

Solid Solutions Regional District of North Okanagan

REDUCE • REUSE • RECYCLE



ICI Waste Audit Kit **Industrial • Commercial • Institutional**

Industrial, commercial, and institutional (ICI) sectors produce more than half the solid waste being disposed of in local landfills. This compromises the environment and burdens business, as waste removal and disposal are increasingly costly. Therefore, an integrated and proactive approach to waste reduction will not only protect the environment — it will benefit ICI sectors by saving time and money, and by improving public image.

Conducting a waste audit is the necessary first step in any serious attempt to reduce business waste. This kit provides step-by-step instructions on how to perform a waste audit for any type of business, whether large or small. Once you've completed the audit, you can develop a waste reduction plan that will set a framework for reducing, reusing, and recycling solid waste.

For more information contact the Regional District of North Okanagan at 250-550-3700
or e-mail recycle@rdno.ca

Why a Waste Audit?

Businesses conduct waste audits to determine if diversion programs are necessary and what benefits can be realized. An effective waste audit is the first step toward:

- **Understanding the waste stream** – *Before any diversion program can be designed, you must know what/how much waste material is being produced. Information gathered will provide a baseline about waste materials that can be diverted from disposal.*
- **Designing waste diversion programs** – *To be effective, diversion programs must be designed to meet the specific challenges of your company's waste stream and must reflect a solid understanding of the 3R hierarchy of waste reduction, reuse, and recycling.*
- **Managing recyclable waste** – *Once waste has been qualified and quantified and diversion programs have been designed, resulting reduction policies and practices must be managed effectively. To that end, all participants must have a clear understanding of objectives, policies, procedures, employee responsibilities, technical options for handling the waste stream, and progress.*
- **Monitoring progress** – *An organized monitoring process will determine if your diversion program is delivering the intended results. You must review your waste stream and diversion practices regularly against base-line information to determine if adjustments are necessary.*

An effective audit process will answer the following questions:

- What specific waste is produced and how much is produced?
- Where in the overall operation is the waste produced?
- Is any of this waste currently being recycled?
- Can any of this waste be used in another part of the operation?
- Do we know of anyone else that can use this waste?
- Can we produce less of this waste or eliminate it entirely? Will the quantity change with anticipated new business?

The user-friendly forms included will help you answer these questions systematically:

- **Form 1: General Business and Waste Audit Information**
- **Form 2: Waste Composition**
- **Form 3: Materials Recycled or Reused**
- **Form 4: Waste Disposal**
- **Form 5: Progress Assessment**

To conduct an effective audit, you must also:

- Get employees involved. They can provide information about the waste they produce, how to reduce or eliminate it, and how to enable and promote employee participation in the 3R hierarchy. If employees are involved from the beginning of the audit and the development of a diversion strategy, they will be responsible and accountable for the outcome.
- Understand each operation fully so you can determine if there's a better way to operate. Can you produce less/no waste or produce a better quality waste, making it more readily recyclable or suitable for a value-added product?
- Understand potential markets and commodity values, government regulations, transporting products, etc. Once programs are designed, there must be an ongoing education program to keep everyone on stream.

Form 1A: General Business and Waste Audit Information

**Refer to the back of this page for help in completing this form.*

1. General Business Information

Name: _____

Address: _____

Phone: _____

Fax: _____

Website: _____

Products or services offered: _____

Number of employees: _____ Number of operations/departments/divisions: _____

Number of operating days per year: _____

2. General Waste Reduction Information

Current recycling coordinator/contact: _____

Current regional or municipal coordinator/contact: _____

Current recycling contractor: _____

Current garbage contractor: _____

Current recycling practices: _____

3. Waste Audit Coordinator

Name: _____ Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

4. Waste Reduction Committee

Employee Name	Department	Address	Contact Information

5. Operations included in the Waste Audit

Operation	Address	Contact Person	# of Employees

6. Waste Audit Approval

The information in this Waste Audit is approved by: _____

Name: _____ Title: _____

Signature: _____ Date of Submission: _____

Form 1B: General Business and Waste Audit Information

1. General Business Information

- List the name under which you do business in the province of B.C. If the business is owned or controlled by another B.C. company, also supply the name of the parent company.
- For the “products or services offered” by your business, provide a general description of the overall business of the company. If your business is diverse, list the major categories. Examples might be: law firm, manufacturer of oak furniture, or grocery store. You should provide sufficient detail to suggest the types of solid waste generated by your business.

2. General Waste Reduction Information

- The “current recycling coordinator” should be the person who will serve as the long-term contact on general policy issues related to the reduction and recycling of solid waste.

3. Waste Audit Coordinator

- List the person with primary responsibility for preparing this audit and the resulting plan – the person who can be contacted with questions about the plan. This person may be an employee or a consultant. List the person who will serve as the long-term contact on general policy issues related to the reduction and recycling of solid waste.

4. Waste Reduction Committee

- Mid-sized to large companies should form a Waste Reduction Committee to coordinate the waste assessment and subsequent reduction and recycling programs. The committee should include people from each operation, most appropriately employees who are most knowledgeable about solid waste. Note the importance of including people from purchasing, finance, administration, shipping/receiving, etc. The Waste Reduction Committee would provide recommendations to management.

5. Operations/Departments/Divisions included in the Waste Audit

- Categorize the activities of your business in a manner appropriate for preparing a solid waste management plan. Use types and amounts of waste and methods of waste handling as the main criteria for your distinction.
- If your business activities generate only one general type of solid waste (e.g. corporate office) then you should list only one operation. If your company carries out the same type of operation at facilities in many locations (e.g. a chain of convenience stores), and if you intend to implement the same type of reduction and recycling program at each location, list only one operation.
- If you have operations which generate different types of waste (whether at the same or different locations) each operation should be listed separately. For example, a business might produce paper and organic waste from its corporate office and wood waste from its manufacturing operation.

6. Waste Audit Approval

- The person signing the audit and resulting plan should have the authority to certify the accuracy of the information submitted.