

YOUR GUIDE TO WASTE AT WORK: THE WASTE AUDIT

When it comes to waste, nearly 30% of what Hastings sends to landfill comes from businesses. **That's enough rubbish to fill the athletics track of Mitre 10 Sports Park twice!** (And that's in just one year).

The waste audit requires some effort and equipment. But don't let that scare you! By deep diving into your waste we can find specific solutions that will see you reducing and reusing waste like never before.

YOU WILL NEED

- Large Buckets
- Smaller containers for sorting
- Gloves / PPE
- Scales

OR

HIRE AN HDC WASTE AUDIT KIT

Email reducewaste@hdc.govt.nz for further information.



LET'S GET TO WORK!

Preparation

- Decide on how much waste you will conduct the audit on. We recommend at least a week's worth.
- Pick the week you will conduct the audit. Start collecting from the day your rubbish is emptied.
- Pick a relatively typical week so you get an accurate picture of your waste. Try not to tell your colleagues you're doing an audit!

Collection

- Save all your waste materials that accumulate over the one-week period.
- You can separate the waste as you go or wait until the end of the week to sort it all at once. We recommend you separate your food waste, this really helps reduce mess at the end!

Sorting

- Prepare a space to sort through the waste you collect over the course of the week.
- Sort the waste into different buckets labelled recyclables, organics, hazardous, other, and landfill.
- Record what you find using the table over the page.

Handy tips

- a. Recyclables: double check they can be recycled by your waste removal provider.
- b. Organics: compostable food and organic waste, this includes things like garden waste, soils.
- c. Other: Waste that doesn't need to be landfilled, but can't be recycled easily. This includes timber, useful fabric, e-waste and hazardous waste.
- d. Landfill: Any waste which really needs to be landfilled. Make landfill your last choice

Analysis phase

Now that you know your waste, you will be able to identify the most common items such as take-away food containers, plastic bags, beverage bottles, junk mail, and shipping boxes.

What will you do to make landfill your last choice?

Need a hand? Email us at reducewaste@hdc.govt.nz



MAKE LANDFILL YOUR LAST CHOICE

	Gross Weight (What your rubbish weighs including the container it's in)	Tare (How much does your container weigh)	Net weight (Gross weight – tare)	Comments
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Recyclables

Paper				
Cardboard				
Plastic 1, 2, 5				
Plastic 3, 4, 6				
Soft plastics				
Glass				
Steel and aluminium cans				
Scrap metal				
Total Recyclables:				

Organics

Kitchen and food waste				
Garden waste and soils				
Wood and timber				
E-waste				
Total organics:				

Other Waste

Hazardous				
Tyres				
Clothing				
Misc.				
Landfill				
Total Other waste:				

Total waste produced: