## Waste Assessment Sheets

| | | |
|---|---|---|
| **Name of Facility:** | **Key Contact:**<br>Phone extension: | Date:<br>Time: |
| **Number of employees**<br>Administrative: | Shipping/Receiving: | Production: Other: |
| **Facility / Building**<br>Own Lease Sole-Tenant Multi-tenant | **Property Management Contact / Phone:** | |
| **Custodial service**<br>In-house Covered in lease Contracted<br><br>Frequency of in-house garbage collection: daily every other day weekly other | **Contact:** | **Phone:** |
| **Waste Hauler**:<br>In-house | Contact:<br>Municipal service | Phone:<br>Contracted/Private hauler |

| **Container location; size (gallon or cubic yard); type; and number of garbage dumpsters (outside bins)** | **Frequency of refuse collection (e.g., 1 pick-up / wk)** | **c. Percent Full** |
|---|---|---|
| #1:<br><br>#2:<br><br>#3:<br><br>#4:<br><br>a. Total yards or gallons (size x number of containers):<br>*Ex. #1: behind building, 4 cubic yard dumpster.* | #1:<br><br>#2:<br><br>#3:<br><br>#4:<br>b. Collection frequency = | #1:<br><br>#2:<br><br>#3:<br><br>#4:<br><br>c. Average percentage full = |

**Estimated Monthly Waste Generation**

a. (total yards or gallons) x b. (collection frequency) x c. (% full) x 4.33 = estimated monthly waste generation
*Example: 4 cubic yards x 2 containers = 8 cubic yards (a) x 2 pick-ups per week (b) x .90 (c) x 4.33 = 62 cubic yards of waste generated per month*

| | | |
|---|---|---|
| Is garbage compacted?<br>Size of compactor: | Is compactor owned?<br>_____ Or leased? | Does the building have a loading dock?<br>Extra room for a recycling bin? |

| A. CURRENT WASTE MANAGEMENT COSTS[1] | | | |
|---|---|---|---|
| | **Monthly ($)** | **Annually ($)** | **Description** |
| Container/compactor rental/lease (if not owned) | | | |
| Hauling | | | |
| Disposal (if not included in hauling) | | | |
| Confidential destruction costs | | | |
| Equipment costs (compactor, baler, etc., if owned) | | | |
| Vehicles/fuel (If self-transported) | | | |
| Other | | | |
| Custodial labor (in-house or contracted) | | | |
| **Total monthly disposal charges** | | | |

**B. CURRENT RECYCLING EFFORTS** (formal or informal)
(List tonnage collected per week/month, if known.)

| | | | |
|---|---|---|---|
| White paper | Other paper | Electronics | Other: |
| Mixed paper (separated) | Aluminum cans | Printer & toner cartridges | Other: |
| Mixed paper (w/white) | Plastic bottles | Scrap metal | Other: |
| Cardboard | Other food/beverage containers | Pallets | Other: |
| Newspaper | Other Plastic: | Other: | Other: |

**Description of waste prevention and recycling efforts currently in place**:

Recycling company/contact:
Is any paper or cardboard baled or compacted? Is their a separate container/roll-off for scrap metal?

| **NET Costs (costs minus revenues) of existing recycling program** (use the formula for waste management costs above to determine recycling costs.) | **Monthly ($)** | **Annually ($)** | **Description** |
|---|---|---|---|
| | | | |

