



“Little Sorters” Your Waste Audit



Waste Audit

Undertaking a waste audit at your centre is a key component to understanding the waste your centre generates.

What is a waste audit?

A waste audit is a process you will undertake in your centre to determine what waste you generate daily. This will help you determine how you can manage and reduce your waste and what systems will work best for your centre.

Waste generation also means waste disposal, which can be one of the biggest financial costs for your Centre. If you can manage your waste better, reduce it and recycle more, it will cost your Centre less.



A waste audit will-

- Guide which waste management practices suit your Centre
- Guide the most cost-effective waste removal system for your Centre
- Give you an overview of where waste is generated within your Centre
- Educate your staff and children on waste, recycling and reducing.

Have a look at these videos to get an idea of what a waste audit looks like.

War on waste: <https://www.youtube.com/watch?v=luz80yD9S7A>

School audit: <https://www.youtube.com/watch?v=oXEQx6aBguQ&t=7s>



To complete your waste audit, you will need:



Buckets: At least 5 buckets of the same size to collect different waste streams in. You will also need to mark inside the bucket 1 litre intervals so you can gauge how many litres of waste you have (Note – some buckets will come with this marked inside already!).

Digital Scales: Needed to weigh the amount of waste from each category. If you are a small Centre, you may need luggage scales or even kitchen scales to weigh lighter items as they may not register on bathroom style scales. Remember to subtract the weight of the bucket from the total weight of waste. You may even find it easier for a child to hold the bucket of waste and get them to stand on the scales – again remembering to subtract the weight of the child and bucket to determine the weight of the waste.



Audit Labels: Printed from our website to label your buckets into the different waste categories you are sorting in. We have a label for recyclables accepted in the yellow lid bin, soft plastics, return & earn accepted recycling, compost and landfill.

If you wanted to focus on a specific waste item (such as nappies), you could create another label for this so you can separate this waste item out.

Tongs & Gloves: Needed to handle waste safely. BBQ tongs work well for this and even though it is creating waste, disposable gloves are probably the best option for your gloves as they may get a bit yucky. It is best to only let children handle the waste with the tongs and let the staff use gloves to handle waste, mainly to avoid children then touching their mouths, face etc. whilst still wearing potentially contaminated gloves.



Tarp: You will need a tarp approx. 3mx3m to put buckets and waste on. This is just to help keep the area you are sorting the waste in as clean and hygienic as possible.

Audit Data Sheets & Stationery: The data sheets are included in this document. You will need them with you whilst completing the audit along with pens and clipboards to make it easier to write down the data. You may want a calculator to help with any subtracting or adding you may need to do.



Getting organized before the audit....

1. Choose which day you will save all your rubbish. You only need to audit **ONE** days' worth of waste. Your audit will occur the following day, auditing **yesterday's** waste only. For example... Collect all of Monday's waste and store over night to audit on Tuesday.
2. Locate an area that is suitable for sorting your waste and recording data- wind proof and sheltered from elements
3. Ensure you have all 5 category labels attached to the buckets
4. Ensure your bins from the day before are not emptied as you will be using these to work out what waste you produce – make sure you know where all the collection bins are (i.e. not just within classrooms, but in kitchens, offices, staff rooms etc.)
5. Make sure cleaners know not to remove any rubbish



On audit day...

1. Move all waste from the day before into the area to be audited
2. Make sure you check frequently overlooked areas... under desks, toilets, outside etc.
3. Start to sort the waste using tongs into each of the categories by placing it in the buckets
4. Remember to take lots of photos
5. Once the waste has been sorted record weights and litres on your records sheet

After the audit...

1. Print your charts and your results for your reference
2. Email your results back to the 1coast education team
3. Share your results with your families and staff

Please print out the following pages in this document to complete your audit.

kNOw waste “Little Sorters”

Waste Audit Record Sheet

Centre Name			
Main Contact			
Phone Number			
Email Address			
Date of audit			
Name of auditors			
Number of staff employed		Number of children enrolled	
Age range of children enrolled			
Does your Centre provide meals?			

What type of waste collection service is currently in place at the centre?

Service Type	Service Size	Quantity	Service Frequency
Example: Council Red Lid Bin Service	240 Litre Bin	4	Weekly



What are your current bin separation systems pre-audit?

Centre Area	Bins
Example: Classrooms	1 bin for general waste, 1 bin for recycling
Classrooms	
Kitchen	
Offices	

How will you change your separation systems post audit?

