


Review Your Waste

Reviewing the amount and type of waste that your organisation produces will help you to develop an action plan with your priorities and targets for reducing, reusing and recycling waste.

A waste review can be conducted at a high level, for example reviewing all waste for a building, or at a more detailed level, for example reviewing waste per department or process area. Clearly the more detailed the review, the better informed you will be for identifying where the majority of waste occurs and where actions may be prioritised.

Top tips

- » Review materials in the recycling bins as well as those in the rubbish – could it have been reduced or reused before being recycled?
- » Examine the costs of the waste. Not just the disposal, but how much it cost you to buy, transport and use the materials
- » Look wider than waste e.g. water. Are taps left running when not being used? Are you paying for leaks?

Waste Audit Guide 

You will need


- » Containers for waste
- » Weighing equipment
- » A chart to record your findings

Ensure that all concerned are properly briefed on all aspects, including Health and Safety.

1. Assemble

Assemble waste to be audited. Don't forget to include all the things you throw away including your recyclables and kitchen waste. Remember you need to collect your waste for a set period e.g. per week, this allows you to easily calculate your annual output.

2. Separate waste out into different types



3. Weigh

Weigh each type of waste remembering to deduct the weight of the container to arrive at the net weight.

4. Calculate

Add all the separately recorded net weights together to give you the total weight of waste produced e.g. for the time period you initially selected.

5. Total

Calculate your annual waste production by multiplying by 52 if you have measured by the week.

Consider

- » What you might start to recycle?
- » Overall, what is the largest proportion of your waste and what actions might be taken to reduce it?
- » How can you encourage people to recycle more and use the correct bins?
- » How will you share the results?