

# WASTE AUDIT

A waste audit can help to find out how much and what type of waste is generated in your school. The audit will also tell you on how you can improve your school's efficiency to manage waste, and therefore help the environment.

## Resources:

- Tongs
- Masks
- Thick gloves
- Suitable footwear
- Scales
- Labelled buckets
- Aprons and goggles (if desired)
- Data collection sheets & pencil
- Empty garbage bins
- Dust-pan and broom

## Procedure:

- 1 **Constitute a waste audit team:** The team may comprise students, teachers and housekeeping staff. Make four teams (weighers, sorters, recorders, monitors) assigned with different tasks.
- 2 **Brief the housekeeping staff of your school about the audit exercise:** They will be of great source of help and information.
- 3 **Bring waste and recycling materials from storage points (storage, classrooms and offices) to the audit area.**
- 4 **Segregate the waste:** Ask the housekeeping staff to collect all the waste at one point and segregate it into basic categories:
  - Paper, cardboard
  - Cloth
  - Garden waste (dry leaves, vegetable peels, etc.)
  - Kitchen waste (Cooked food)
  - Recyclable items: Plastics (Pet bottles, plastic wrappers, etc.) and others (steel, aluminum, iron, etc.)
  - Construction waste (cement, sand, dust, brick, etc.)
- 5 **Prepare the data sheet format:** Prepare the School Waste Audit Data Collection Sheet as per the format given below.  
School Waste Audit Data Collection Sheet

Type of Waste	Gross Weight (kg)	Bucket Wt. (kg)	Net Weight (kg) = gross weight minus bucket weight	Approx. Volume (L)	Origin of waste
Paper					
Cloth					
Garden waste					
Kitchen waste					
Recyclable items					
Construction waste					
Others					

### Results of Solid Waste Audit

Type of Waste	Weight (kg)	Volume (buckets)	Weight collected for recycling (kg)	Volume collected for recycling (buckets)	Subtotal	% of Total
Paper						
Cloth						
Garden waste						
Kitchen waste						
Recyclable items						
Construction waste						
Others						
<b>Total</b>						

### Waste Projections

<b>School Population</b> (students and staff)	
<b>Total Waste Generated</b>	
kg per day	
kg per week	
tonnes per year (40 weeks)	
<b>Waste Generated per person</b>	
kg per person per year	
kg per person per week	
gm per person per day	

**6** Sort the waste

**7** Weight the waste and fill the data collection sheet.

**8** Continue to sort, weight and record until all waste and recycling materials has been measured.

**9** Record results

**10** Prepare a report with recommendations for improvement of the waste management system in your school.



**Environment Education and Awareness Area**

TERI (The Energy and Resources Institute), Darbari Seth Block,  
IHC Complex, Lodhi Road, New Delhi-110 003, India  
Tel. 2468 2100 or 4150 4900 | Fax 2468 2144 or 2468 2145

Email: nehag@teri.res.in, eea@teri.res.in, Website: www.teriin.org



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