



# Wipe out Waste

## DIY Bin Materials Audit Procedures

### Things you will need

- DIY Audit Kit (contact WOW staff to book a kit)
- 15 x containers (4L ice cream containers are ideal)
- 1 x Clipboard
- 2 x Data Sheets (one for indoor and one for outdoor)
- Pencils, an eraser, permanent texta
- Large garbage bag/bin to empty audited material into
- Spreadsheet for results (WOW staff will email you the Excel Document)
- 2-3 x pairs of Gloves
- 2-3 x Tongs
- Camera



### DIY Kit Contents

- Scales
- Category Cards & Labels
  - 30 photo cards
  - 15 label cards
- A3 laminated sheets:
  - 2 x example of reports & charts
  - 6 x information posters (Reduce, Reuse, Recycle, Compost, Landfill, Waste Hierarchy)
  - 1 x Audit Monitors Category Guide
- Teacher's Reference sheet (laminated)
- Data recording sheet and instructions for data entry in spreadsheet (paper)
- Velcro

### Before the Day

- Find a **suitable windproof area** (indoor or outdoor) for weighing and recording data
- Using a permanent marker, **mark the volume** on the inside of each of the containers (i.e. in increments of 1L).
- Ensure you have all **15 category labels and corresponding images** (in DIY kit, or print off from <http://wow.sa.gov.au/index.php?page=diy-bin-materials-audit-kit>) and stick to the containers (can be stuck on using the velcro provided with the DIY kit).
- Ensure that all indoor bins have been emptied the night before audit day.
- Have **2-3 students trained to be monitors** on the audit day. Monitors can help other students decide which container to place their items into. Use labels and photocards to teach Year 4 or older student monitors about which materials students can place into the containers on audit collection day. See additional page of 'Audit Monitors Category Guide' for more specific details.
- Ensure you have at least 1 adult and a minimum of 5 others to carry out the required tasks on Audit day.  
Tasks Include:
  - Adult supervisor:** to oversee the audit procedure and ensure the safety of all involved
  - Photographer:** photograph proceedings and unusual findings for use in reports and newsletter articles
  - Squasher:** squash material in container to estimate volume and give volume estimate to the recorder
  - Weigher:** place container on scales and give weight to the recorder
  - Recorder:** record the weight and volume data on the data sheet and note any unusual findings
- **Tipper:** once the information has been recorded, empty the contents of the container into a garbage bag/bin. For more information on roles—see Page 11 of the Resources chapter in your folder. This can be found online at [http://wow.sa.gov.au/uploads/pdfdocs/6Resources\\_2010.pdf](http://wow.sa.gov.au/uploads/pdfdocs/6Resources_2010.pdf)

### On Audit Day

#### Schedule for the Day:

##### Start of Day:

- Remove or cover outdoor landfill bins and place the audit containers in an area that students can access.

##### During Breaks:

- Monitors stand by containers to help students place items in the right container.

##### After Lunch:

- Collect indoor bins, and separate items (using tongs and gloves) and add contents to the appropriate labelled audit containers.
- Conduct the Audit.



## Audit

The **photographer** can **take a photo** of the contents of the first category container. The **recorder** can **write down any interesting information**.

The **squasher** then **squashes the material** in the tub and calls out the volume in Litres to the recorder (Note: only soft plastic, food and drink packaging, compostable paper, paper/card and ziplock bags need to be squashed. Food scraps do not require squashing and can be estimated from the markers inside the tub).

Remember to **count and record** the number of 10c Containers, Zip lock bags, cutlery and Small tubs.

The **weigher transfers the container to the scales**, making sure they do not lean on the container/ scales when the weight is being measured. Ensure the weight is recorded on the data sheet in Kilograms.

The **tipper takes the container off the scales** and tips into a bag/ bin/ container for disposal. If you have food scraps and a compost bin/ chickens, empty those items there instead.

**Repeat steps 1-5** for all other categories.

Ensure all **containers are empty**. Clean containers (placing a sheet of newspaper on the bottom of each container can make this easier) and store audit equipment ready for the next one.



You may decide to **conduct audits once a term, or once a year to check progress and monitor success of any changes implemented**.

## After the Audit

**Transfer results** from the data sheets into the excel spreadsheet (which will have been emailed to you by WOW staff).

**Print charts and reports** from spreadsheet.

**Email results** back to WOW Staff ASAP for any additional recommendations.

**Share results** with the school community and identify priorities for collection or reduction.

**Include stories and pictures** in school newsletters.

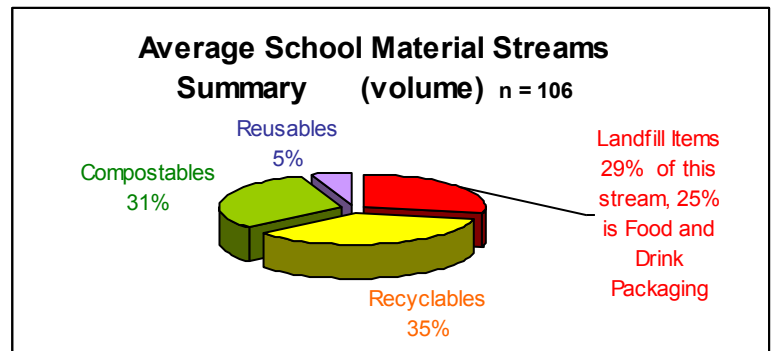
Send a copy of newsletter (or articles) to WOW staff.

Topics could include: helping families understand how much food can reasonably be consumed in a day, or encouraging leftover school food to be taken home and eaten later.

**Repeat audit on another day/ week** (especially if one day of the week is lunch order or 'special' food day). This could also allow other classes to be involved.

You can download pdf documents to **create your own audit kit** (<http://wow.sa.gov.au/index.php?page=diy-bin-materials-audit-kit>). Similar scales are available for \$15—\$40 at department or homeware stores.

When WOW staff have received your audit results and newsletter articles, **a range of follow up activities** will be emailed to you.



## Contact Us

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