

Bin Materials Audit 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. In order 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 fax/email to the WOW audit team at least ONE WEEK PRIOR to booked date. Ph: 8234 7255 Email: wasteteam@kesab.asn.au

Site: _____

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

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

School Information			
How many staff and students are there 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	
What is the name of the grounds/facilities staff and any other relevant staff?			
What is the name of the teacher/s whose class or group we will be working with on audit day, and the year level of the students? (*MUST be Year 4 or older)	Name	Year level	
What times are recess, lunch and end of school day?	Recess to	Lunch to	End of Day
Are you an active AuSSI-SA (sustainable Schools) site?	Yes	/	No
Do you have a Site Environment Management Plan (SEMP)?	Yes	/	No
Have you been working with an officer from Green Adelaide or Landscapes SA, or Council Waste/Sustainability Officer? – if so, what are their name/s? (*the results of the Audit will be sent to your local support staff)			
Which additional recycling collections will be audited (eg paper/cardboard, 10c containers, food scraps)? Ensure that the number of days of materials for these collections is known.			

Audit Location – Things to Consider

<p>Please consider the following things when selecting an audit location. Items in bold are essential.</p> <p>We will require at least 3-4 desks of the same height, or 2-3 trestles for use all day during the audit.</p>	<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 materials 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 for the audit, the location of bins in the yard, and where the WOW vehicle can park to unload.</p>	<p>Please fax/email this through</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 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 into a large bag, ensure that the large bag is labelled Indoor. Please do NOT tie off bin liners, use pegs or twist ties so that bags are easy to open for auditing.

<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? <input type="checkbox"/> Yes</p>
<p>Ensure materials are collected from frequently overlooked areas.</p>	<p>Have you remembered:</p> <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/markers to mark whether liners are from an indoor or outdoor bin.</p>	

Audit Day

We will talk to all students that we are working with (ONE class, SRC, Youth Voice or Environment group) at the start of the day for 15-20 mins, then work with groups of up to 4 students for periods of 20-40 mins throughout the day until sorting is complete. After the audit, we will have a 15-20 minute discussion of the findings. The whole group and other classes (or whole school) are invited to see and hear the results. This can be done with 2 or 3 groups a classes at a time if needed.

<p>Please ensure the following things are available on the day:</p>	<input type="checkbox"/> School camera /ipad & spare batteries <input type="checkbox"/> First Aid Kit available <input type="checkbox"/> Health info for students re: allergies or learning needs <input type="checkbox"/> 2-3 tables or trestles
<p>Notify other teachers of the presentation location and time (from 2.10pm) for the audit findings. Multiple presentations can be run if needed. Place a roster (2.10pm, 2.30pm, 2.50pm) in the staff room.</p>	
<p>If it is your staff meeting day, we can share the results to staff for the first 10 minutes of the meeting. Aim for admin/business and grounds staff attend.</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.