

# Waste Audit Kit



A waste audit helps us to work out how much waste we create in our school, and what type of items make up our waste stream. It provides a snapshot of what is happening now. It's like a survey, collecting information on the amount and type of waste, which will allow us to look at ways we can reduce the amount of waste we send to landfill.

By conducting this audit, you can estimate the weight, volume and type of waste produced by your school, and can look at ways to better manage and reduce this waste. Future audits can then be used to judge how well your programs have worked and provide information to achieve even more reductions.

This activity can be run in the morning, using waste collected and stored from the previous day, or in the afternoon using waste collected from the start of the day. Try and select a calm day as wind can result in waste littering the school grounds.

Students must wear gloves at all times when handling waste, and wash their hands thoroughly at the end of the activity.

Sharp objects should be handled with care, using a litter picker or tongs.

All students must wear fully enclosed shoes.

Inform parents of their child's involvement and goals of the audit.

Ensure you review and complete the risk assessment template available on application and modify it to suit your individual school needs, before undertaking an audit.



For further information contact:

Hunter Resource Recovery



1800 838 884



[admin@hrr.com.au](mailto:admin@hrr.com.au)

# Waste Audit Kit



## Audit Kit Contents

- 6 x A4 A – Z Guides
- 1 x A3 Bin Lid Sticker Poster
- 5 x tarpaulins
- 12 x tongs
- 15 x 10L buckets
- 3 x electronic scales
- Disposable gloves



Please ensure the kit is clean and complete upon return. It is the responsibility of the school to replace damaged or lost items.

*You will need to supply:*

- Calculators
- Clipboards and pens
- A selection of bin from across the school
- A camera to record the event (optional)



Organise the equipment into kits beforehand. Each group will need a tarp, 3 bucket, tongs/gloves for each selector, A – Z list, record sheet, pen, clipboard and a bin to sort.

*Before you start discuss:*

- Why the audit is important
- Safety issues regarding sharps and hygiene
- How to use the equipment safely
- Procedures, goals and predict findings
- Which items belong in each category and what can be recycled
- The different categories you will sort the waste into  
(a) General waste (b) recyclables (c) food waste (optional)
- Identify the roles within each group eg recorder, sorter and measurer
- Select 2 monitors to help make sure groups are sorting correctly.

*After you finish:*

- Discuss the finding, ie identify types and quantities of the common wastes;
- Brainstorm strategies to capture and reduce waste going to landfill;
- Record results to compare with future audits;
- Calculate results (an excel program is available online [hrr.com.au](http://hrr.com.au));
- Communicate your results to the whole school community.

## How to Conduct a Waste Audit

1. Display the bin lid poster and read through the A – Z list of recyclables;
2. Divide the class into teams of 4 – 5;
3. Nominate rolls for each member; sorters, recorders, weighers
4. Teams collect their equipment and gloves and lay their tarp out in their space;
5. Allocate a bin to each team;
6. Empty the contents of the bin into the centre of the tarp;
7. Separate the waste into the different categories using the tongs;
8. Measure the volume and mass of each category by placing it in the buckets and record your results on the sheet;  
Record the volume and number of buckets, eg if the bucket is half full put  $\frac{1}{2}$  in the volume. (Each bucket is approximately 10 litres);  
Record the mass of each category using the electronic scales, eg 0.58 kg or 580 g;
9. After you have weighed and recorded the contents of each bucket, place it back into the bin;
10. Add each category together to calculate the total mass and volumes;
11. Clean the buckets and tongs. Shake and fold the tarps and return all equipment;
12. Discuss the results, ie types of waste, most common items, location of bins, amount of recyclables vs non-recyclables, brainstorm ideas to reduce the amount of waste going to landfill;
13. Write a report about the audit results. Present them at assembly and publish them in the newsletter;
14. Estimate the total tonnes of waste your school generates each year, using your results. (An excel spreadsheet is available on the HRR website or create your own).

