



Enquiries to:
Jeanie McKillop
 Business Waste Reduction
 Project Co-ordinator
 P: 6687 4945 M: 0421 888 686

PO Box 340
 LENNOX HEAD NSW 2478
 business@northeastwasteforum.org.au
 www.northeastwasteforum.org.au

Business Waste Reduction Project Toolkit

Reviewing Records

Information on **current** waste management practices:

Record details on all waste collection, disposal and management services and costs. If there is not enough space on the table below, create a separate table specific to your business. Details to include are:

- Service details and charges from Waste Collection and Disposal Contractors (individually itemised);
- Costs associated with transporting waste and recyclables to the landfill or transfer station;
- Landfill and transfer station fees;
- Waste charges in Council rates notices if you use Council Waste Services;
- Bin hire, cleaning, repair;
- Equipment maintenance fees (i.e. compactor);
- Record details on revenue received for recycled materials (scrap, metal, aluminium).

Waste stream	Service Provider	Volume Generated			Estimated Volume of bin space / year	Cost of service / year
		No. of Bins (eg. 1)	Bin Size (eg. 240ltr wheelie bin)	Frequency of collection (eg. weekly)		
EXAMPLE:	<i>Mr. Waste</i>				<i>e.g. 1 x 240ltr bin/week: 1 x 0.240 x 52 = 12.5m³ per year (or 12,480 L/year)</i>	<i>\$4500</i>
General waste						
Paper / cardboard recycling						
Glass recycling						
Steel recycling						
Aluminium recycling						
Plastics recycling						
Commingled recycling (i.e. a mix of recyclable materials accepted by your council)						
Paper & commingled recycling						
Food organics recycling						
Garden organics recycling						
Toner cartridges						
Computers						
Oil recycling						
Equipment maintenance						
Hazardous waste						
Pathogenic waste						
Other						
Other						
Total						

NB: Make sure you use consistent units of measurement when recording data so that comparisons can be made (i.e. grams, kilos or tonnes if recording by weight, or litres / cubic metres if recording by volume).