Waste Measurement Sheet

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 _____

Bin No. or Date	Location of Bin?	Type of Waste?	How Heavy?	How Full?	Any Litter?	Comments?
Note: a	*b*	*c*	*d (in kg)*	*e*	*f*	*g*
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 ¼ full as poorly located"; "contaminated due to poor signage" etc.