

Worksheets Waste Audits



There are **2** Waste Audits to complete. Each audit is broken down into three stages: the question stage, the rating stage and the reporting stage.

Resources have been provided to help you in completing, tracking, and evaluating your progress through the waste lifestyle audits.

1. Waste Audit Status Checklist
2. Waste Audit Notes
3. Waste Audit Worksheets

As you complete each worksheet, you may enter your responses into the audit program on the program web site to have the program calculate your score automatically. Otherwise you may enter your findings directly onto the following waste audit worksheets and then manually calculate your scores.

Note: To calculate your school's total scores and overall ratings, see the School Ratings Calculation Worksheet included in the Lifestyle Audits package.

Waste Audit Progress Checklist

Waste Audit		√ Completed Audits
#1	Recycling Programs	
#2	Hazardous Waste	

Comments: _____

Worksheets

Waste Audit

#1

Recycling Programs

Check (✓) Yes or No to indicate your answer to each of the following questions. Each question has been assigned a point value of either 1 or 0.

Yes**No**
 1

 0

1. Does your school coordinate the collection and return of recyclable materials?

2. Does your school have a recycling program for:

 1

 0

a) construction paper?

 1

 0

b) newsprint?

 1

 0

c) fine paper?

 1

 0

d) computer paper?

 1

 0

e) cardboard?

 1

 0

f) boxboard?

 1

 0

g) tin cans?

 1

 0

h) scrap metal?

 1

 0

i) plastic?

 1

 0

j) pop cans and/or juice boxes?

 1

 0

k) milk cartons?

3. Does your school have paper recycling bins in:

 1

 0

a) classrooms?

 1

 0

b) offices?

 1

 0

c) near photocopiers?

 1

 0

d) hallways?

 1

 0

e) staff rooms?

4. Are glass and can recycling bins found in the following areas:
- a) cafeteria and/or lunch rooms? 1 0
 - b) school entrances? 1 0
 - c) staff rooms? 1 0
5. Can recycled paper be used in the photocopiers? 1 0
6. Do school fax machines use plain paper instead of *thermal paper*, which cannot be recycled in most recycling facilities? 1 0
7. Does the school get paid for recyclable materials? 1 0
8. Are the funds from the return of recyclable materials used for the Conservation Club or to fund recycling pick-ups? 1 0

Recycling Program Scoring

The total possible score in this section is 24. Add up the total number of points you have checked and enter this score in the space below.

Total Number of Points Available	Total Score
24	

Enter your total points for Waste Audit #1 here.

Worksheets

Waste Audit

#2

Hazardous Waste

Check (✓) Yes or No to indicate your answer to each of the following questions. Each question has been assigned a point value of either 1 or 0.

Yes	No	
<input type="checkbox"/> 1	<input type="checkbox"/> 0	1. When the school is painted, are <i>water-based (latex) paints</i> used instead of oil-based paints whenever possible?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	2. Does your school have only <i>halon-free</i> fire extinguishers?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	3. Are <i>rechargeable batteries</i> used in the school instead of disposable batteries?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	4. Are all hazardous materials collected after use and eventually transported to a hazardous waste handling facility?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	5. Does the school refill the <i>toner cartridges</i> used in <i>laser printers</i> ?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	6. Are the <i>printer ribbons</i> used by the school's dot matrix printers re-inked and/or reloaded?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	7. Are waste chemicals and other materials from the science lab stored and disposed of properly?
<input type="checkbox"/> 1	<input type="checkbox"/> 0	8. If <i>chlorofluorocarbons (CFCs)</i> are drained from the air conditioning units during servicing, are they properly captured and recycled?

Hazardous Waste Scoring

The total possible score in this section is 8. Add up the total number of points you have checked and enter this score in the space below.

Total Number of Points Available	Total Score
8	

Enter your total points for Waste Audit #2 here.

Next step...



... calculate your school's waste audit rating.