1 If possible, determine container rental charges vs. hauling and disposal charges; ask your hauler if you do not know.

| WASTE SORT SHEETS | | | | |
|---|---|---|---|---|
| **Department Name:** **Contact/Phone extension:** | **Department Activities:** | | | |
| **Material Type** | **Percent Of Total** | **Estimated Volume** | **Currently recycled?** | **Source/Description** |
| **Office Area/Classroom Paper** | | | | |
| Office, printing paper ("high grade") | | | | |
| Writing paper, tablet paper | | | | |
| Envelopes; colored paper; junk mail | | | | |
| File folders, manila envelopes | | | | |
| Magazines/catalogs/directories | | | | |
| Newspapers | | | | |
| Books/telephone books | | | | |
| Shredded documents | | | | In-house or contracted? |
| Boxboard/paperboard | | | | |
| Other paper— | | | | |
| Other paper— | | | | |
| Other paper— | | | | |
| TOTAL OFFICE PAPER | | | | |
| | | | | |
| **Office Equipment/Supplies** | | | | Note: # of machines, age, leased or owned, does leasing include end-of-life recycling? |
| Cell phones | | | | |
| Computers & peripheries | | | | |
| Copier | | | | |
| Fax machine | | | | |
| Microwave | | | | |
| Printers | | | | |
| Office Machine Cartridges | | | | |
| Rechargeable batteries (nickel cadmium batteries) | | | | |
| Button batteries | | | | |
| Other— | | | | |
| Other— | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| **Packaging / Shipping / Receiving** | | | | |
| Corrugated cardboard | | | | |
| Reusable boxes | | | | |
| Waxed cardboard boxes | | | | |
| Film/stretch wrap/shrink | | | | |
| Polystyrene foam blocks (EPS) | | | | |
| Polystyrene packing peanuts | | | | |
| Bubblewrap/plaster pack | | | | |
| Tyvek envelopes | | | | |
| Plastic bags | | | | |
| Pallets | | | | |
| Cardboard cores | | | | |
| Gaylord boxes | | | | |
| Drums | | | | (metal, plastic, or fiber) |
| Spools | | | | |
| Bulk containers | | | | (metal or plastic) |
| Totes | | | | (returnable or one-way) |
| Steel strapping | | | | |
| Other packaging— | | | | |
| Other packaging— | | | | |
| Other packaging— | | | | |
| Other packaging— | | | | |
| | | | | |
| **Employee Lounge / Food Service** | | | | |
| Redeemable cans/bottles | | | | |
| Aluminum cans | | | | |
| Glass beverage bottles | | | | |
| Plastic beverage bottles | | | | |
| Aseptic packaging (e.g., juice boxes) | | | | |
| Paper milk cartons | | | | |
| Other food containers (“clam shells,” foam trays, etc. ) | | | | |
| Paper packaging/paperboard | | | | |
| Plastic bags | | | | |
| Other plastic packaging/cutlery | | | | |
| Aluminum foil | | | | |
| Paper cups | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| Paper towels/napkins/paper plates | | | | |
| Food waste | | | | |
| Grease/cooking oil | | | | |
| Other— | | | | |
| | | | | |
| **Scrap Metals** | | | | |
| Aluminum (nonferrous) | | | | |
| Brass | | | | |
| Copper | | | | |
| Chromium | | | | |
| Iron & steel (ferrous) | | | | |
| Aerosol cans | | | | |
| Construction scrap | | | | |
| Turnings, process wastes | | | | |
| Metal fines/dust | | | | |
| Scrap parts | | | | |
| Sub-assemblies | | | | |
| Lead | | | | |
| Precious: gold, silver, palladium, etc. | | | | |
| Zinc | | | | |
| Other metal— | | | | |
| | | | | |
| **Lighting** | | | | |
| Fluorescent tubes | | | | |
| Light ballasts | | | | |
| High intensity lights | | | | |
| Other— | | | | |
| | | | | |
| **Miscellaneous** | | | | |
| Construction & demolition debris | | | | |
| Furniture | | | | |
| Landscape trimmings | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |

Tips for conducting the waste assessment:

- Depending on the size of the facility, it may work best to complete one waste composition form per department, section, or floor.
- Bring along scratch paper to record estimates of each trash can looked into. Then average the total percentage of the category amounts and record on the form.
- Don't worry about figuring out the percents of all materials, focus on the obvious high-generation materials, and materials that can be targeted in the facility's waste prevention and recycling efforts.
- If materials are supposed to recycled or treated as hazardous waste and are still ending up in the trash, then it is important to track the source of generation.
- To get the material volume: Figure out the monthly waste generated (from page one of this form). To estimate the volume of the material, take the percentage and multiply by the monthly waste generated. For example, if the percentage of total office paper in the waste cans is 50 percent and the facility has 62 cubic yards of waste generated per month, *then 62 cubic yards x .50 = 31 cubic yards.*
- Don't be overwhelmed by the categories and recording all the details. The importance of the exercise is to give you a picture of the facility's waste stream. It should provide a facility overview that will contribute to a waste prevention and recycling plan—it does not have to be an exact measurement!!

