WASTE AUDIT GUIDE

Use this guide to understand the amount and type of waste your household or organisation produces and find ways you can reduce, reuse or recycle your waste.

WHAT YOU'LL NEED

- Kitchen, bathroom and/or industrial scales
- Rubber or hygiene gloves
- Large containers for sorting
- Face mask
- Tarpaulin
- Waste category labels
- Adhesive tack or tape to stick labels on containers

You can also book a free Waste Audit Kit from the Dunedin City Council (note the kit does not include face masks). To book a Waste Audit Kit, email our Waste and Environmental Solutions Team: *waste.environmental.solutions@oa.dcc.govt.nz*

INSTRUCTIONS

STEP 1: Plan it

1. Decide what period you want your waste audit to cover. We recommend at least one week or more, during a period of typical activity so you get a relatively accurate understanding of your waste.
2. Decide where you are going to complete the physical audit of waste collected. Ideally, it should be in a sheltered area out of the wind and direct sunlight, and away from stormwater drains and waterways. If you're conducting the audit inside or in a covered area, keep away from food preparation or eating areas.

STEP 2: Set it up

1. Collect all the waste/rubbish your organisation or household has produced over your audit time period. You can separate the waste as you go or wait until the end of your collection period to sort it all at once.
2. Print out the data collection table below, or prepare your own using pen and paper, or enter the information into a word or data processing app. Add or remove any waste types in the table, so it reflects your organisation or household.
3. Prepare a space for the audit by placing the sorting containers and scales on top of the tarpaulin. If possible, place the sorting containers on top of a large table to avoid working on the ground.
4. Create labels of all the different waste types in your data collection table.
5. Place each label onto its own sorting container.
6. Weigh each empty container and record that weight in the 'tare weight' column in the data collection table.

STEP 3: Sort it

1. Sort your waste types directly into the appropriate containers. For example, sort recyclable paper into the container with the recyclable paper label.
2. Once all the waste materials have been sorted into the appropriate containers, weigh each container and record it in the 'gross weight' column in your data collection table.
3. If you do not have enough containers, sort your collected waste into separate piles, and then transfer each pile into a single container and weigh each type individually.
4. Once you have weighed all your waste types, subtract the 'tare weight' from the 'gross weight' to work out the 'net weight' of each waste type.

STEP 4: Analysis and reduce

Identify what your most common waste items are and think about ways you could reduce, reuse or recycle each type.

Check out the DCC website 'Reducing your waste' page and the 'A to Z disposal search' for guidance and tips on how to reduce, reuse and recycle your waste.

For more help, you can contact the Waste Minimisation Officer at Dunedin City Council for some friendly advice.

Phone us on 03 477 4000 or send an email to: waste.environmental.solutions@dcc.govt.nz

NEXT STEPS:

We'd love to hear how your waste audit went and if it helped. Tell us about your experience of doing a waste audit at your organisation or household and, if you wish to, share your results with us. These results will help us to identify common waste types and trends in Dunedin organisations and households. Keep up the momentum and plan another audit in six months' time to track your progress.

WASTE TYPE	GROSS WEIGHT (combined weight of the waste and the container)	TARE WEIGHT (how much the container weighs)	NET WEIGHT (the gross weight minus the tare weight)	NOTES AND IDEAS How are you managing this waste stream e.g., paper is recycled? Could you manage this better? If yes, think about how.
RECYCLABLES				
Paper				
Cardboard				
Plastic bottles, trays, and containers (numbered 1, 2, and 5)				
Glass bottles and jars (intact)				
Aluminium and steel tins and cans				
Total recyclables:				
ORGANICS				
Kitchen and food waste				
Garden waste				
Total organic waste:				
GENERAL WASTE				
Soft plastic				
Plastic (numbered 3, 4, 6, and 7)				
Plastic lids, caps and tops				
Polystyrene				
Aluminium foil and trays				
Aerosol cans (steel and aluminium)				
Metal caps and lids				
Paper towels, tissues and wipes				
Disposable coffee cups				
Non-recyclable food packaging				
Liquid/laminated paperboard (drink or food cartons)				
Broken glass				
Total general waste:				
ELECTRONIC WASTE (eWASTE)				
Household batteries				
Electronic devices				
Electronic device batteries				
Vapes/electronic cigarettes				
Total eWaste:				
OTHER WASTE				
Wood and timber				
Scrap metal				
Textiles				
Total other waste:				
TOTAL WASTE PRODUCED:				