**Waste Audit Instructions**

**Objectives**

* Collect and sort waste into categories of materials
* Carefully record data and calculate the composition of the waste and the capture rate of recyclable material
* Reflect on how you could reduce the waste produced and ensure you capture as much recycling as possible

**Resources**

* Bin bags
* Scales
* Ground sheet/ floor covers
* Clipboards with recording sheets
* Rubber gloves for everyone involved
* Litter pick sticks
* Containers to sort rubbish
* Calculators

**Activity instructions**

1. Review the risk assessment provided for the waste audit, ensuring are aware of each risk and how it is mitigated;
2. Liaise with the person in charge of waste collection, to ensure that the waste can be provided for the waste audit. Get them to label the waste according to which waste stream it is for (residual, recycling or another) and label any waste which will include organic or hazardous waste. **These bags will be weighed, but will not be sorted.**
3. Lay down plastic sheeting in a large open space;
4. Brief all individuals taking part on the health and safety measures: they must always wear gloves and use the litter pick sticks, they must alert staff to any sharp objects in the waste. Provide those involved with gloves and litter pick sticks;
5. Weigh the hazardous and organic waste bags and record the results on the recording sheet;
6. Separate into groups to cover all waste streams. There will be at least two: residual waste and recyclable waste;
7. All groups empty the bags of rubbish onto their own plastic sheet and sort the waste into different categories as on the Waste Audit Worksheet, placing these items into the containers;
8. When all the waste has been sorted, weigh each of the waste categories and record this information on the Waste Audit Worksheet;
9. Once all waste has been weighed and recorded, place the waste back into the appropriate location to be collected;
10. Work out the **composition** (%)of each material in the waste stream using the following formula: **material weight ÷ total weight x 100;**
11. Complete the Waste Audit Capture Rate worksheet in order to calculate the **capture rate (%)** for each material using the following formula: **recycling weight ÷ total weight x 100.** Find out which material has the highest capture rate and the lowest capture rate;
12. Use the results to inform a discuss about how you could improve how much waste is recycled and how to reduce the amount of waste being produced.