

YOUR GUIDE TO WASTE AT WORK: THE WASTE MAP

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).** If we carry on like this we're going to be filling our landfill pretty quick! Use our waste audit template to reduce waste, and make landfill your last choice.

A waste map will let you know where you're at by showing you the waste you're producing and what you're doing with it. From here, we can come up with easy strategies to reduce, reuse or recycle the waste.

MAP YOUR WASTE IN 5 EASY STEPS

1. Identify the bins you'd like to survey. It's a good idea to sample a few bins from across your workplace e.g. from the office, the workshop, the kitchen etc.
2. Collect the waste from these bins.
3. Find an area to safely look through your waste.
4. Lay out your waste on a tarpaulin so it's easy to see what you're producing.
5. Visually survey your waste. Record what you see using the table overleaf.

You'll notice we've asked you for some percentages overleaf

Don't fear! These just need to be approximate to give you an idea of what makes up most of your waste.

WHERE YOUR MAP CAN TAKE YOU

Now that you have an idea of the waste you're producing, have a look at each item and think "what can we do differently?"

We've come up with some ideas to reduce paper & cardboard waste below. Take inspiration from this or email reducewaste@hdc.govt.nz for unique solutions that fit your business.

Visually survey your waste. Record what you see using the table overleaf.

QUICK FIXES:

- Use both sides of your paper! Set up computers to automatically print two-sided.
- Reduce the need to print documents for signing. Online platforms like DocuSign and HelloSign offer secure digital signing.

A LITTLE MORE EFFORT:

- Pull together a list of what staff can use paper for and when paper can be avoided.
- Once you create a list for both, share it with your colleagues and create a poster to place at your printing stations.

WE'RE SERIOUS ABOUT CHANGE:

- Ask your suppliers for your deliveries with as little packaging wherever possible.
- If you are left with packaging, connect with other local businesses who could reuse it.

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	Percentage of total waste	Are we managing this waste?	How are we managing this / how could we manage this?
Recyclables			
Paper			
Cardboard			
Plastic bottles / packaging			
Soft plastics			
Other plastics			
Metal (tins/cans)			
Glass			
Total recyclables:			
Other waste			
Organics			
Electronic Waste			
Hazardous Waste			
Total other waste:			
Landfill Waste			
Total landfill waste:			

MAKE LANDFILL YOUR LAST CHOICE

