

Small Business Waste Audit Form

Business Name:

Date:

Person Leading Waste Audit:

Step 1: Designate a time period for the waste audit. This can vary from 2 days to one week, depending on your business operations. For example, if the bins are typically emptied once per week, it makes sense to conduct the audit just before collection and the audit period is one week.

Waste Collection Start Date: _____

Waste Collection End Date: _____

Step 2: Identify all types of waste regularly generated by the business.

- | | |
|--------------------------------------------------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Office Paper | <input type="checkbox"/> Scrap Metal |
| <input type="checkbox"/> Shredded Paper | <input type="checkbox"/> Scrap Wood |
| <input type="checkbox"/> Recyclable containers (cans, bottles, etc.) | <input type="checkbox"/> Scrap Fabric |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> Compost (food waste, paper towels, plant waste, compostable containers) | <input type="checkbox"/> Batteries |
| <input type="checkbox"/> Trash | <input type="checkbox"/> Hazardous Waste |
| <input type="checkbox"/> Plastic bags and film | <input type="checkbox"/> Other _____ |

Step 2: Record the information for each individual receptacle in the workplace.

- Location: where the receptacle is usually placed (e.g. conference room)
- Type: trash, mixed recycling, paper recycling, cardboard, shredded paper, compost, etc.
- Size: volume of the bin. A typical desk size small trash/recycling bin is 7 gallons
- % Full: estimate how full the receptacle is on the date of the audit
- Total Amount: Multiply bin size x the % full to determine the volume of waste in the bin (in gallons)
- Contaminated?: Look through the bin – are there items that don't belong, such as soda cans in the trash? Type yes or no.

| Receptacle 1 | | Receptacle 2 | |
|----------------|--|----------------|--|
| Location | | Location | |
| Type | | Type | |
| Size (gallons) | | Size (gallons) | |
| % full | | % full | |
| Total Amount | | Total Amount | |
| Contaminated? | | Contaminated? | |
| Receptacle 3 | | Receptacle 4 | |
| Location | | Location | |
| Type | | Type | |

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| | | | |
|----------------|--|----------------|--|
| Size (gallons) | | Size (gallons) | |
| % full | | % full | |
| Total Amount | | Total Amount | |
| Contaminated? | | Contaminated? | |
| Receptacle 5 | | Receptacle 6 | |
| Location | | Location | |
| Type | | Type | |
| Size (gallons) | | Size (gallons) | |
| % full | | % full | |
| Total Amount | | Total Amount | |
| Contaminated? | | Contaminated? | |
| Receptacle 7 | | Receptacle 8 | |
| Location | | Location | |
| Type | | Type | |
| Size (gallons) | | Size (gallons) | |
| % full | | % full | |
| Total Amount | | Total Amount | |
| Contaminated? | | Contaminated? | |
| Receptacle 9 | | Receptacle 10 | |
| Location | | Location | |
| Type | | Type | |
| Size (gallons) | | Size (gallons) | |
| % full | | % full | |
| Total Amount | | Total Amount | |
| Contaminated? | | Contaminated? | |

Step 3: Determine waste totals for each type of waste. This table also helps you estimate the total amounts of each type of waste for the year. At the end of the year, you can compare the estimated annual total with the totals provided by your hauler to measure performance.

- Total Gallons: Sum the Total Amount for each waste type from the table above.
- Date Multiplier: Enter the correct multiplier so you can estimate a year's worth of waste. This will depend on the time period of your waste audit:
 - For a one week audit, enter 52
 - For a one day audit, enter 365
 - For a three day audit, enter 122
- Annual Total (gallons): Multiply the total gallons x the date multiplier
- Weight Multiplier: This amount is set. Contact your CGD Advisor if you need a weight multiplier for another type of waste.

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- Annual Total (Pounds): Multiply the Annual Total (Gallons) x the weight multiplier.
- Grand Total Waste: Sum all of the amounts from the rows above

| | Total Gallons | Date Multiplier | Annual Total (gallons) | Weight Multiplier | Annual Total (Pounds) |
|--------------------------|---------------|-----------------|------------------------|-------------------|-----------------------|
| Mixed Recycling | | | | .99 | |
| Trash | | | | 2.23 | |
| Paper Recycling | | | | 3.24 | |
| Compost | | | | 2.3 | |
| Cardboard Recycling | | | | .50 | |
| Other | | | | | |
| Grand Total Waste | | NA | | NA | |

Step 4: Calculate your diversion rate. The diversion rate is the percentage of waste that does **not go to landfills** (is recycled, reused or composted). Diversion rate = sum of non-landfill waste/total waste

- Sum the total gallons for all non-landfilled waste (Recycling and compost)
- Divide by grand total waste (gallons)

Current Diversion rate: _____%

Now that you know your diversion rate, you can set appropriate waste reduction targets. It is recommended that you conduct a waste audit at least once per year to assess your progress towards your target.

Target Diversion Rate _____%

Waste Reduction Project Ideas

Below are a number of ideas to consider as you work towards reducing your waste. Some of these are required for CGD certification, others are electives. Your CGD advisor can help you implement these projects.

- Are copiers and printers capable of double sided printing? If so, are the defaults set to double-sided?
- Reuse single sided pages for scrap paper.
- Reuse mailing envelopes and other office supplies.
- Use reusable products when possible (e.g. cloth rags, reusable dishes and utensils in kitchen).
- Have addresses removed from unwanted mailing and fax lists.
- Ask customers if they need a bag.
- Reuse or give away packing material (cardboard boxes may work in lieu of bags).
- Ask suppliers to minimize packaging they send you or ask if they will take it back for reuse.
- Is educational signage posted at each waste/recycling station? Is the signage multi-lingual or does it utilize pictures to reach non-English speaking staff, if necessary?
- Are all staff trained on recycling and composting procedures?
- Does the company teach employees how to handle hazardous material?
- Use concentrated products or purchase them in bulk sizes (e.g. cleaning supplies).
- Use rechargeable batteries wherever possible.
- Return used ink and toner cartridges to manufacturer/office supply co. for recycling.

Need more info? Contact us!

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