

PRE-AUDIT | IDENTIFY & CREATE YOUR FIRST STATION



Eventually, you will be collecting data on every centralized station in each of your program divisions, but for now we just want you to collect data on one station to get you started. You will be recording the station’s location in your division, what streams are at the station, each container’s capacity, how full the bin is, and whether or not you emptied it at that time. You will also be assigning that station a number and a station ID. Please make any notes about the station that you think might identify whether or not your program is running successfully (both positive and negative observations).

EXAMPLE STATION



WASTE



CANS & BOTTLES



PAPER



EWASTE

STATION#	STATION LOCATION	STATION ID	STATION BINS	STREAM CAPACITY	FULLNESS	EMPTIED? (Y/N)	NOTES
001	MAIN FLOOR EMPLOYEE ENTRANCE	MFE-001	WASTE	33 GAL	100%	Y	- Plastic bottles in the WASTE stream
			CANBOT	33 GAL	50%	N	
			PAPER	33 GAL	65%	N	
			EWASTE	15 GAL	15%	N	

IDENTIFY YOUR STATION

Use the chart below to collect the same information we have collected in the example above. *
Also fill out the date, time and division at the top of this sheet.

STATION#	STATION LOCATION	STATION ID	STATION BINS	STREAM CAPACITY	FULLNESS	EMPTIED? (Y/N)	NOTES

*You may have more or less streams than our example, just put down exactly what you have - write each individual bin and their capacity, even if you have 2 bins of the same stream, ex. 2 WASTE streams.

If you don’t know the capacity of your containers, bring along some measuring tape and write down the dimensions of the container in the “Stream Capacity” column instead. We have a tool in the Resource Center to help you figure out the capacity when you’re creating your stations. Measure Length×Width×Height for rectangular containers or Diameter×Height for round containers.