| FACILITY WALK-THOUGH RECOMMENDATIONS | | |
|---|---|---|
| List materials that can be targeted for waste prevention, reuse (such as internal reuse or materials exchange), and recycling. Note observations about inefficiencies in current materials/waste handling, processes that may need additional observation or attention, conversations with employees, department supervisors, etc. | | |
| **Material** | **Waste Reduction, Reuse, or Recycling Options** | **Additional Comments** |
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## Additional Waste Sort Materials for Manufacturing / Industry / Healthcare

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| **Automotive** | | | | |
| Lead acid batteries | | | | |
| Parts | | | | |
| Scrap vehicles | | | | |
| Tires | | | | |
| **Non-container glass** | | | | |
| Plate Glass | | | | |
| Ceramic | | | | |
| Laminated | | | | |
| Other— | | | | |
| **Organics** | | | | |
| Food processing wastes | | | | |
| Renderings: fat, bones, hides, grease | | | | |
| Other— | | | | |
| Other— | | | | |
| **Paper** | | | | |
| Printer scrap | | | | |
| Kraft paper | | | | |
| Millwrap | | | | |
| Manufacturing scrap | | | | |
| Other— | | | | |
| Other— | | | | |
| **Plastics** | | | | |
| Acrylonitrile, butadiene, styrene (ABS) | | | | |
| Acetals | | | | |
| Acrylics | | | | |
| Bags | | | | |
| Film/stretch wrap/shrink | | | | |
| HDPE (#2) | | | | |
| LDPE (#4) | | | | |
| LLDPE | | | | |
| MDPE | | | | |
| Nylon | | | | |
| Other (#7) | | | | |
| PC: polycarbonate | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| PET (#1) | | | | |
| Polypropylene (PP#5) | | | | |
| Polystyrene (PS-#6) | | | | |
| PVC | | | | |
| Vinyl building products | | | | |
| Plastic turnings | | | | |
| Polyurethane (foam, carpet padding) | | | | |
| Mixed plastics | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| **Textiles** | | | | |
| Clothing | | | | |
| Factory cuttings | | | | |
| Rags & wipers | | | | |
| Work glove & wiper laundering | | | | |
| **White goods / appliances** | | | | |
| With Freon | | | | |
| Without Freon | | | | |
| **Wood waste** | | | | |
| Clean lumber | | | | |
| Dunnage | | | | |
| Landclearing debris | | | | |
| Railroad ties, utility poles (creosote treated) | | | | |
| Sawdust | | | | |
| Other— | | | | |
| **Miscellaneous** | | | | |
| Ash | | | | |
| Asphalt, brick, concrete | | | | |
| Carpet | | | | |
| Dirt, soil | | | | |
| Disposable gloves, gowns, etc. | | | | |
| Disposable diapers | | | | |
| Imaging films – x-rays, lithographic | | | | |
| Lab equipment | | | | |
| Lead aprons | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| Mattresses | | | | |
| Off-spec product | | | | |
| Other construction/demolition | | | | |
| Rock, clay, sand | | | | |
| Rubber (cured, uncured, other) | | | | |
| Plaster | | | | |
| Silica/Alumina | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| **Hazardous Materials** | | | | Note if handled as hazardous waste |
| Absorbents & rags (contaminated) | | | | |
| Anti-freeze | | | | |
| Disinfectant solutions | | | | |
| Filters (oil, paint, other) | | | | |
| Filter cake | | | | |
| Hydraulic fluids/lubricants | | | | |
| Mercury containing thermostats | | | | |
| Mercury containing thermometers | | | | |
| Mercury switches | | | | |
| Other mercury containing devices | | | | |
| Oil | | | | |
| Paint | | | | |
| Pharmaceuticals (expired) | | | | |
| Photographic chemicals | | | | |
| Sharps | | | | |
| Sludge | | | | |
| Solvents/fixers | | | | |
| Thinner | | | | |
| Transmission fluid | | | | |
| Wastewater | | | | |
| Other— | | | | |

| Material Type | Percent Of Total | Estimated Volume | Currently recycled? | Source / Description |
|---|---|---|---|---|
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
| Other— | | | | |
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