Centre Area	Bins
Example: Classrooms	1 bin for general waste, 1 bin for recycling, buckets at eating table for compost scraps, 1 bin for soft plastics collection, 1 box for reuse items
Classrooms	
Kitchen	
Offices	



What waste have you identified that could be reduced and recycled more efficiently?

Waste	Strategies to reduce



Audit Data Sheet

Waste Type	Volume (Litres – check bucket for litre markings)	Weight (KG – from scales)
Recyclables – Yellow Lid Bin <ul style="list-style-type: none"> ✓ Plastic bottles & containers ✓ Glass bottles & jars ✓ Metal food, drink & spray cans ✓ Paper & cardboard 		
Soft Plastics & Wrappers <ul style="list-style-type: none"> ✓ Plastic bags ✓ Sandwich bags ✓ Wrappers 		
Recyclables – Return & Earn <ul style="list-style-type: none"> ✓ Water bottles ✓ Juice bottles ✓ Soft drink cans ✓ Poppers ✓ 10c Refund Sign 		
Recyclables – Return & Earn: Count how many eligible containers you have:		
Compostable Food <ul style="list-style-type: none"> ✓ Fruits ✓ Vegetables 		
Landfill (Items that cannot be recycled or composted) <ul style="list-style-type: none"> ✓ Nappies ✓ Tissues & Paper Towel ✓ Bread, pasta, dairy, meat scraps – non compostable food ✓ Broken Toys ✓ Long Life Cartons / Disposable Coffee Cups ✓ etc 		

SCAN AND SEND COMPLETED PAPERWORK TO: michelle.murrell@cleanaway.com.au
TRANSFER THIS DATA INTO EXCEL AUDIT SPREADSHEET FOR FURTHER RESULTS



EXAMPLE AUDIT



Waste Type	Volume (Litres – check bucket for litre markings)	Weight (KG – from scales)
Recyclables – Yellow Lid Bin <ul style="list-style-type: none">✓ Plastic bottles & containers✓ Glass bottles & jars✓ Metal food, drink & spray cans✓ Paper & cardboard	15 Litres	4.5 KG
Soft Plastics & Wrappers <ul style="list-style-type: none">✓ Plastic bags✓ Sandwich bags✓ Wrappers	5 Litres	1.5 KG
Recyclables – Return & Earn <ul style="list-style-type: none">✓ Water bottles✓ Juice bottles✓ Soft drink cans✓ Poppers✓ 10c Refund Sign	10 Litres	2.3 KG
Recyclables – Return & Earn: Count how many eligible containers you have:	10 Containers	
Compostable Food <ul style="list-style-type: none">✓ Fruits✓ Vegetables	15 Litres	10.5 KG
Landfill (Items that cannot be recycled or composted) <ul style="list-style-type: none">✓ Nappies✓ Tissues & Paper Towel✓ Bread, pasta, dairy, meat <u>scraps</u> – non compostable food✓ Broken Toys✓ Long Life Cartons / Disposable Coffee Cups✓ <u>etc</u>	40 Litres	46.5 KG

Enter data into Excel spreadsheet and the formulas will generate other data and graphs

AUDIT DATA SPREADSHEET

Waste Item	Volume (litres)	Mass (kilograms)	Percentage of total waste - Volume	Percentage of total waste - Mass	Percentage of total items that could be diverted from landfill - Volume	Percentage of total items that could be diverted from landfill - Mass
Recyclables - Yellow Lid Bin	15.00 Litres	4.50 KG	17%	7%	50%	29%
Recyclables - Return & Earn	5.00 Litres	1.50 KG	6%	2%	Return & Earn Quantity	10
Recyclables - Soft Plastics	10.00 Litres	2.30 KG	11%	4%	Return & Earn Refund 1 Day	\$1.00
Compostable - Food Scraps	15.00 Litres	10.50 KG	17%	16%	Return & Earn Refund 1 Month	\$20.00
Landfill - General Waste	45.00 Litres	46.50 KG	50%	71%	Return & Earn Refund 1 Year	\$240.00
TOTAL WASTE 1 Day	90.00 Litres	65.30 KG				
TOTAL WASTE 1 Week	450.00 Litres	326.50 KG				
TOTAL WASTE 1 Month	1,800.00 Litres	1,306.00 KG				
TOTAL WASTE 1 Year	21,600.00 Litres	15,672.00 KG	16 Tonne			
TOTAL RED LID BINS WORTH OF WASTE PRODUCED IN 1 YEAR			154 Red Wheelie Bins			

