

What is a waste audit?

A waste audit is a method of conducting an assessment of the waste produced at your club, by assessing the overall quantities of waste generated, identifying the different types of waste (paper, plastic, food etc.) and their quantities. An audit will give your club an opportunity to compare recycling and disposal rates and will highlight opportunities for improvement. Waste audits are a great way of getting a baseline of where your club is and what goals are realistic in terms of waste prevention and recycling.

When to conduct a waste audit

A waste audit should be conducted as you begin your journey towards sustainability and intermittently thereafter. The data collected will highlight the current situation and will provide the club with a benchmark against which progress can be measured.



WASTE AUDITS CAN BE REPEATED PERIODICALLY AS AN EFFECTIVE TOOL TO MONITOR AND EVALUATE YOUR CLUB'S JOURNEY.

Audit Preparation

1



Form a Green Team

Identify an audit team from club members and volunteers.

2



Risk assessment

Carry out a risk assessment of the activity.

3



Request data

Request annual waste data from your waste collector, including quantities of recyclable, food & general waste.

4



Collect waste in clear bags

Set up your waste collection for the audit by using clear bags for all waste streams in the entire facility, including where applicable, grounds, changing rooms, offices, canteen etc.

5



Label each bag

This will ensure that you can **identify the area the waste originated from.**

6



Balance the survey

Survey Balance: When conducting the audit, ensure a balanced approach by sampling a selection of waste. **Auditing 25% of the waste will provide a good indication, approximately 1 in 4 bags.** Choose the number of bags to audit based on your club's size and waste volume, ensuring representation from all areas of the organisation such as offices, pitches, changing rooms, and canteen. This balanced sampling approach will help in obtaining comprehensive insights into waste management practices across different club facilities.

Equipment Checklist

Ensure you have the following materials to conduct audit:



Individual protection gloves & masks



Weighing Scales



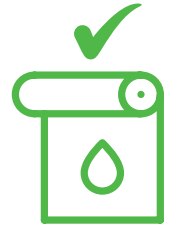
Clipboards & audit worksheet



10-20 large clear bin bags



9 large plastic containers



Plastic ground sheet for waste

Assessing contents of bins for audit



Be careful

Assess each bag visually and remove any dangerous objects and weigh bags.



Sort the waste

Place the contents of one bag of waste at a time onto the ground sheet. Sort it into the 9 different types of waste shown on the recording sheet - see attached



Record and weigh

Sort waste into receptacles and weigh and record on recording sheet.



When finished

Dispose of all waste and recyclables in the usual manner.

Data analysis from audit

1

Calculate totals

Following the review calculate based on findings the daily, weekly and annual projected waste totals and chart in both kgs and % for general and recyclable waste. See recording sheet.



3

Develop an action plan

Based on waste audit findings, develop an Action Plan to focus on waste prevention and recycling. For guidance on this use the How-To guides is available through the MyWaste Sports Club Toolkit:

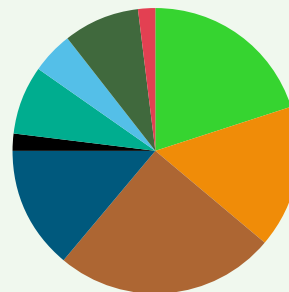
- How to Prevent & Segregate Food Waste
- How to Prevent Waste in Your Club
- How to Segregate & Recycle Waste



2

Identify any problem areas for improvement

For example, if quantities of Single Use Plastics & general waste are high, and if recycling rates are low, significant improvements can be made.






- Paper
- Cardboard
- Food Waste
- Rigid Plastic
- Glass
- Soft Plastic
- Tetra Pak
- Other
- Metal

The example above shows that paper, cardboard, food waste and rigid plastic are the largest amount of waste from an audit. What measures do you think could reduce such waste? Is there unnecessary paper waste in offices? Is there a lot of leftover food at events? Answers to these questions can will arrive when you develop a plan.

Waste Audit Data Collection Sheet

Total of Overall Number of Bags Collected for Audit:		Total Number of Bags Used for Audit:		Date:
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Materials		kgs Identified in Recycling Stream	OR	% Identified in Recycling Stream	kgs Identified in General Stream	OR	% Identified in General Stream
	Paper						
	Cardboard						
	Rigid Plastic						
	Soft Plastic						
	Metal						
	Food Waste						
	Tetra Pak						
	Glass						
	Other						