

# Waste Wise Events

## Waste Audit Procedures Manual



### Project Scope

The Waste Wise Events Project's waste audits will involve the collection and assessment of the participating events' mixed waste, recyclables and/or organics samples (where appropriate) across the five core NEWF member council regions –Ballina Shire; Byron Shire; Clarence Valley, Tweed Shire and Richmond Valley.

### Sorting Site

Choose a site that is removed from the public thoroughfare. If an undercover site is available this is preferable for protection from sun and wind for staff. However, most events are most likely to be held outdoors and therefore require the audit to be outside.

If it is a particularly windy day, position the sorting area behind stalls or a building to create a wind break to shelter the sort area. A sun shade may be required to sort under if the sorting area is outside.

### Sample design

An event's waste will be collected and sorted in order to define the composition of the waste. Due to time and funding constraints, composition will be calculated at the end of the event based on a portion (average 20%) of waste collected for each event.

For an event that is held regularly (ie. A market), the waste will be considered to be consistent from month to month. Hence a one off sample audit (20%) will provide the information required to develop the waste management plans to improve waste management.

Audits will be conducted after introducing waste separation to evaluate the effectiveness of the new waste management system. A 20% sample of each waste (resource recovery) stream will be audited.

For events that are only staged once a year. Waste audits will be conducted at the end of the event using a sample (20%) of each of the waste and recycling streams.

### Sample Collection

Two staff will be allocated for the collection of samples from the event bins at the end of the event. The sample volume will be estimated as a percentage of the size of the bin or skip where it is removed from.

Move the sample bins over to the sorting area to avoid carrying waste through the event site. Samples to be audited will be tipped onto benches for sorting.

If waste is contained in bags inside bins, remove bags from bins and spread waste onto the sorting table. Use bags to put waste back into once sorted and weighed. If no bin liners are

used, tip waste directly from bins onto the table. Always bend at your knees when picking up bins and keep your back straight, use at least 2 people to pick up a bin. If the bin is too heavy, remove some waste with tongs onto the sorting table before picking up bin.

After each stream has been weighed and calculated it is returned to the bins or skips for collection.

Where waste service providers have been employed, the net weight of collected waste will be calculated as the differential between entrance and exit weights of the waste collection vehicle.

### Sorting Methodology and Material Identification

A team of audit staff will sort the waste into the general material categories as identified in the EPA Waste Stream Data Collection Methodologies Material Composition Form.

Audit staff will be introduced to many of the material items during induction however, the majority of material category identification training will be learnt around the sorting table.

A collection of containers are provided for the sorting, including buckets and ice-cream containers. The weights of the containers is recorded on the outside of each of the containers. The materials to be collected in each of the containers is clearly marked on the outside of the container.

The size of the containers required will depend on the waste type at each event. For a typical market event the following size containers are required;

Large Containers:

1. Recyclable plastics
2. Compostable paper
3. Compostable food waste
4. Aluminium cans
5. Cardboard

Medium Containers:

1. Glass
2. Plastic film
3. Composite plastic
4. Non-recyclable plastics

Small Containers:

1. Inert
2. Pathogenic
3. Textiles
4. Liquid paper board
5. Steel

Samples are then sorted into the individual material categories identified on the material composition form. The arrangement of boxes for material categories tends to vary slightly with each sample, depending on the frequency and volume of a particular material category in each sample. When the complete sample is sorted into individual material categories, the

samples boxes are then moved to a separate area for weighing and data recording. Two staff are designated to weighing the samples on electronic scales. After weighing the materials, the materials are then placed back into a wheelie bin. The area for sorting and the area for weighing samples should be clearly separated as to not confuse sorted from unsorted waste.

### Data Recording

Throughout the sort there will usually be at least two staff weighing samples. One will be feeding the material category boxes onto the scales and reading out the material category and the weight of the empty sample box to be subtracted from the sample box weight, and then empty the contents into the appropriate bin.

The other staff member will be recording the weights and filling in the material composition form. When filling in the form, the weights of all individual material category boxes are to be noted on the form (in pencil as legibly as possible) and all total columns filled in, before moving on to the next sample. A calculator is to be used for all calculations; it is also good practice to double check the number punched into the calculator.

The completed form is then to be placed in the completed audit folder. At the end of each day, all composition forms are to be gathered and placed in plastic sleeves and given to the supervisor.

### Clean Up

At the end the audit, the sorting area is cleaned. The floor should be hosed and/or swept, the material category containers scrubbed with disinfectant and all equipment put away.

### Tea Breaks

Tea breaks are always negotiated each day and usually dependant on energy levels and the number and type of samples. Always wash hands before taking a break to eat or drink.