

## WASTE AUDIT FORM

Date:	Agency:	Recorder:	FTE:	Number of Days:
Unsorted Waste:				
Type of Waste/ Examples	Weight Kg	Notes		
<b>RECYCLABLE ITEMS</b>				
<b><u>Recyclable Paper</u></b> <ul style="list-style-type: none"> <li>• Office Paper/Shredded Paper</li> <li>• Newspaper</li> <li>• Envelopes*</li> <li>• Light/white cardboard (e.g. tea bag boxes)</li> <li>• Copy paper ream wrappers*</li> <li>• Post-it notes*</li> </ul>				
<b><u>Cardboard</u></b> <ul style="list-style-type: none"> <li>• Brown cardboard boxes</li> </ul>				
<b><u>Mixed Recyclables</u></b> <ul style="list-style-type: none"> <li>• Number 1&amp;2 Plastics only</li> <li>• Aluminium and steel cans</li> <li>• Glass bottles &amp; jars</li> </ul>				
<b><u>Toner Cartridges</u></b>				
<b>COMPOSTABLE ITEMS</b>				
<b><u>Food Waste</u></b> <ul style="list-style-type: none"> <li>• Fruit, sandwiches, etc</li> <li>• Teabags/Coffee Grinds</li> </ul>				
<b><u>Compostable Paper</u></b> <ul style="list-style-type: none"> <li>• Paper towels, serviettes &amp; tissues</li> <li>• Non-waxy paper food bags &amp; wrappers (e.g. brown bags, plate liner doilies)</li> <li>• Moulded paper products                             <ul style="list-style-type: none"> <li>○ Coffee cup carrier trays</li> <li>○ Egg cartons</li> <li>○ Space Fillers for boxes</li> </ul> </li> </ul>				

\* For recycling window envelopes should have windows removed before recycling – but for ease of measurement leave them intact for the waste audit.

Ream wrappers have a thin plastic coating but are now accepted by most recyclers.

Post-it notes in large numbers are not wanted in recycling due to the glue strip, but for waste audit purposes leave them in the paper category.

NON-RECYCLABLE ITEMS		
<p><b><u>Packaging</u></b></p> <ul style="list-style-type: none"> <li>• Packaging – e.g. <ul style="list-style-type: none"> <li>○ Chippie bags &amp; candy wrappers</li> <li>○ Biscuit wrapping &amp; trays</li> <li>○ Tetra Packs (waxed cardboard)</li> <li>○ Subway sandwich wrappers</li> <li>○ Sushi containers</li> <li>○ Yoghurt containers</li> <li>○ Plastic Bags</li> <li>○ ANY plastic containers not no.1 or.2</li> </ul> </li> </ul>		<p><i>This data is separate to fulfil government reporting obligations for the NZ Packaging Accord</i></p>
<ul style="list-style-type: none"> <li>• Drink Cups Takeaway coffee &amp; cold drink cups</li> </ul>		<p><i>These are kept separate for the “cup mountain photo opportunity”</i></p>
<p><b><u>Non-Recyclable Waste - other</u></b></p> <ul style="list-style-type: none"> <li>• General Rubbish</li> </ul>		
<ul style="list-style-type: none"> <li>• Expanded Polystyrene Packing <ul style="list-style-type: none"> <li>○ Around Computers</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Potentially hazardous Substances <ul style="list-style-type: none"> <li>○ Batteries</li> <li>○ Solvents</li> <li>○ Chemicals</li> <li>○ Electronics</li> </ul> </li> </ul>		