

Table for waste sort

Date:

Time:

Source:

Recorder:

Unsorted weight:

Weigh unsorted items beforehand to ensure sorted weight = unsorted weight.

Waste type	Example	Weight kg	% by weight	Notes
Recyclable items				
Recyclable paper – copier	Paper for photocopier and/or printer			
Recyclable paper – miscellaneous	Magazines, envelopes, post-it notes			
Cardboard	Boxes			
Mixed recyclables:	Coke cans, baked bean tins, milk bottle, glass bottle			
<ul style="list-style-type: none"> • number 1 and 2 plastics • cans • bottles 				
Compostable items – food waste	Apples, sandwiches, tea bags, coffee grinds			
Compostable items – soiled paper	Napkins, tissues, non-waxed paper with food residue			
Subtotal				
Non-recyclable items				
Packaging material	Expanded polystyrene packing			
Potentially hazardous substances	Batteries, aerosols, glues, cosmetics			
Waxed drink containers	Takeaway coffee cups			
Plastic drink containers (numbers 3–9)	Water cooler cups, polystyrene cups			
General rubbish	Waxed paper, tetra packs, thermal paper, windowed envelopes, plastic wrapping, bits of metals, foil, pens, chopsticks, rubber			
Subtotal				
Total				