

Waste Management Plan

Name	
Company	
Date	
Review date	

In business, it is impossible to manage something that isn't measured. Establishing the types and quantities of materials in the business waste stream is commonly referred to as a 'waste assessment' or 'waste audit'.

By completing this waste management plan, the amount and types of waste a business produces will be identified, and actions to reduce the amount of waste sent to landfill can be implemented.

To complete this waste management plan, a waste assessment should be undertaken and actions and responsibilities to make improvements assigned. The actions selected should be discussed with staff so they are included in the decision-making process.

Hint: When the waste assessment is finished, review the material types going into the waste bin and investigate local resource recovery services that may be offered to businesses. Focus on the larger percentages first, as they provide the biggest opportunity to divert waste from landfill

Some businesses have very specific recycling needs. When seeking quotes from resource recovery service providers, give them the data from the waste assessment. Ask each to give a proposal on how they can most cost-effectively help divert recyclable materials from landfill.

To find out which local service providers may offer resource recovery services go to businessrecycling.com.au.



Important note: This template Waste Management Plan is prepared by the Department as a tool to assist in considering or reviewing business waste management arrangements. The Department:

- Makes no warranty or representation that this template Waste Management Plan is sufficient or suitable for a particular business or purpose; and
- Will not be responsible and disclaims any liability for any loss, damage, cost or expense arising from the use of, or reliance upon, this template Waste Management Plan.

Assessment of Current Waste

Fill in the table below for each bin or bulk bin that is currently presented for collection. This is best done just before the bins are collected.

To fill in the table, follow these steps:

1. List what the bin is used for under 'bin type' such as general waste, co-mingled recycling, cardboard, etc.
2. List the number of bins used under 'number of bins'.
3. Select the size of the bin in litres using the drop down menu under 'bin size'. If the bin size is not listed, select 'other'. For example, if the bin size is 2m³, then the bin size in litres would be 2000 litres. For more help with bin sizes and volume conversions, go to www.derm.qld.gov.au/environmental_management/waste/pdf/bin_size_conversion_table.pdf.
4. Select how often the bin is collected by the service provider using the drop down menu under 'collection frequency'. For example weekly, fortnightly, monthly or on-call etc.
5. List roughly what per cent of the bin is full at collection. Accordingly, if the bin is completely full it would be 100 per cent full, if it is half full it would be 50 per cent full.
6. List the cost of the service per week, fortnight or month depending on how you are billed. This can be found on current invoices or contact the contractor.
7. List what happens to the materials in the bin after it is collected under 'current disposal method', such as landfill, recycled etc.
8. List the main four material types found in the bin under 'materials'.
9. List the percentage of volume that each of those materials takes up in the bin under 'material %'. The total percentage of each of the materials does not need to equal 100 per cent as there may be other materials in the bin other than the main four types listed.
10. List the source of the material, that is, where the material came from in the business. This may include sources such as the office for paper waste or the lunch room for food waste.

If required, repeat the above steps for any new services or variations to existing services that are being implemented in the table provided.

Hint: Identifying where waste or recyclable material is generated in the business under 'source of material' in the waste assessment, will help identify what improvements need to be made. For example, if office paper from the photocopier is being disposed of in the general waste bin, a paper recycling bin may need to be placed next to the photocopier to ensure this no longer occurs.

Actions and responsibilities

Now that the types and quantities of waste the business produces have been identified and measured, actions for improvement can now be identified. Use the list below to select some actions and assign timeframes, resources required and responsibilities to staff.

Hint: When undertaking the waste assessment, consider what materials can be separated from the general waste and can be diverted from landfill by avoiding, reducing, reusing and recycling. By separating these materials for recycling, the amount of general waste disposed of will be reduced. The lowest cost solution will most likely involve **adding** recycling bin(s) and either **reducing** the size and/or collection frequency of the waste bin. Start by talking to existing waste service providers to discuss the options available.

Action	Details	Timeframe (to complete action)	Resources needed	Responsibility
<i>E.g. Reduce general waste sent to landfill</i>	<i>Reduce the general waste bin size to encourage more cardboard recycling</i>	<i>1 month</i>	<i>New general waste bin, modification to current contract</i>	<i>Jane Smith</i>
<i>E.g. Implement new recycling service</i>	<i>Introduce cardboard recycling bin</i>	<i>1 month</i>	<i>New recycling service and improved signage</i>	<i>John Smith</i>

After completing the waste assessment and determining actions that will need to be taken, changes to existing waste collection services may be required, such as introducing a new recycling service. A guideline has been developed to help businesses review waste management contracts in order to secure the most appropriate waste and recycling services for their individual requirements. To access the guideline, go to www.derm.qld.gov.au/environmental_management/waste/pdf/guide_to_reviewing_waste_and_recycling_contracts.pdf