

Waste Audits are the best tool to take a snapshot of what your school is throwing “away”. They are worth doing well. To do them well you need to prepare, communicate and follow the recommended procedure over three days.
Day 1: Empty bins **Day 2:** Collect waste (ideally sorting some on the day eg food) **Day 3:** Measure, record and reflect.



Wiping Out Waste School Waste Audit Procedures

Empty ALL Bins (day 1)	Waste Collection Day (day 2)	Waste Audit Day (day 3)
<p>AREA 1: Playground</p> <ul style="list-style-type: none"> General rubbish bins – Cleaners normal duties: empty ALL throughout the school (playgrounds, classrooms, administration/staff room, canteen) Food Scrap buckets (where they exist) – emptied to school compost bins Recycling bins (where they exist) – emptied to recycling skip or wheelie bins 	<p>Teacher/GA/Cleaner set up</p> <p>If using Bin Stations in eating areas/playground:</p> <ul style="list-style-type: none"> recess & lunch – students and teachers use the bin stations to pre-sort waste into bin Red – general waste Green – food waste Orange – 10c Return & Earn Purple – soft plastics Yellow – mixed recyclables [Blue – paper – not likely in playground] teacher and students empty and bag green and purple bins after each break (recess/lunch) label clearly – Playground Food waste/Playground soft plastics <p>If not using Bin Stations – label clearly Playground Mixed Waste</p>	<p>Rumbalara EEC Teachers x 2 WOW School Teacher x 1 or 2 if possible Students helpers x 8-10 (Stage 3, Environment Club or School leaders) WOW Committee Parents if available</p> <p>Equipment brought by Rumbalara EEC: Coloured sorting buckets Scales Tarps Gloves Tongs</p> <p>General Assistant – please set up Waste Audit area undercover and out of wind</p> <ul style="list-style-type: none"> 3 trestle tables 4 chairs 1 portable whiteboard
<p>AREA 2: Classrooms</p> <ul style="list-style-type: none"> General rubbish bins – Cleaners normal duties: empty ALL throughout the school Food Waste – teachers/students: empty ALL classroom fruit buckets into compost 	<p>** if Classrooms already have separate bins please do not mix your waste – just bag and label clearly:</p> <ul style="list-style-type: none"> red – general waste (cleaners) green – food waste (teacher/students) blue – paper (teacher/students) purple – soft plastics (teacher/students) 	<p>GA and Cleaners where possible can meet with REEC staff during the day to discuss school procedures and share their ideas for reducing waste or improving resource recovery systems.</p>

<ul style="list-style-type: none"> • Paper Recycling – all schools have different systems. Commonly paper bins are emptied weekly. If so, empty paper bins a full week before the Waste Collection Day (we will divide the total mass and volume by 5 to calculate the paper recycling for one day). 	<ul style="list-style-type: none"> • If possible, teachers and students to collect food waste and paper for each stage and bag together • Please label bags clearly – <i>Classroom food waste/Classroom paper/Classroom soft plastics</i> <p>If there is no sorting in the classroom, can cleaners please bag and label clearly: Classroom Mixed Waste</p>	
<p>AREA 3: Administration/Staffroom</p> <ul style="list-style-type: none"> • General rubbish bins – Cleaners normal duties: empty ALL throughout the school • Recycling bins (where they exist) – empty into recycling skip or wheelie bins or set side and use temporary mixed recyclable bins on Waste Collection Day. • Paper Recycling – all schools have different systems. Commonly paper bins are emptied weekly. If so, empty paper bins a full week before the Waste Collection Day (we will divide the total mass and volume by 5 to calculate the paper recycling for one day). 	<p>** if Admin or Staffroom already has separate bins please do not mix waste – just bag & label clearly:</p> <ul style="list-style-type: none"> • red – general waste (cleaners) • green – food waste • blue – paper/cardboard • purple – soft plastics • Yellow – mixed recyclables • Please label bags clearly – <i>Staffroom food waste/Staffroom paper/Staffroom soft plastics</i> <p>If there is no sorting in Admin/Staffroom, can cleaners please bag and label clearly: Admin/ Staffroom Mixed Waste</p>	<p>WOW Audit – morning & middle sessions REEC and participating school conduct the waste audit, collate data, take photographs and write up results on white board.</p> <p>Where possible classes can be brought to observe the waste audit results during the middle session. Discuss details with Rumbalara EEC teachers eg each class for 10 mins or Stages for 20 mins each. Student leaders will be encouraged to talk to their peers about the findings.</p>
<p>AREA 4: Canteen</p> <ul style="list-style-type: none"> • General rubbish bins – Cleaners normal duties: empty ALL throughout the school • Food Waste – empty canteen food scrap buckets into compost • Recycling bins (where they exist) – empty into recycling skip or wheelie bins or set side and use temporary mixed recyclable bins on Waste Collection Day. 	<p>** if Canteen already has separate bins please do not mix your waste – just bag and label clearly:</p> <ul style="list-style-type: none"> • red – general waste (cleaners) • green – food waste • blue – paper/cardboard • purple – soft plastics • Yellow – mixed recyclables • Please label bags clearly – <i>Canteen food waste/canteen paper/canteen soft plastics</i> <p>If there is no sorting in canteen, can cleaners please bag and label clearly: Classroom Mixed Waste</p>	<p>Clean up – afternoon session REEC teachers and participating school students clean site area and wash and clean buckets</p> <p>School staff and Students draft School Waste Action Plan ideas based on Waste Audit findings and seek a time to discuss with the School Principal and the WOW committee.</p> <p>Plan when and how the results will be shared with the school community – key messages, photos etc.</p>