



# Greening To-Do List

## Solid Waste Audit for Small Business

Complete this assessment of your waste to save money on your garbage costs and reduce the waste going to the landfill.

1. Find your waste hauling invoice. If you lease your space and/or share your dumpsters with other businesses, start with the bins in your business.
2. Write down your garbage bin size (measured in litres or cu m<sup>3</sup>), and how many times trash is picked up per week in spaces provided below. If your business does not have its own dumpster, write N/A and use garbage containers around your office to obtain the following information.
3. Perform two waste assessments on two separate dates to obtain an accurate sample.
4. Look through your garbage bins. What do you see? Estimate and write down the percentages of the items listed that you see in all the containers. Can you reduce the waste you produce? If you have a current recycling program you should not find any recyclable materials in your waste containers. Hazardous waste should not be disposed of in the garbage but taken to a hazardous waste disposal site. For a list of waste and recycling companies in South Simcoe see the waste resources factsheet.

Container size: <input type="text"/> (litres or m3)	# Containers: <input type="text"/>	Assessment First Day	Assessment Second Day
# Pick-ups per Week:		Date:	Date:
List the estimated % of each of the items below in your garbage container or dumpster.		How full is your container? <input type="text"/> %	How full is your container? <input type="text"/> %
Mixed paper (office, newspapers, magazines.)		<input type="text"/> %	<input type="text"/> %
Cardboard and paper board		<input type="text"/> %	<input type="text"/> %
Aluminum cans		<input type="text"/> %	<input type="text"/> %
Recyclable Plastic bottles and containers		<input type="text"/> %	<input type="text"/> %
Other Plastic		<input type="text"/> %	<input type="text"/> %
Food waste		<input type="text"/> %	<input type="text"/> %
Glass, clear and coloured		<input type="text"/> %	<input type="text"/> %
Wood		<input type="text"/> %	<input type="text"/> %
Metal (type)		<input type="text"/> %	<input type="text"/> %
Building Materials		<input type="text"/> %	<input type="text"/> %
Electronics		<input type="text"/> %	<input type="text"/> %
Hazardous waste		<input type="text"/> %	<input type="text"/> %
Other:		<input type="text"/> %	<input type="text"/> %

From this assessment you can determine how much waste you are generating and the amount of waste that your business can reduce, reuse or repurpose so you aren't paying for it to be trucked away. There is no right % , it depends on what your business produces.



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## To Reduce Waste:

- Ensure you have the right containers out in areas where the garbage is generated.
- Is your waste being sorted into the right container? If not, you may need to have a training and awareness session for staff. Provide incentives for waste reduction.
- Do you have food waste? Is it recycled in a green bin or placed in a outdoor composting unit or worm composter? Purchase bins for each type of waste set out closest to use.
- Can your suppliers take back packaging or use re-useable bins to deliver supplies, such as milk cartons, etc.
- Provide recycling bins in office areas under desks, and sorting bins in loading areas.
- To reduce paper waste, set up electronic files, print only 2-sided, use cloth towels in washrooms, and purchase dishes for an office kitchen instead of using paper products.
- Waste cooking oil can be collected by companies making bio-fuel. Some companies provide bins free of charge.
- Are you discarding building materials? Consider donating them to Habitat for Humanity.
- Can you repurpose your waste? Wood products can be chipped and composted or placed on gardens.
- Old furniture in good shape has many uses. It can be sold, given to a charity or given to a friend starting a business.
- If you have a quantity of metal products, find out if there is a market from a metal recycling company.
- Consider developing a bulk waste tender to share in future waste disposal contract fees.
- Use waste management tools, such as the resource we created online for South Simcoe.

*For more information on greening your business, contact the Green Economy Centre 1-800-509-7554 or visit our website [www.nottawasaga.com](http://www.nottawasaga.com)*

**Green Economy Centre of South Simcoe**

***Going Green.  
Growing Strong.***



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