**How to Conduct a Waste Audit**

**Needed Items:**

* Large Sorting Containers
* Scale
* Thick rubber gloves, or latex gloves with puncture resistant outer gloves
* Sorting Table(s)
* Tyvek/Bibs/Aprons

**Preparation:**

* Determine Sorting Location
* Prepare maintenance staff for altered daily routine and tasks
	+ - Maintenance Staff will bring waste bags to sorting area instead of to dumpsters
* Signed Liability Waivers for all team/sorting members
* Agreement with Recycling/Organics Facility(ies) to accept sorted recyclable items

**Conducting the Waste Audit**

**Step 1:** Create waste categories and label containers.

1. **Paper** – Newsprint, High Grade Office Paper, Magazines/Catalogs, Uncoated OCC, Kraft, Boxboard, Mixed Paper – Recyclable, Compostable Paper, Other Paper, Milk and Juice cartons/boxes; \*contaminated paper logged under organics
2. **Plastics** - #1 PET Bottles/Jars, #1 Other PET Containers & Packaging, #2 HDPE Bottles/Jars – Clear, #2 HDPE Bottles/ Jars – Color, #2 Other HDPE Containers & Packaging, #6 Expanded Polystyrene Packaging (EPS), #3-#7 Other – All, Other Rigid Plastic Products, Grocery & Merchandise Bags, Trash Bags, Commercial & Industrial Film, Other Film, Remainder/ Composite Plastic;
3. **Glass** – Recyclable clear, brown, green, and blue Glass Bottles and Jars, Flat Glass, Other Glass;
4. **Metals** – Aluminum Beverage Containers, Other Aluminum, Ferrous containers (tin cans), Aerosol cans, Other Ferrous, Other Non-Ferrous, Other Metal;
5. **Organics** – Yard Waste – Compostable, Yard Waste – Woody, Food Scraps, Bottom Fines and Dirt, Diapers, Other Organic; \*contaminated paper logged under organics
6. **C&D** – Clean Dimensional Lumber, Clean Engineered Wood, Wood Pallets, Painted Wood, Treated Wood, Concrete, Reinforced Concrete, Asphalt Paving, Rock & Other Aggregates, Bricks, Gypsum Board, Composition Shingles, Other Roofing, Plastic C&D materials, Ceramics/Porcelain, Other C&D;
7. **Misc./Inorganics** – Televisions, Computer Monitors, Computer Equipment/ Peripherals, Electronic Equipment, White Goods – refrigerated, White Goods – not refrigerated, Lead-acid Batteries, Other Household Batteries, Tires, Household Bulky Items, Fluorescent Lights/Ballasts;
8. **HHW** – Latex Paint, Oil Paint, Plant/Organism/Pest Control/Growth, Used Oil/Filters, Other Automotive Fluids, Mercury-Containing Items, Sharps & Infectious Waste, Ash, Sludge, & Other Industrial Processed Wastes, Sewage Solids, Other HHW

**Step 2**: Team Training Session. Training for sorting team will include:

1. Purpose for Waste Characterization Study
2. Sampling and Sorting Procedures
3. Health and Safety Plan

**Step 3:** Team places waste on sorting table and sorts materials into categories. Sorted items are placed into labeled containers by material type.

**Rejecting a Sample**

The field supervisor will be responsible for determining if samples are potentially hazardous. Samples will be rejected if they: contain potentially infectious hospital or medical waste; are soaked in a liquid other than water; contain unidentifiable contents; contain hazardous waste or materials posing a safety hazard; or have an unusual odor not like other solid waste. If such a load is identified, it will be reported to the field supervisor for removal from the sorting area.

**Step 4:** After entire sample has been sorted, or if the container becomes full and needs emptying, the containers are weighed and recorded. Be sure to weigh empty container prior to get an accurate weight of waste.