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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				
EXAMPLE: <i>paper recycling</i>	<i>reception area</i>	240 L	65% full	Recyclable Paper	25%	<i>Document paper</i>	
				Recyclable, cans, plastics, bottles	20%	<i>Aluminium cans, glass bottles</i>	
				Other (specify) – <i>garden organics</i>	27%	<i>Grass clippings</i>	
				Other (specify) – <i>scrap metal</i>	25%	<i>Roofing iron</i>	
				General Waste*	3%	<i>Plastic packaging</i>	
				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*			
Total no of bins	N/A	Avg size	Avg % full	Total general waste (L)	Total recyclable paper (L)	Total recyclable cans plastics, glass (L)	Totals for others (L)

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