



Business Waste Solutions

Tool 1 - Reviewing Existing Waste Practices

Conducting a visual waste assessment:

Waste reviews can take a variety of forms, differing in the level of detail they provide, the cost of conducting a review and the level of support for implementing improvements. A good starting point to understand business waste is to conduct a visual review to identify gaps in the waste management system. Use the following checklist to observe the contents and flow of waste through any business.

Checklist

Equipment to use:

- Camera – to visually document bin contents
- Tape measure – to determine bin fullness levels

People to involve:

- Managers and Supervisors
- Staff who can implement system changes, eg. Head Chef
- Staff who would like to champion waste reduction initiatives

Areas to cover:

- Site waste infrastructure**
 - Internal – front of house, office and kitchen
 - External – garbage room
 - Access (from internal to external bins and for collection of external bins)
 - Space
 - Frequency of waste collection by your hauler
- Effectiveness of current waste disposal system**
 - Waste segregated correctly
 - Adequacy of container provision
- Communication**
 - Staff
 - Customers
 - Signage
 - Training

Site Review Details Date Time Reviewer

Date	
Time	
Reviewer	

People Committing to Help Identify & Support Waste Management Improvement

Managers and supervisors	
Other department leads	
Other contact(s) and positions(s)	

Effectiveness of current waste disposal system and communications

	Is the waste segregated correctly? Potential Improvements?	Internal Signage	External Signage
<i>E.g: Food Scraps and Organics</i>	Over 25% contamination. High levels of garbage and plastic. Improve by switching plastic straws to compostable in the bar and educating staff that stretch wrap belongs in the garbage to landfill bin. Improve signage.	<input type="radio"/>	<input type="radio"/>
Food Scraps and Organics		<input type="radio"/>	<input type="radio"/>
Cardboard		<input type="radio"/>	<input type="radio"/>
Printed Paper and Paper Packaging		<input type="radio"/>	<input type="radio"/>
Mixed Containers		<input type="radio"/>	<input type="radio"/>
Glass		<input type="radio"/>	<input type="radio"/>
Styrofoam		<input type="radio"/>	<input type="radio"/>
Soft Plastics		<input type="radio"/>	<input type="radio"/>
Oil		<input type="radio"/>	<input type="radio"/>
Garbage to Landfill		<input type="radio"/>	<input type="radio"/>
Other (state)		<input type="radio"/>	<input type="radio"/>

Notes:

What training is in place for staff regarding the waste management system? If none, consider pre-shift sessions that target troublesome items or a specific recycling stream, set up a white board for question items that come up throughout the day or hold a waste specific training session.

How effective is this training? (Speak with staff members to understand their knowledge of the existing or proposed systems and how they should be using them.)

	Internal Infrastructure				External Infrastructure			
Material	Location	Size	Quantity	Size	Quantity	Frequency of Collection	Capacity Usage	
Food Scraps and Organics								
Cardboard								
Printed Paper and Paper Packaging								
Mixed Containers								
Glass								
Styrofoam								
Soft Plastics								
Fats, Oils and Grease								
Garbage								
Other (state)								