

WORKSHEET 2

FACILITY WALKTHROUGH

① Department Name _____

② Department Activities _____

③ Waste Material Generated _____

④ Waste Disposal Practices _____

⑤ Current Waste Reduction Activities _____

⑥ Comments _____

- ① List department by name.
- ② Briefly describe the department's activities.
- ③ List waste material generated in the department noted during the facility tour.
- ④ Briefly describe the department's waste disposal practices/actions.
- ⑤ Briefly describe any waste reduction activities that the department is currently conducting.
- ⑥ List any comments such as inefficiencies in waste handling.

WORKSHEET 3

TRASH-SORT/WASTE COMPOSITION

① DATE:	TIME:	INSPECTOR:
② CONTAINER TYPE:	CONTAINER NUMBER:	CONTAINER LOCATION:
③ LIST OF DEPARTMENTS USING CONTAINER:	1.	2.
	3.	4.
④ CONTAINER VOLUME:		
⑤ % OF CONTAINER FILLED:		
⑥ NET VOLUME:		
⑦ MATERIALS	PERCENTAGE OF TOTAL VOLUME	ACTUAL VOLUME
TOTAL		

- ① Date that container was inspected.
Time that container was inspected.
Name of person who inspected the container.
- ② Type of container (dumpster, waste basket).
Assign each container a unique number.
List where the container is located.
- ③ List the departments serviced by the container.
- ④ List the total volume of the container.
- ⑤ Estimate the percentage that the container is filled.
- ⑥ Multiply ④ by ⑤ to determine the total waste volume within the container.
- ⑦ List the material noted within the container.
List the percentage of each material within the container.
Multiply the net volume by the percentage of total volume to determine the actual volume of each material within the container.

WORKSHEET 4

WASTE REDUCTION OPPORTUNITIES

ITEM ^①	REUSABLE ITEM ^②	WASTE REDUCTION ^③

- ① List discarded items noted during audit.
- ② List possible reuses of items noted in column 1, if any. For example, single sided paper may be used on the second side, obsolete office furniture may be donated or sold, Styrofoam cups may be replaced with porcelain mugs.
- ③ List waste reduction ideas.

WORKSHEET 5

RECYCLING POTENTIAL

Name _____

Date _____

① Total Waste Volume _____ (cy)

② Material	③ Volume (cy)	④ Percent = (①/③)	⑤ Conversion	⑥ Weight = (③x⑤)

- ① Compute your total waste volume by adding all the values for ③ on each Worksheet 1.
- ② List any materials your company discards which could be marketed to recyclers.
- ③ For each material, add all of its volumes listed on each Worksheet 3.
- ④ Divide ③ by ② get the percent each material is of your total waste.
- ⑤ List the appropriate conversion factor from the attached table.

CONVERSION TABLE

This table allows you to convert volume to weight. Multiply your volume for each material by the conversion factor to calculate either pounds or tons for the material. If your material is loosely compacted, use the lower of the two numbers listed for the material. If your material is tightly compacted, use the higher number. If you are unsure, use an average of the two numbers.

Volume to Weight Conversion Factors

MATERIAL	Volume - EQUIVALENT	Weight
GLASS-whole bottles	1 cubic yard	0.35 tons
GLASS-semi-crushed	1 cubic yard	0.70 tons
GLASS-crushed mechanically	1 cubic yard	0.88 tons
GLASS-uncrushed-manually broken	55 gallon drum	0.16 tons
NEWSPRINT-loose	1 cubic yard	0.29 tons
NEWSPRINT-compacted	1 cubic yard	0.43 tons
CORRUGATED-loose	1 cubic yard	0.15 tons
CORRUGATED-baled	1 cubic yard	0.55 tons
PAPER-high grade loose	1 cubic yard	0.18 tons
PAPER-high grade baled	1 cubic yard	0.36 tons
PAPER-mixed loose	1 cubic yard	0.15 tons
PLASTIC-PET-whole	1 cubic yard	0.015 tons
PLASTIC-PET-flattened	1 cubic yard	0.04 tons
PLASTIC-PET-baled	1 cubic yard	0.38 tons
PLASTIC-HDPE-whole	1 cubic yard	0.012 tons
PLASTIC-HDPE-flattened	1 cubic yard	0.03 tons
PLASTIC-HDPE-baled	1 cubic yard	0.38 tons
PLASTIC-mixed	45 gallon bag	0.01 tons
PLASTIC-grocery bags	45 gallon bag	0.01 tons
PLASTIC-styrofoam*	45 gallon bag	0.01 tons
PLASTIC-styrofoam*	1 cubic yard	0.02 tons
ALUMINUM-cans-whole	1 cubic yard	0.03 tons
ALUMINUM-cans-flattened	1 cubic yard	0.125 tons
FERROUS METAL-cans-whole	1 cubic yard	0.08 tons
FERROUS METAL-cans-flattened	1 cubic yard	0.43 tons
WHITE GOODS-uncompacted	1 cubic yard	0.10 tons
WHITE GOODS-compacted	1 cubic yard	0.5 tons
YARD WASTE-grass-clippings-loose	1 cubic yard	0.3 tons
YARD WASTE-grass-clippings-compacted	1 cubic yard	0.6 tons
YARD WASTE-leaves-loose	1 cubic yard	0.125 tons
YARD WASTE-leaves-vacuumed	1 cubic yard	0.15 tons
YARD WASTE-leaves-compacted	1 cubic yard	0.25 tons
YARD WASTE-brush-loose	1 cubic yard	0.25 tons
YARD WASTE-brush-compacted	1 cubic yard	0.5 tons
WASTE OIL	1 gallon	0.004 tons
ANTIFREEZE	1 gallon	0.005 tons
WASTE TIRES-passenger cars	one	0.01 tons
WASTE TIRES-trucks	one	0.03 tons
WOOD-pallets	one	0.14 tons
WOOD-loose dimensional	1 cubic yard	0.12 tons
WOOD-compacted dimensional	1 cubic yard	0.35 tons
WOOD-other	1 cubic yard	0.18 tons
TEXTILES-loose	1 cubic yard	0.10 tons

NOTE: * Plastic-styrofoam is rarely recycled because markets for this item is almost nonexistent.