



Enquiries to:  
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Appendix 5 continued

## Business Waste Reduction Project Toolkit Recycling Data Collection Form

Date: \_\_\_\_\_ Waste Assessment Team: \_\_\_\_\_

**NOTE:** You may need to photocopy this sheet or create another table to cover all workplace areas and / or contents

Recycling				Contents (Visual Inspection)	Content % of total bin	Main material items	
Sample No	Bin Location	Bin Size	% of bin full				
<b>EXAMPLE:</b> paper recycling	reception area	240 L	65% full	Recyclable Paper	25%	Document paper	
				Recyclable, cans, plastics, bottles	20%	Aluminium cans, glass bottles	
				Other (specify ) – garden organics	27%	Grass clippings	
				Other (specify) – scrap metal	25%	Roofing iron	
				General Waste*	3%	Plastic packaging	
				Recyclable Paper			
				Recyclable, cans, plastics, bottles			
				Other (specify )			
				Other (specify)			
				General Waste*			
				Recyclable Paper			
				Recyclable, cans, plastics, bottles			
				Other (specify )			
				Other (specify)			
				General Waste*			
				Recyclable Paper			
				Recyclable, cans, plastics, bottles			
				Other (specify )			
				Other (specify)			
				General Waste*			
<b>Total no of bins</b>	<b>N/A</b>	<b>Avg size</b>	<b>Avg % full</b>	<b>Total general waste (L)</b>	<b>Total recyclable paper (L)</b>	<b>Total recyclable cans plastics, glass (L)</b>	<b>Totals for others (L)</b>

\* any general waste in the recycling bins is classed as contamination