of help available and waste collected)
- ✓ To gather data from different areas of your facility, mark the bags with their origin (ie cafeteria, board room, etc.)
- ✓ If you have a number of helpers, assign each person to one material to increase efficiency (i.e. one person is responsible for picking out all the beverage containers)
- ✓ Care should be taken to be sure ALL garbage and recycling is collected
- ✓ Categories can be further broken down as necessary
- ✓ Use the weights recorded to determine where to focus waste reduction efforts
- ✓ Repeat the process in a number of months to gauge success!
- ✓ The longer the garbage is collected, the better the accuracy
- ✓ Use the attached spreadsheet to help you record your amounts
- ✓ Work closely with cleaning staff ahead of time
- ✓ Sort recycling FIRST if you have messy kitchen waste in the garbage

## Sorting Categories:

- Compostable paper (paper coffee cups, napkins, paper plates, etc.)
- Compostable food scraps (fruit scraps, left over meals, food preparation waste, etc.)
- Newspaper
- Mixed paper (office paper and boxboard)
- Cardboard
- Tin and aluminum food containers
- Plastic containers (#1-#7)
- Plastic bags
- Glass
- Refundable drink containers (including milk)
- Reuse items (books/clothes etc.)
- Household hazardous wastes (ink cartridges, electronics, aerosols, paints, batteries, fluorescents, etc.)
- Residuals (garbage that can't be recycled through municipal programs such as Styrofoam, chip bags, candy wrappers, etc.)
- Any other categories for which you would like data

Need some help? Contact us!

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