



Enquiries to:  
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## Business Waste Reduction Project Toolkit

### Summary of waste assessment records

Complete these forms at the beginning and end of each assessment interval and compare results over time. You may need to photocopy this sheet or create another table to cover all records.

Review Records – Waste Management details and costs - EXAMPLE -		
Waste Stream	Total Volume of bin space available / year	Total Cost per year
General Garbage	73 m <sup>3</sup>	\$1,865.00
Cardboard Recycling	26 m <sup>3</sup>	\$530.00
Glass Recycling	13 m <sup>3</sup>	\$300.00
<b>TOTAL</b>	<b>112m<sup>3</sup></b>	<b>\$2,595.00</b>

Review Records – Waste Management details and costs		
Waste Stream	Total Volume of bin space available / year	Total Cost per year
<b>TOTAL</b>		

Review Records – Purchasing - EXAMPLE -		
Material item	Total Quantity consumed / year	Total Cost per year
Paper	145 rheems	\$630
Envelopes	30 boxes	\$220
Disposable cups	10 x boxes of 100	\$110
<b>Total</b>	-	\$960

Review Records – Purchasing		
Material item	Total Quantity consumed / year	Total Cost per year
<b>TOTAL</b>		



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Appendix 9 continued

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Review Records - Waste Assessment Results - EXAMPLE -				
Waste Stream:	General garbage	Paper and cardboard recycling	Commingled recycling	TOTAL
Volume Generated	52m <sup>3</sup>	25 m <sup>3</sup>	8 m <sup>3</sup>	85 m <sup>3</sup>
Average volume / staff member	0.52 m <sup>3</sup>	0.25 m <sup>3</sup>	0.8 m <sup>3</sup>	0.85 m <sup>3</sup>
Composition of general waste bin	45.8 m <sup>3</sup> (88%)	0.4 m <sup>3</sup> (1.5%)	0.00%	46.2 m <sup>3</sup>
Composition of paper recycling bin	3.1 m <sup>3</sup> (6%)	24.6 m <sup>3</sup> (98.5%)	0.04 m <sup>3</sup> (0.5%)	27.74 m <sup>3</sup>
Composition of commingled recycling bin	3.1 m <sup>3</sup> (6%)	0.00%	7.96 m <sup>3</sup> (99.5%)	11.06 m <sup>3</sup>

Review Records - Waste Assessment Results				
Waste Stream:	General Garbage	..... Recycling	..... Recycling	TOTAL
Volume Generated				
Average volume / staff member				
Composition of general waste bin				
Composition of .....recycling				
Composition of .....recycling				
Composition of .....recycling				