

WASTE ASSESSMENT FORM

1. Estimate Your Company's Monthly Waste Generation

Check your company's recent waste disposal bills to determine the volume of waste and the costs associated with the monthly waste collection service.

	Container Size (in Cubic Yards)	X	Estimated % Full at Pickup	X	Number of Estimated Monthly Pickups	=	Estimated Volume (Cubic Yards)
Dumpster							
Compactor							
Other Bins Removed by Waste Hauler							

Total Waste Generated per Month _____

2. Locate Total Monthly Waste Disposal Costs \$ _____

Total your company's waste disposal bills for one month. Contact your local waste hauler if you need additional assistance figuring your monthly bill.

3. Estimate the Percentage of Recyclables in Your Waste Stream

By performing a small scale waste audit by looking in waste containers throughout your business, estimate the percentage of recyclables going into the waste stream. **Make sure the total of all the material percentages adds up to 100%.**

Material	% of Total Volume	Material	% of Total Volume
White Paper		Aluminum Cans	
Colored Paper		Steel/Tin Cans	
Computer Paper (if different than White Paper)		Scrap Metals	
Other Mixed Paper		Glass	
Corrugated Cardboard		Plastic	
Newspapers		Textiles	
Magazines		Wood, Pallets, etc...	
Inkjet or Toner Cartridges		Other Recyclables	
Batteries		True Waste (Garbage)	

Total 100% = _____% + _____%

4. Estimate Percentage of Waste Stream That Can Be Reduced

Use the totals in the chart above (#3) to estimate the percentage of the waste stream that may be reduced and recycled in your office. If you only plan to sort out specific types of materials (e.g. white paper or aluminum cans), add only those percentages.

Estimated % of Reduced Waste and Recyclables	X	75% Estimated Recycling Participation Rate *	=	% of Recyclable Waste
	X	.75	=	

**Note: Estimated Recycling Participation Rate is based on an average participation rates for office recycling programs. You can adjust the rate based on your company's anticipated employee participation rate.*

5. Estimate Waste Disposal Savings

Using the Percentage of Waste Stream That Can Be Reduced (#4) and your company's Total Monthly Waste Costs obtained by using your monthly waste collection bill or by calling your waste hauling company (#2), you can determine the estimated Waste Disposal Savings. For example, if 50% of your trash will be recycled, you may be able to reduce the size of your dumpster or the number of weekly pickups in half. Be sure to read your waste hauling contract carefully as some are tied to a guaranteed monthly total of waste disposed. Others may charge an additional fee for recycling depending on locally available recycling programs.

% of Waste Stream That Can be Reduced or Recycled (#4)	X	Your Company's Total Monthly Waste Costs	=	Potential Waste Cost Savings/Month
<i>Example 45%</i>	X	\$400	=	\$180

Potential Waste Cost Savings/Month \$ _____

6. If Selling Recyclables, Estimate Anticipated Revenue

If you are planning to sell your recyclables, contact area recyclers for current recyclable material prices.

Material	Est. Monthly Volume	X	Lbs./Cu. Yd or Weight/Container.*	X	Price	=	Revenue
Example: Aluminum Cans-crushed	1 large garbage bag	X	20 lbs of crushed cans/garage bag	X	\$.25/lb	=	\$ 5.00

Note: Use the Conversion Table of Volume by Weight for Recyclable Materials (Earth 911 Business Section – Waste Reduction Program)

Total Estimated Monthly Revenue from Selling Recyclables \$ _____

7. Additional Reduction and Reuse Savings

Your business Waste Reduction Plan may also include additional reduction and reuse actions to further lower your monthly disposal bills. Check around your office to see which of the following practices can further reduce your bottom line.

v	Check practices that apply	Estimate reduction in expenses and waste disposal costs
	Waste Reduction Practices - Copier	
	Copier default set to make two sided copies	
	Scrap copy paper (one side used) used in a designated tray for DRAFT copies	
	Refill toner cartridges used in copier	
	Waste Reduction Practices - Kitchen	
	Kitchen scraps are composted	
	Reusable mugs, dishes and silverware are used in kitchen area of office	
	Waste Reduction Practices - Office Supplies	
	Recycled content (at least 30-percent post consumer) copy paper and other office paper purchased	
	Refillable pens used	
	Longer warranties on office equipment	
	Rental of office equipment used infrequently	
	Waste Reduction - Energy Conservation	
	In the winter, turn thermostat down to 68 degrees or below. Reduce the setting to 55 degrees at the end of the day. (For each 1 degree you turn down the thermostat in the winter, you'll save up to 5% on your heating costs.)	
	Turn off all unnecessary lights, especially in unused offices and conference rooms and turn down remaining lighting levels where possible.	
	Set computers, monitors, printers, copiers and other business equipment to their energy saving feature and turn them off at the end of the day.	
	Minimize energy usage during peak demand hours from 5:00 a.m. to 9:00 a.m. and 4:00 p.m. to 7:00 p.m.	
	Buy Energy Star appliances, products, and lights.	
	Consider placing outdoor signs on a timer so they only run until 1:00 am, saving electricity during non-peak hours.	
	Reuse -	
	Company participates in a Waste Exchange and/or donation program to find new uses for used items in good condition or to obtain needed materials	
	Lease program for computers	
	Other (List)	
	Confidential documents shredded and recycled	
	Hazardous waste disposal/reuse (Cell phones, used computers)	

Total Additional Reduction and Reuse Savings \$ _____

8. Calculate Adjusted Waste Disposal Expenses

(#2) Total Monthly Waste Disposal Costs/Month		\$ _____
	-	
(#5) Potential Waste Disposal Savings/Month		\$ _____
	-	
(#6) Est. Revenue from Selling Recyclables/Month		\$ _____
	-	
(#7) Est. Additional Reduction and Reuse Savings/Month		\$ _____
	=	
Estimated Final Waste Disposal Costs Per Month After Waste Assessment		\$ _____

This Waste Assessment Form includes information adapted from the Arizona Department of Environmental Quality's *Arizona Small Business Reduce, Reuse and Recycle Guide* (1992).