

BMA

Preparation Checklist

Overview

A Bin Materials Audit (BMA) helps assess how effectively current systems for waste, recyclables and organics are working at your site. The value of having trained Wipe Out Waste audit staff and equipment is over \$2 000. For the audit to run smoothly and provide useful data for reporting to the school community, **please read the following information carefully.**

Please complete the following checklist and email to the WOW team **one week prior** to the booked date.

Email: wasteteam@kesab.asn.au

Ph: 8234 7255

Site: _____

Audit date: _____ **Contact name:** _____

Contact number: _____ **Contact email:** _____

School Information

Number of staff and students at your site: (update this number on the audit day if this is different to the number of people on site the day audit materials are collected)		Students:	Staff:		
Grounds/facilities staff, other relevant staff:					
Name(s) of the teacher(s) whose students will be involved in the audit, and the year level of the students? (*MUST be Year 4 or older)		Name(s):	Year level(s):		
Lessons start time:	Recess start time:	Recess end time:	Lunch start time:	Lunch end time:	Lessons end time:
Is there a School Environment Management Plan (SEMP)?		Yes / No			
Have you been working with a Green Adelaide Education Officer , or Council Waste Officer ? If so, what are their names?					
Which additional collections will be audited (eg paper/cardboard, 10c containers, food scraps/organics)? Ensure that the number of days of materials for these collections is known – ideally limited to 1 day’s collection.					

Audit Location – Things to Consider

<p>Please consider the following when selecting an audit location. Items in bold are essential.</p> <p>We will require 4 tables of the same height for use all day during the audit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Site must be at least 5-8 sq metres <input type="checkbox"/> Shelter from wind, sun, and foot traffic <input type="checkbox"/> Proximity to where bin liners were stored overnight. <input type="checkbox"/> Access to water and soap for hand washing <input type="checkbox"/> Safety cones/bunting to mark off the audit area <input type="checkbox"/> Proximity to skips for emptying (or assistance at end of audit)
<p>Mark on a map the location of the audit, bins in the yard, and where the WOW vehicle can park to unload.</p>	<p>Please email this to wasteteam@kesab.asn.au</p>

Preparation and Collection of Material in Bins

Outdoor Bins: Liners/bags **MUST** be placed in outdoor bins during the collection period, removed from bins, **labelled by waste stream**, and stored safely overnight ready for the audit. If you do not normally use liners, be sure to secure them to the edge of the bin (tape the liner down). **NO liners = NO audit!**

Indoor Bins: If cleaners usually decant indoor bins into larger bags, ensure that the large bags are labelled *Indoor* and with the stream type (*landfill, recycling, paper/cardboard, etc*).

<p>Collection: Notify cleaners and grounds staff of when to collect materials, how to label (see below) and where to securely store overnight (if required).</p>	<p>Completed?</p> <p><input type="checkbox"/> Yes</p>
<p>Ensure materials are collected from frequently overlooked areas.</p> <p>If medical waste is collected, please label clearly, and leave aside. This waste will not be audited but the weight and volume will be recorded.</p> <p>*PLEASE NOTE for the safety and comfort of our staff; please notify site staff to not place used Rapid Antigen Tests in the waste bin the day before auditing.</p>	<p>Have you remembered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tech area/s <input type="checkbox"/> Admin <input type="checkbox"/> Staff Room <input type="checkbox"/> Canteen <input type="checkbox"/> Toilets (Staff & Students) <input type="checkbox"/> OSHC <input type="checkbox"/> Preschool or CPC (on site)
<p>Labelling: Use masking tape (or labels) and permanent texta to mark whether it was an indoor or outdoor bin.</p>	

Audit Day

We will talk to all students that we are working with at the start of the day for approximately 20 minutes, then work with groups of up to 14 students for periods of 20-45 mins throughout the day until sorting is complete.

After the audit, we will have a 15–20-minute presentation and discussion of the findings. The whole group and other classes (or whole school) are invited to hear about the results.

<p>Please ensure the following things are available on the day:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> First Aid Kit available <input type="checkbox"/> Health info for students re: allergies or other needs <input type="checkbox"/> 4 tables or trestles
<p>Notify other teachers if there will be a presentation inc. location and time (from 2pm) for the audit findings.</p>	
<p>If it is your staff meeting day, we can share the results to staff for the first 10 minutes of the meeting. Ensure admin/business staff attend. Please confirm this prior to the day of audit.</p>	

A summary and recommendation report will be provided by WOW staff after the audit. A presentation for staff and assembly presentation for students and parents may also be possible.