

EARLY CHILDHOOD CENTRE WASTE AUDIT INSTRUCTIONS

This is a great opportunity to ascertain how much waste and the different streams of waste your Centre is generating on an average day. If you have already separated a lot of your waste that is a good place to start and then it is a matter of ensuring that all landfill is actually where it should be destined. Some waste streams will be able to be reduced and some will be able to be more correctly separated from landfill after conducting this audit.

A great initiative to undertake at the beginning of your waste reduction journey and once again when you are 6-12 months along to see the sustainability improvements your centre has made.

You will need:

- The waste bins collected from the previous day across the whole centre. (If waste is already separated into a stream, keep it separated but you will still go through it to check for contamination)
- All items on the **Early Childhood Centre Waste Audit Equipment List**
- **Early Childhood Centre Waste Audit Weighing Sheet**
- **Early Childhood Centre Waste Audit Equipment List**
- **Early Childhood Centre Waste Audit Results Collation Data Sheet**

What to do:

1. *Gather together all of the equipment required and have another member of staff or two to help you undertake this Waste Audit – many hands make light work.*
2. *Take it in turns to be Sorter/ Weighing & Recording/ Disposal*
3. *Label each of the 20 litre buckets with the pre-made labels (see useful signage section)*
4. *You will be collecting data to show the weight (kg) AND the volume (litres) of the waste your centre generates. It is important when putting waste into each of the containers that you do not push down on it as this will affect the volume results. The volume is important as this is how much space the waste you generate takes up. The weight is important because this is often how Centre's are charged to remove the waste they generate.*
5. *Set out a tarp in a cleared area and have the 4 labelled containers (using **waste audit useful signage** labels)*
6. *Tackle the waste that has already been sorted first. For example if you are already collecting paper recycling and have it in some bins separately, then tip the contents into the 20 litre container labelled Paper recycling until it is full (remember NOT to push the material down too much).*
7. *Then weigh it and record on the weighing sheet (remembering to take off the weight of the container each time). Repeat this for all waste that you have already separated. Ensure you check that all of the contents of your recycling can be recycled, if not it needs to go into the landfill bin. If you are unsure check your local council website for what can go in each bin and if in doubt it will need to be landfilled.*
8. *As you record each container of waste, then tip into the appropriate wheelie bin or bin that will be taken out to your skip bins*

9. *For the waste that hasn't already been sorted into separate streams, tip out onto the tarp and using gloves or tongs sort through the waste into the different containers – Paper Recycling/ Mixed Container Recycling/ Landfill/ Food Waste/ Vegetation*
10. *Repeat the process of filling the 20 litre containers (remembering not too push down on the material) and when they are full, weigh them, record the container on the **Early Childhood Centre Waste Audit Weighing Sheet** and empty the container into the appropriate wheelie bin or bin that will be taken out to your skip bins*
11. *Once all the waste been sorted, tidy up the area that has been used and hose down the tarps and containers. Don't forget to wash your hands when you've finished*
12. *Now is the time to collate all of the information into a summary for your centre using the **Early Childhood Centre Waste Audit Results Collation Data Sheet***
13. *You now have a comprehensive snapshot of the waste your centre produces on a day-to-day basis*
14. *As a team or executive review the data and identify any areas where waste was not sorted correctly or ended up in landfill when it could be recycled*
15. *Create a plan of action for manageable areas that you can reduce some of these waste streams, or sort more appropriately in a practical way that all staff at the centre can follow and contribute to. Are there any problem areas? Are there any known solutions to these problem areas or do you need to seek further clarification on those problem items? It is a idea to redo the above in 6-12 months time to see the results of your sustainability actions*