



Waste Assessments

In order to reduce waste, you need to know what waste your business generates.

When you examine the contents of your business's waste, keep in mind the Three Rs:

Reduce - did we need to use this item? Is there a more durable alternative that wouldn't end up in the garbage?

Reuse - was this item used to its full extent? Could it be replaced with a reusable alternative? Are there others (e.g. employees, organizations) that have a use for it?

Recycle - if the item has reached its end-of-life, it can't be reduced or reused, then is it recyclable?

Resources:

Check out the [Waste audit guide](#) in the Business Resource Kit, and make use of a [sample audit worksheet](#).

Quick Tip

- Conduct your assessment when collection bins are full—typically at the end of the day, on the day of or the day before your regular garbage pick-up.



Staff Involvement

Ask individuals working in each area what the procedures are for waste removal or do a walk through with the janitorial staff or cleaning crew.



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