Please use this sheet to record the amount of waste collected from a bin run on a single day or one bin over a number of days. Please return the completed sheet to the Co-ordinator.

Date: ____________________________  Sheet Filled in By: ____________________________

Site: ____________________________  Sheet: __________  of __________

<table>
<thead>
<tr>
<th>Bin No. or Date</th>
<th>Location of Bin?</th>
<th>Type of Waste?</th>
<th>How Heavy?</th>
<th>How Full?</th>
<th>Any Litter?</th>
<th>Comments?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: a</td>
<td>b</td>
<td>c</td>
<td>d (in kg)</td>
<td>e</td>
<td>f</td>
<td>g</td>
</tr>
</tbody>
</table>

Example 1: Entrance to Café  General  3/4  Some  Bin could be better located

The following notes are given for guidance:

a) Bin No. or Date: Reference the bins on your round. Split bins e.g. general waste and recycling should be given separate reference numbers. If using the sheet for a single bin record the date and time (if emptied more than once a day).

b) Location of Bin?: Provide a description of the location of the bin.

c) Type of Waste?: Note what’s in the bin e.g. General/ Litter; Mixed (Recycling); Glass; Cans; Paper; Plastic; Other (and record under Comments).

d) How Heavy?: Using the scales provided by the Co-ordinator please record the weight of the bag in kilogrammes (kg).

e) How Full?: If you are unable to weigh the bag estimate how full the bag or bin is e.g. ¼; ½; ¾; Full.

f) Any Litter?: Record if there is any litter near the bin or if the bin is contaminated with other materials e.g. None; Some; Lots.

g) Comments? Note down anything that would be helpful to improve waste management on site e.g. “litter problem as bin is too small”; “only ¾ full as poorly located”; “contaminated due to poor signage” etc.