

III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.	
Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminum food and beverage cans	
Boxboard shoe boxes, cereal boxes, etc.	
Building/renovation material	
Cardboard	
Cell phones	
Clothing/textiles	
Diapers	
Disposable take out food packaging	
Drywall	
Fine paper	
Furniture	
Glass food and beverage bottles/jars	
Glossy magazines, catalogues, flyers	
HDPE (#2) plastic jugs, crates, totes and drums	
IT equipment/audio-visual equipment	
LDPE (#4) plastic film	
Newsprint	
Organics	
Paper towels	
PET (#1) plastic food and beverage bottles	
Polystyrene (#6)	
Printer cartridges	
Skids	
Steel	
Steel food and beverage cans	
Wood	
Other:	

Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.

IV. MANAGEMENT OF WASTE

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
<i>Example: Beverage cans</i>	<i>Staff/clients may place in garbage bins</i>	<i>Staff/clients place cans in recycling receptacles. Collection staff later collect cans. Those in garbage are disposed; those in recycling receptacles are recycled.</i>
Aluminum food and beverage cans		
Boxboard shoe boxes, cereal boxes, etc.		
Building/renovation material		
Cardboard		
Cell phones		
Clothing/textiles		
Diapers		
Disposable take out food packaging		
Drywall		
Fine paper		
Furniture		
Glass food and beverage bottles/jars		
Glossy magazines, catalogues, flyers		
HDPE (#2) plastic jugs, crates, totes and drums		
IT equipment/audio-visual equipment		
LDPE (#4) plastic film		
Newsprint		
Organics		
Paper towels		
PET (#1) plastic food and beverage bottles		
Polystyrene (#6)		
Printer cartridges		
Skids		
Steel		
Steel food and beverage cans		
Wood		
Other:		

Note: When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.

V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY – [SEE A FILLED-OUT SAMPLE HERE \(PDF\)](#)

Categories of Waste	Estimated Amount of Waste Produced kgs or tonnes (t)											
	Generated			Reused			Recycled			Disposed		
	“A” Base Year	“B” * Current Year	“C” * Change (A-B)	“A” Base Year	“B” * Current Year	“C” * Change (A-B)	“A” Base Year	“B” * Current Year	“C” * Change (A-B)	“A” Base Year	“B” * Current Year	“C” * Change (A-B)
<i>Examples:</i>	<i>100kg</i>	<i>90kg</i>	<i>-10kg</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>75kg</i>	<i>85kg +</i>	<i>10kg</i>	<i>25kg</i>	<i>5kg</i>	<i>- 20kg</i>
<i>Aluminum food and beverage cans</i>												
<i>Cardboard</i>	<i>4t</i>	<i>3.8t</i>	<i>-.2t</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>3.2t</i>	<i>3.4t</i>	<i>+.2t .</i>	<i>8t</i>	<i>.4t</i>	<i>-.4t</i>
Aluminum food and beverage cans												
Boxboard shoe boxes, cereal boxes, etc.												
Building/renovation material												
Cardboard												
Cell phones												
Clothing/Textiles												
Diapers												
Disposable take out food packaging												
Drywall												
Fine paper												
Furniture												
Glass food and beverage bottles/jars												
Glossy magazines, catalogues, flyers												
HDPE (#2) plastic jugs, crates, totes, drums												
IT equipment/audio-visual equipment												
LDPE (#4) plastic film												
Newsprint												
Organics												
Paper towels												
PET (#1) plastic food and beverage bottles												
Polystyrene (#6)												
Printer cartridges												
Skids												
Steel												
Steel food and beverage cans												
Wood												
Other:												
Total												
Percent Change (total C ÷ total A x 100)												

Note: When completing this form, write “n/a” in the “Estimated Amount of Waste Produced” column where the entity will not produce any waste for a category of waste.
 * Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.

VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS

Please answer the following questions (and please attach any additional page(s) as required):

1.	Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.
2.	Do you have plans to increase the extent to which materials or products used or sold* consist of recycled or reused materials or products? If yes, please describe. <i>* Information regarding materials or products "sold" that consist of recycled or reused materials or products is only required from owner(s) of retail shopping establishments and the owner(s) or operator(s) of large manufacturing establishments.</i>

I hereby certify that the information provided in this Report of Waste Audit is complete and correct.		
Signature of authorized official:	Title:	Date: