WASTE AUDIT SORT SHEETS				
School Name: **Contact/Phone extension/Email:**				
Material Type	**Percent Of Total Trash**	**Estimated Volume or Weight**	**Currently recycled? (Yes or No)**	**Source/Notes**
Office Area/Classroom Paper				
Office, printing paper ("high grade")				
Writing paper, tablet paper				
Envelopes; colored paper; junk mail				
File folders, manila envelopes				
Magazines/catalogs/directories				
Newspapers				
Books/telephone books				
Shredded documents				In-house or contracted?
Boxboard/paperboard				
Other paper—				
Other paper—				
Other paper—				
TOTAL SCHOOL PAPER				
Cafeteria/Vending				
Redeemable cans/bottles				
Aluminum cans				
Glass beverage bottles				
Plastic beverage bottles				
Paper milk cartons				
Aseptic packaging (e.g., juice boxes)				
Drink Pouches				
Polystyrene/Styrofoam food containers ("clam shells," other)				
Plastic bags				
Other plastic packaging/cutlery				
Aluminum foil				
Plastic straws				
Paper packaging/paperboard				
Paper cups				

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Material Type	Percent Of Total Trash	Estimated Volume or Weight	Currently recycled? (Yes or No)	Source/Notes
Paper towels/napkins/paper plates				
Disposable trays: cardboard or polystyrene				Note whether cardboard or polystyrene. Or, if school uses reusable trays.
Food waste				
Other—				
Other—				
Kitchen Area				
Food processing/prep wastes				
Renderings: Bones, Grease				
Corrugated cardboard				
Reusable boxes				
Waxed cardboard boxes				
Glass jars				
No. 10 cans/other tin cans				
Cartons				
Aseptic containers				
Aluminum foil				
Film/stretch wrap/shrink				
Plastic bottles – PET #1				
Plastic bottles – HDPE #2				
Other plastic bottles – 5-gallon jugs				
Other plastic bottles –				
Other plastic packaging				
Other—				
Office Supplies				
Rechargeable batteries (nickel cadmium batteries)				
Button batteries				
Printer toner cartridges				
Unused electronics/computers				How stored?
Other—				

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Material Type	Percent Of Total Trash	Estimated Volume or Weight	Currently recycled? (Yes or No)	Source/Notes
Other—				
Hazardous materials				Note Types/ingredients
Cleaning products				
Solvents				
Oil				
Paint				
Lab chemicals				
Other—				
Other—				
Lighting				
Fluorescent tubes				
Light ballasts				
High intensity lights				
Other—				
Miscellaneous				
Construction & demolition debris				
Unused furniture				
Landscape trimmings/grass				
Scrap metals				
Other—				
Other—				

Tips for conducting the waste audit:

- Depending on the size of the school, it may work best to complete one waste composition form per department, section, or floor.
- If not separating materials collected in bags, but instead looking into individual trash cans, bring along scratch paper to record estimates of materials. Then average the total percentage of the category amounts and record on the form.
- Don't worry about figuring out the percents of all materials, focus on the obvious high-generation materials and materials that can be targeted in the school's waste prevention and recycling efforts.
- It is important to track the source of generation for materials that are supposed to be recycled or treated as hazardous waste and are still ending up in the trash.
- Don't be overwhelmed by the categories and recording all the details. The importance of the exercise is to provide a picture of the school's waste stream that will contribute to a waste prevention and recycling plan—it does not have to be an exact measurement!!

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