DATE: TIME: DIVISION:

# RECYCLING & WASTE AUDIT | STATION AUDIT

RESOURCE CENTER

Use this template to collect data while conducting your Station Audit. Each of your stations have bins for at least one refuse stream, and may be divided into as many as six or more streams! Here you will highlight how full each of those bins are when you are conducting your audit as a percentage. This is valuable information because it shows you which bins are being used more than others, whether your bins are too large or too small, and what types of bins you should be using. ***Use a fresh template for each division to avoid confusion when entering data.*** All of this will be factored in to the statistics generated by the resource center.

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

DATE: TIME: DIVISION:

# RECYCLING & WASTE AUDIT | STATION AUDIT

| STATION# | STATION LOCATION | STATION ID | STATION BINS | BIN CAPACITY | FULLNESS | EMPTIED? (Y/N) | NOTES |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

DATE: TIME: DIVISION:

# RECYCLING & WASTE AUDIT | STATION AUDIT

| STATION# | STATION LOCATION | STATION ID | STATION BINS | BIN CAPACITY | FULLNESS | EMPTIED? (Y/N) | NOTES |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

DATE: TIME: DIVISION:

# RECYCLING & WASTE AUDIT | STATION AUDIT

| STATION# | STATION LOCATION | STATION ID | STATION BINS | BIN CAPACITY | FULLNESS | EMPTIED? (Y/N) | NOTES |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |