



Waste Audit Instructions

The objectives of the Kick the Can pre-challenge waste audit are:

- ✓ To identify current waste management and recycling practices;
- ✓ To quantify how much and what types of waste are being generated by area;
- ✓ To develop a baseline specific to each participating area;
- ✓ To identify diversion and recycling opportunities;
- ✓ To identify which trash bins can be surrendered; and
- ✓ To assess needs for additional communal recycling and trash bins.

The pre-challenge waste audit is made up of two components: A Community Builder survey and a waste analysis.

Solid Waste and Recycling Community Builder Survey

The survey was distributed electronically citywide through the Public Affairs Office on August 11, 2016 and closed on August 17, 2016.

Waste Analysis

The pre-challenge waste audit is the first of seven surveys to be conducted during the Kick the Can challenge. Once the challenge begins on October 10, 2016, Champions will complete a weekly waste audit every Wednesday until the challenge ends on November 18, 2016.

Materials Provided

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|-------------------------------------|----------------|
| 1. Waste Audit Instructions | 4. Pencil/ Pen |
| 2. Waste Audit Spreadsheet Template | 5. Gloves |
| 3. Bin Reference Guide | 6. Dowel |

Waste Audits should be performed at the end of day on the following dates:

- Pre-challenge Audit – August 24th
- Week 1 Audit – October 12th
- Week 2 Audit – October 19th
- Week 3 Audit – October 26th
- Week 4 Audit – November 2nd
- Week 5 Audit – November 9th
- Week 6 Audit – November 16th

How will it be performed?

The waste audit has three critical phases:

- Phase 1 - Determine how many workstations will be participating excluding public areas.
- Phase 2 - Do a walkthrough of each workstation to conduct a waste analysis (instructions below).
- Phase 3 - Report findings electronically on waste audit template provided by Kick the Can Coordinator.

And should be performed utilizing the following steps:

1. Give each participating workstation a unique identifier (i.e. workstation # 1 or Bob's workstation) to input in the waste audit template to use throughout the challenge.
2. Indicate whether each workstation (excluding communal space) will be surrendering their waste bin for the challenge. While surrendering waste bins isn't mandatory, it is strongly recommended. Report ONLY **yes or no**.
Note that this step is only necessary for the pre-challenge audit.
3. Determine the size of the solid waste and recycling bin in gallons at each workstation. You will be provided with a reference guide to assist with this process. If you cannot match a bin to the reference guide, utilize the following options:
 - a. Look UNDER the bin; often the capacity is embossed there.
 - b. If a liner (i.e. trash bag) is being used in the bin, look at the box and identify the capacity of the liners (they are usually kept in the breakroom cabinet).
 - c. Go to <http://www.walmart.com/> or <http://www.homedepot.com/> and see if you can locate your can by manufacturer.
 - d. Contact the Kick the Can Coordinator, Aneisha Nicholas, for additional assistance

Once you have determined the size of the bin(s), input that figure into the waste audit spreadsheet.

4. Estimate the percentage of (1) waste accumulated in each garbage bin and (2) recycling materials accumulated in each recycling bin through a visual analysis as follows:
 - a. Look inside the garbage and recycling bin;
 - b. Estimate based on visual inspection how full each container is. Determine the amount of waste and recycling materials each contains and record the percent for each bin in 25% increments (i.e. 0%, 25%, 50%, 75% or 100%).
 - o *For instance, if the bin is half full, then percent full is 50%. If the bin is a quarter full, then percent full is 25%. If the bin is in between 25% and 50%, input the percentage to which it is closest.*
 - c. Input the estimated percentage in each corresponding column on the waste audit template.
5. Check the bins for contamination – You can use the dowel provided to move items around to see what is in the can.
 - a. A trash bin is contaminated if it includes any recyclable material
 - b. A recycling bin is contaminated if it includes non-recyclable materials.
 - i. In the template, report **ONLY yes or no** for contamination.
 - c. Please note that contamination will be accounted for by a point system. Each recycling and waste bin that has contamination will be assessed one point.

For your convenience, the columns for solid waste disposed in volumes, and recycling material collected in volumes in the waste audit electronic template will populate automatically once the additional data is inputted on the excel spreadsheet. You won't need to adjust the number.

6. Assess your area to evaluate if you will need any communal bins. Your response should align with the number of waste bins documented to be surrendered. Input that figure into the spreadsheet template. *Note that this step is only necessary for the pre-challenge audit.*

Forward completed waste audit spreadsheets electronically to Aneisha Nicholas via email at anicholas@fortlauderdale.gov.