



## SLIM JIM® RECYCLING STATION



## BRUTE® RECYCLING SERIES



# WASTE AUDIT GUIDE

### SIX EASY STEPS TO CONDUCT A WASTE AUDIT

1. Set up an audit area
2. Weigh unopened waste
3. Find contamination rate
4. Separate each waste stream
5. Weigh each separated waste stream
6. Record and calculate diversion rate



# 1. SET UP AUDIT AREA

1. Ask janitorial staff to leave collected waste in a designated area.
2. Set up supplies in a parking lot, loading dock, or well-vented area.
3. Assemble items on supply list: tarp, gloves, trash bags, dust pan, broom, clipboard, fish scale, and camera (optional).



# 2. WEIGH UNOPENED WASTE

1. Weigh unopened landfill bags with fish scale, recording the weight under Step 1, beside "Unopened Landfill Weight".
2. Weigh unopened recycling bags with a fish scale, recording the weight on the Waste Audit Form, beside "Unopened Recycling Weight".



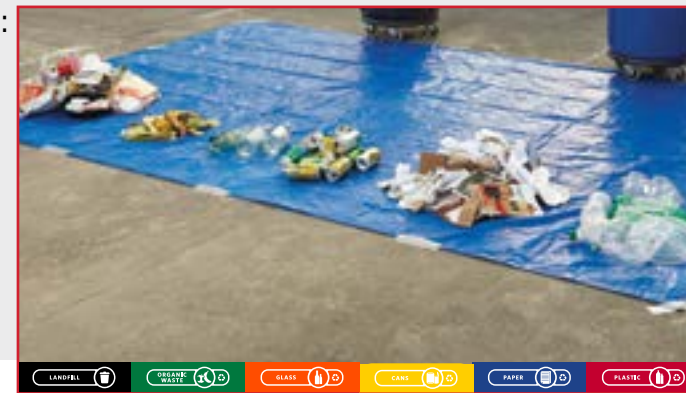
# 3. FIND CONTAMINATION RATE

1. In a recycling system that is already in place, open recycling bags and remove contaminants (i.e. landfill).
2. Bag and weigh contaminants and record weight under Step 3 beside "Contamination Weight".



# 4. SEPARATE EACH WASTE STREAM

1. Begin to separate material into designated piles:
  - Landfill
  - Organic Waste (food waste)
  - Glass
  - Aluminum Cans
  - Paper
  - Plastic



# 5. WEIGH EACH SEPARATED WASTE STREAM

1. Place separated waste into individual trash bags.



**HELPFUL HINT:** Use a broom to sweep smaller items into the clean trash bags to expedite the measuring process.



2. Weigh individual bags with fish scale, recording the weight under Step 4 beside each waste stream.



**CHECK OUT RUBBERMAID COMMERCIAL PRODUCTS WASTE STREAMS**

# 6. RECORD AND CALCULATE DIVERSION RATE

## WASTE AUDIT FORM

Fill gray cells with the results from your waste audit

1. Add unopened landfill weight and unopened recycling weight to determine your total waste.

Unopened Landfill Weight:		lbs.
Unopened Recycling Weight:	+	lbs.
<b>Total Waste:</b>		lbs.

2. Divide unopened recycling weight by total waste to determine your current diversion rate.

Unopened Recycling Weight:		lbs.
Divide by Total Waste:	÷	lbs.
<b>Current Diversion Rate:</b>		%

3. Find contamination rate by removing and weighing contaminants within recycling.

Contamination Weight:		lbs.
Unopened Recycling Weight:	÷	lbs.
<b>Contamination Rate:</b>		%

4. Add separate waste streams to determine your total recycling weight.

Total Landfill Weight:		lbs.
Plastic Weight:		lbs.
Paper Weight:		lbs.
Aluminum Weight:		lbs.
Glass Weight:		lbs.
Organic Waste Weight:	+	lbs.
<b>Total Recycling Weight:</b>		lbs.

5. Add total landfill weight and total recycling weight to determine your total waste weight.

Total Landfill Weight:		lbs.
Total Recycling Weight:	+	lbs.
<b>Total Waste Weight:</b>		lbs.

6. Divide the total recycling weight by your total waste weight to determine your potential diversion rate.

Total Recycling Weight:		lbs.
Divide by Total Waste Weight:	÷	lbs.
<b>Potential Diversion Rate:</b>		%

## POST-AUDIT NEXT STEPS

Contact your Rubbermaid Commercial Products Sales Representative to implement an effective recycling system:

- ANALYZE** Understand current waste stream habits and processes.
- CREATE** Design a recycling system that fits your facility's needs.
- DEPLOY** Implement new recycling system throughout the facility.
- EDUCATE** Notify patrons, tenants, and staff about new recycling system.