



WASTE AUDIT GUIDE

City of Owen Sound Waste Audit/Recycling Plan for Industrial, Commercial & Institutional Premises

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1. ESTIMATE OF GARBAGE GENERATION

(Section 5 of the Waste Audit)

Shown below is an example of a completed table from the Waste Audit for illustration purposes only.

TABLE 1: ESTIMATE OF GARBAGE GENERATION

<i>SAMPLE</i>	#	X	Container Size (cubic yards)	X	Estimated % filled at pick up	X	Estimated # of Monthly Pick Ups	=	Estimated Volume (Cubic Yards)
Dumpster	1	X	6	X	80%	X	2		9.6
Compactor									
Garbage Bag	3	X	0.12	X	90	X	4		1.3
Garbage Can									

Total Waste Generated per Month: **10.9**
cubic yards

COMMON CONTAINER SIZES

- Dumpsters can be either **Front End Load (FEL)** containers or **Roll-off Containers**. Only large industrial or institutional facilities are likely to have more than one container or a mix of dumpster types.
 - **Front End Load (FEL)** containers are picked up by a truck with forks at the front and are serviced weekly or more often as necessary. They come in sizes from 2 to 10 cubic yards. In Owen Sound these are also used for waste or corrugated cardboard.
 - **Roll-off Containers** must be hauled away to be dumped. These typically come in sizes of 20, 30 or 40 cubic yards.
- Industrial compactors typically come in sizes of 20 to 40 cubic yards.
- Garbage Bags range in size:
 - Household Garbage Bag 0.10 cubic yards
 - Leaf Bag 0.16 cubic yards
- Garbage Cans range in size:
 - Standard 0.10 cubic yards
 - Wheeled Garbage Can 0.16 cubic yards



2. ESTIMATE OF RECYCLABLES GENERATION

(Section 6 of the Waste Audit)

Shown below is an example of a completed table from the Waste Audit for illustration purposes only.

TABLE 2: ESTIMATE OF RECYCLABLES GENERATION

A	B	C	D	E	F
MATERIALS	SOURCE (1, 2, 3)	AMOUNT (CUBIC YARD/ MONTH)	MONTHS PER YEAR	TOTAL CUBIC YARDS PER YEAR	ESTIMATED % OF TOTAL WASTE (E/TOTAL E)
A <i>see definitions Section 4</i>	B	C			
Corrugated Cardboard	1	6	X 12 =	72	52 % (72/138)
Boxboard (paper cups)	2	0.2	X 12 =	2.4	2 %
Office Paper	1	0.3	X 12 =	3.6	2.5 %
Newspaper & Magazine	2	0.25	X 12 =	3	2%
Glass Bottles & Jars			X 12 =		
Steel Cans			X 12 =		
Pop Cans	2	0.2	X 12 =	2.4	2 %
#1 to 5 and # 7 Plastics	1,2	0.3	X 12 =	3.6	2.5 %
#6 Polystyrene			X 12 =		
Styrofoam	1	1.25	X 12 =	15	11 %
Other: <i>wooden skids</i>	1	3	X 12 =	36	26 %
Other:			X 12 =		
TOTAL		11.5		138	100%

S
A
M
P
L
E

A Examples of material types are included in Section 4 on pages 5 and 6.

B Please includes all the relevant Waste Source Codes in Column B above:

1) Business/Facility Operations 2) Employees 3) Clients/Customers

C Measurements of common recyclable materials are included in Section 5 on page 7.



3. RECYCLING PLAN

(Section 7 of the Waste Audit)

Shown below is an example of a completed table from the Waste Audit for illustration purposes only.

TABLE 3: RECYCLING PLAN

A MATERIAL	B GENERATION LOCATION(S) ON PREMISES B	C COLLECTION LOCATION C	D CITY OR PRIVATE COLLECTION OR DROP-OFF D	E PROGRAM START-UP DATE
Corrugated cardboard	2, 7	Shipping Dock	Private Bixby Waste	1993
Boxboard (includes paper cups)	1,2,3,7	Lunch Room, Shipping	Private	Pending
Office paper	1, 2,5,7	Desks, Copy Room., Shipping	Private Bixby	1998
Newspaper & Magazines	1,3	Desks, Lunch Room	Private Bixby	1998
Pop Cans	1,3,	Lunch Room	Recycling Depot	2001
# 1 to 5 and # 7 Plastics	3	Lunch Room	Recycling Depot	Pending
Styrofoam	1,3,7	Lunch Room Shipping	Recycling Depot	Pending
Other: <i>Wooden Skids</i>	7	Shipping	Resale & Employees	2003
OTHER				

S
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B Please indicate in Column B where on your premises this material is generated by inserting one or more of the following numbers:

- | | |
|--------------------------|--------------------------------|
| 1) Desk or work station | 6) Customer area of restaurant |
| 2) Mailing or Copy room | 7) Shipping/Receiving |
| 3) Employee lunch room | 8) Living quarters |
| 4) Food preparation area | 9) Common areas |
| 5) Service counter | 10) Other (please specify) |

C Please indicate in Column C where on your premises this material will be collected. Either write in the location or insert one or more of the numbers used in Column B.

