



# Waste Audit Checklist

School District 1213 / 13 Feb 2018 / Angela Meyers

**Complete**

<b>Score</b>	<b>92%</b>	<b>Flagged items</b>	<b>2</b>
<b>Organization Name</b>	School District 1213		
<b>Conducted on (Date and Time)</b>	13.02.2018 08:29 PST		
<b>Prepared by</b>	Angela Meyers		
<b>Location</b>	2271 Madison St, Riverside, CA 92504, USA		

**Flagged items**

2 flagged

Audit / PPE and Sorting Equipment

**Puncture-resistant nitrile gloves**

No

Audit / PPE and Sorting Equipment

**Large plastic sheet to be spread on a flat surface or folding Tables w/ Plastic Covering (Consider creating a "lip" or frame on the perimeter of the table under the plastic covering to keep liquids from running off.)**

No

I'll get bigger plastic sheets next time. The ones we used were barely enough.

**Audit**

2 flagged, 92%

**Planning**

100%

Confirm if the following are done:

**Evaluate waste hauler's accepted recyclable types against current collections**

Yes

**Determine methods and waste categories**

Yes

**Outline goals and state some predictions**

Yes

**Made a list of multiple, well-ventilated areas where waste sorting can be conducted**

Yes

**List pros and cons of sorting at each area (ventilation, convenience, flooring, clean-up)**

Yes

**Consider recruiting help if needed for the physical tasks**

Yes

**Obtain buy-in/permission for waste sorting at the most ideal location**

Yes

**PPE and Sorting Equipment**

2 flagged, 75%

Confirm if the following are ready:

**Puncture-resistant nitrile gloves**

No

**Full Tyvek coverall**

Yes

**Eye protection**

Yes

**Face masks**

Yes

**Long tongs**

Yes

**Clean-up supplies and equipment**

Yes

**First-Aid Kit**

Yes

**Large plastic sheet to be spread on a flat surface or folding Tables w/ Plastic Covering (Consider creating a "lip" or frame on the perimeter of the table under the plastic covering to keep liquids from running off.)**

No

I'll get bigger plastic sheets next time. The ones we used were barely enough.

**Waste Sorting**

100%

Confirm if the following are done:

<b>Coordinate time and place with the sorting team</b>	Yes
<b>Coordinate waste "pull" and note the time and place of sample</b>	Yes
<b>Execute audit by separating waste by waste stream. (If the trash is already in a bag or bin, consider not dumping that bag or bin. Lift the items out of that container to leave possible wet slop in the bottom)</b>	Yes
<b>Tally up or weigh various waste streams and record</b>	Yes
<b>Clean up and dispose/recycle properly</b>	Yes

Great job team for being committed and doing this together!

## Findings and Follow-up

100%

<b>Tally the data collected</b>	Yes
<b>Compare findings against initial predictions</b>	Yes
<b>Objectively evaluate the sample size and date/time of "pull" and sort</b>	Yes
<b>Compare findings to previous waste-audits if available</b>	N/A
<b>Compare findings against purchasing records</b>	Yes
<b>Discuss findings with custodial staff and other stakeholders</b>	Yes

## Completion

### Provide recommendations and action plans

This is the first time we did this waste audit and we discovered that food waste is being included in the non-recyclables section. We should've tested the size of the plastic sheet because the one we used was barely enough. The gloves were not the right ones for this task. I will double check the new pairs I will purchase today.

### Completed by: Name and Signature



Angela Meyers  
09.02.2023 08:32 PST