

WASTE AUDIT

By using this template, a business can conduct a thorough waste audit and develop an effective waste reduction plan that helps achieve greater sustainability.

Identify the scope of the audit:

- Which departments or areas of the business will be audited?
- What time period will the audit cover?
- What types of waste will be included in the audit?

Gather information:

- Collect information on waste management practices currently used by the business.
- Determine the types and quantities of waste generated by the business.
- Determine how waste is collected, transported, and disposed of.

Categorise waste:

- Categorise waste by type and source.
- Determine which waste streams are the most significant in terms of quantity and environmental impact.

Calculate waste generation rates:

- Calculate the waste generation rate for each waste stream by dividing the total weight of waste by the period of time covered by the audit.

Analyse data:

- Identify opportunities for waste reduction based on the data.
- Consider the feasibility and potential impact of various waste reduction strategies.

Set waste reduction goals:

- Set specific, measurable, achievable, relevant, and time-bound goals for waste reduction.
- Identify strategies for achieving these goals.

Develop a waste reduction plan:

- Develop a waste reduction plan that includes goals, strategies, and responsible parties.
- Determine how progress towards goals will be tracked and reported.

Implement and monitor progress:

- Implement the waste reduction plan.
- Regularly monitor progress towards waste reduction goals and make adjustments as needed.

Communicate with stakeholders:

- Communicate the results of the waste audit and the waste reduction plan to employees, customers, and suppliers.
- Encourage stakeholder involvement in waste reduction efforts.