D Please indicate in Column D whether this material is or will be:

- Picked up under the City of Owen Sound program
- By a private hauler (please include name of hauler)
- Or be delivered by your staff or a contractor to the City Recycling Depot.

4. DESCRIPTION OF RECYCLABLE MATERIALS

Corrugated Cardboard is the material that brown cardboard boxes are made from.

- It should be flattened and placed in another cardboard box or tied in a bundle for curbside pick-up. If you have a cardboard bin then your cardboard should be flattened and placed loose inside the bin.



Boxboard includes paper cups, milk and juice cartons, drinking boxes, frozen food cartons, paper bags, cereal, detergent & tissue boxes, paper egg cartons, greeting cards and other products of this nature.

- It should be flattened and placed in a bag beside your blue box or in a designated Boxboard Recycling Cart.

Office Paper includes photocopy paper, coloured paper, manila envelopes and envelopes with plastic windows removed.

- It can be placed in a shopping bag beside your Blue Box or in a designated Paper Recycling Cart.



Newspaper & Magazines include telephone books, soft cover books and catalogues as well as newspapers and magazines.

- It can be placed along with Office Paper in a shopping bag beside your Blue Box or in a designated Paper Recycling Cart.

Glass Bottles & Jars include glass liquor & wine bottles, single serving juice bottles, pickle and jam jars, etc.



- If you are using Recycling Carts for curbside collection, clear and coloured glass containers must be separated into two designated carts.

4. DESCRIPTION OF RECYCLABLE MATERIALS, Continued

Steel Cans include soup cans, commercial ketchup and mustard cans, juice cans, etc.







- If you are using Recycling Carts, steel containers can be mixed with pop cans and plastics (other than #6 plastics) in one cart.

Pop Cans includes all beverage cans as well as other aluminum food containers such as pie plates and clean aluminum foil.

- If you are using Recycling carts, pop cans and aluminum food containers can be mixed with steel cans and plastics (other than #6 plastics) in one cart.

1 to 5 and #7 Plastics include PETE plastic pop bottles, HDPE bottles, tubs and lids (excluding motor oil containers & 5 gallon pails) PVC, LDPE and PP bottles, and #7 (Other) plastic containers. Tupperware type containers can also be recycled with your plastics.

- If you are using Recycling Carts, #1 to 5 & #7 plastics can be mixed with pop cans and steel cans in one cart.
- Plastic containers acceptable in this recycling stream should have one of the following symbols embossed on the container:

 PET	 HDPE	 V or PVC	 LDPE	 PP	 OTHER
--	---	---	--	---	--



6 ***Styrofoam & Polystyrene Plastic*** includes Styrofoam packaging and Styrofoam peanuts, meat trays, disposable plastic cutlery, the lids from paper coffee cups and any rigid plastic packaging with this symbol:



- # 6 Styrofoam & Polystyrene Plastics are not collected at curbside anywhere in the City of Owen Sound and must be delivered to the City of Owen Sound Recycling Depot at 2085 20th Avenue East.

There is no charge to drop plastics off at the Depot, but commercial establishment dropping off large amounts of Styrofoam are required to call **Miller Waste at 372-1855** to arrange a deliver date and time.

5. VOLUME MEASUREMENTS FOR RECYCLABLES

City of Owen Sound **Recycling Bins** for curbside pick up are available in two sizes for a nominal fee from Public Works Division, 1900 20th Street East or at 376-4274:

A Standard Blue Box has a volume of: 0.07 cubic yards.

A Mini Blue Box has a volume of: 0.03 cubic yards.

A 56 cm (22") high recycling pail has a volume of 0.12 cubic yards



City of Owen Sound **Recycling Carts** for curbside pick up are available in two sizes from Public Works Division, 1900 20th Street East or at 376-4274:

Regular (65 US Gallons) 0.32 cubic yards

Large (95 US Gallon) 0.47 cubic yards



Flattened Cardboard

- A cubic yard is equal to 27 cubic feet
- A bundle of cardboard 2' by 3' by 6 inches thick would therefore have a volume of 0.11 cubic yards:

$$(2 \times 3 \times 0.5) = 3 \text{ cubic feet} / 27 = 0.11 \text{ cubic yards}$$

