

# Waste Audit Guide



## Weigh in on waste.

Take the first step in sustainably managing your bed and breakfast's waste by examining the effectiveness of current practices, highlighting areas for improvement and potentially reducing waste disposal costs.

A waste audit identifies the types and amounts of waste produced at your bed and breakfast. It will establish baseline data, help set priorities and measure the success of any new waste reduction and diversion initiatives.

## Getting Started

There are three common approaches to conducting a waste audit. Your bed and breakfast may require one or all these methods. Factors such as building size, time, commitment and your waste reduction goals will help determine the most suitable approach.

**Records Examination:** a review of your purchasing records, current recycling practices (if any) and waste disposal services and contracts.

- **Review waste disposal records** including purchasing records, current waste disposal methods, recycling and composting practices and equipment costs for relevant items such as collection bins and bags.

**Walk-through:** a visual assessment of your activities and waste generation. A walk-through will estimate the types and sources of waste, equipment and current disposal practices.

- **Walk through your building** and get a visual assessment of the type and amount of waste generated in each area of your bed and breakfast, such as an office, guest room, kitchen and common area.
- **Schedule the walk-through** after guests check-out or at the end of the day for an accurate representation of the waste generated.

**Waste Sort:** a sample collection of your waste materials over a specified period of time provides a quantified estimate of total waste generation.

- **Determine the best time** to get an accurate calculation of the waste typically generated at your bed and breakfast. This may depend on the time of year, average length of stay for your guests or occupancy rates.
- **Determine areas** that should be included in your waste audit. The worksheet provided includes office, kitchen, guest rooms and common areas but you may need to add or remove areas accordingly.
- **Collect waste** and record the waste audit date(s).
- **Define categories** for sorted materials such as food waste, plastic, glass, beverage containers, paper, cardboard and metal.
- **Weigh empty sorting containers** prior to starting the waste sort.
- **Sort and weigh materials** according to the categories you identified and record the weight for each sort type in the Waste Audit Worksheet. Remember to subtract the weight of the container from the total weight.
- **Continue the waste collection** and sorting process for the predetermined period of time.
- **Analyze data:**
  - **Calculate the total weight** of each waste category.

- **Calculate the total weight** for each area.
- **Calculate the estimated total weight** of all waste generated at your bed and breakfast for one year using the formula below.
- **List your waste reduction recommendations** based on your audit results. For example, if you notice large amounts of plastic waste originating from guest rooms, consider providing reusable glasses, coffee mugs, real cutlery and refillable containers rather than disposable options.

**Example:** The Stewardship Bed and Breakfast completed a waste sort every Monday for 5 weeks during the operational season. Throughout the five waste sorts, 10 kg of organic waste was collected, 8 kg of which originated from the kitchen. The Stewardship Bed and Breakfast was operational for 135 days last year. Using the waste formula, it was determined that approximately 270 kg of organic waste was produced annually. Based on these results, a backyard composting program was initiated to focus on reducing food waste from the kitchen.

**Weight of organic waste for 1 year (135 days)**  
 = [10 kg/5 days] X 135 days = 270 kg/year.

There are more than 250 bed and breakfasts in Newfoundland and Labrador. Combined they offer guests 1,280 waste baskets to stash their travel trash.  
 Source: *Tourism Destination Management System, 2014*

## Waste Audit Worksheet

Complete a new table for each day of the waste audit. Once you have the data collected, use the waste formula below the table to calculate the **annual weight of each waste category** and **total waste**. The worksheet will show you the physical location(s) where you create the most (or least) waste for each category. This information is not needed for the calculations; however it may be useful when determining where to start with your waste reduction goals.

Waste Categories	Areas	Weight (kg)	Total Weight
Food Waste	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Plastic	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Glass	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Paper	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Cardboard/ Boxboard	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Other	Office		
	Guest Rooms		
	Kitchen		
	Common Areas		
Total Weight	<b>Office</b>		
	<b>Guest Rooms</b>		
	<b>Kitchen</b>		
	<b>Common Areas</b>		

## Waste Formula

$$\left[ \frac{\text{Total weight of waste material (kg)}}{\text{\# of waste audit days}} \right] \times \text{Total workdays per year} = \text{Total weight of material per year (kg)}$$