

Template for Screen Production waste audit

The steps involved in a simple waste audit are:

- Use appropriate protective clothing – coverall, gloves, goggles, mask
- Have a set of scales to hand e.g. a spring balance or bathroom scales and for lighter items some kitchen scales.
- Have a camera handy – photographs are great for getting the message across and for showing progress later
- Decide what amount of the general waste will be sampled and arrange for that to be kept to one side – the cleaners are often able to do this for you
- Arrange for somewhere to sort the waste – a tarpaulin on the ground, plastic bags or bins – your waste contractor may be willing to help you sort your waste at their site
- Have pens and recording sheets to hand – like the one illustrated here
- Sort the waste into the different categories that you find, weigh the waste for each category and photograph the piles for each category
- Display the results as a pie diagram illustrating the percentage by weight of each category and include photographs.

Waste audit specialist can be contracted to carry out this work on your behalf.

Recorder: Site: Date and Time:	Weight (kg)	Percentage
PAPER		
Waxed Paper Cups		
Office Paper		
Magazines and newspapers		
Paper Towel		
Cardboard		
TOTAL		
PLASTIC		
Plastic Containers - number 1&2		
Plastic Containers – number 3 up		
Plastic Bags		
Food Packets		
Tetra Packs		
TOTAL		
GLASS		
Glass Bottles		
TOTAL		
METAL		
Aluminium Cans		
Foil		
TOTAL		
ORGANIC		
Food Scraps		
Hair		
TOTAL		
TEXTILES		
Off-Cuts		
TOTAL		
POTENTIALLY HAZARDOUS		
Batteries		
Paint, glues, solvents, aerosols		
Cosmetics		
TOTAL		
OTHER		
Videotapes		
Pens		
Sanitary		
Miscellaneous		
TOTAL		
TOTAL WEIGHT		