

What is a desktop waste audit?

A desktop waste audit is a method of conducting an assessment of the waste produced at your club, by reviewing waste bills and invoices supplied by your Waste Contractor, to determine the overall quantities of waste generated, in addition to identifying the quantities of waste segregated for recycling. This will allow you to determine how much waste you send for both recycling and general waste disposal.

Desktop waste audits are a great way of getting a baseline of where your club is at and what goals are realistic in terms of waste prevention and recycling.

When to conduct a desktop waste audit?

A desktop waste audit should be conducted at the beginning of your path to sustainability and intermittently thereafter, and should be the only type of waste audit conducted during covid restrictions. The data collected will provide the club with a benchmark against which progress can be measured.



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

Audit Tasks

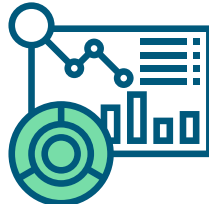
1



Form an Audit Team

Identify an audit team from club members and volunteers.

2



Request data

Request annual waste data from your club treasurer or waste collector. Data should include quantities of recyclable, food and general waste collected. It is recommended that figures are based on previous year's figures

3

Complete data sheet template



4

Plot findings

Plot findings on a chart for posting on your Green Team notice board.



5



Set target

Set annual target for prevention and recycling.

6



Share results

Ensure findings are shared with club executives and members.

7



Monitor

Audits are just the beginning. Improvement comes from implementing actions and consistent monitoring and review.

8



Conduct a full waste audit

Undertake a full waste audit if no restrictions are in place.



Data Collection Sheet

Waste Collector: _____

Please use relevant column based on your bill i.e. kg or lift

Bill Period	Number of Bins	Size of Bins	General Waste		Recyclable Waste kgs		Food Waste kgs		Cost
			Lift	kgs	Lift	kgs	Lift	kgs	
TOTALS									