## Commercial Waste Audit Questionnaire

**Contact Information**

1. **Commercial Establishment Waste Program Contact Person**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Commercial Establishment Recycling Program Contact Person**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Solid Waste Collection Contact Person**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Recycling Collection Contact Person**

Recyclables collected:

□ Corrugated Cardboard □ Metal □ Single Stream Recyclables

□ Film Plastic □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Recycling Collection Contact Person**

Recyclables collected:

□ Corrugated Cardboard □ Metal □ Single Stream Recyclables

□ Film Plastic □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Commercial Establishment Information**

Number of Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a floor plan or building layout? □ Yes (request copy)

□ No

**Current Waste Program PROCEDURES**

1. **Please describe the waste-generating activities that take place on site.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **How is waste handled from the point of generation to the container from which it is ultimately collected by the collection company?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Please identify which of the following materials are disposed of at this site.**

□ Food Scraps

□ Food Soiled Paper

□ Biodegradable Plastics

□ Corrugated Cardboard, Boxboard, and Paper Bags

□ Newspaper and Phone Books

□ Magazines and Catalogs

□ Junk Mail, School, and Office Paper

□ Plastics #1 - #7

□ Aluminum Cans

□ Steel and Tin Cans

□ Glass Bottles

1. **How are recyclables handled form the point of generation to the container from which it is ultimately collected by the collection company?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Is waste generated at this site known to be variable by day of week or season?**

□ Yes (request copy)

□ No

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Is waste generated by departments known to vary by quantity and/or type of material?**

□ Yes (request copy)

□ No

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please provide general comments/concerns about waste reduction and recycling at your site.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Current Waste Program Collection service levels**

1. **If the site receives solid waste collection via carts/cans, please identify the following. Please complete foe solid waste and recyclable collection.**

Solid Waste Collection

Description of collection location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity and size of containers:

\_\_\_\_\_ number of 96 gallon carts/cans

\_\_\_\_\_ number of 64 gallon carts/cans

\_\_\_\_\_ number of 32 gallon carts/cans

\_\_\_\_\_ number of Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

Recyclables Collection

Description of collection location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity and size of containers:

\_\_\_\_\_ number of 96 gallon carts/cans

\_\_\_\_\_ number of 64 gallon carts/cans

\_\_\_\_\_ number of 32 gallon carts/cans

\_\_\_\_\_ number of Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

1. **If the site receives solid waste collection via containers other than carts/cans, please identify the following for each container.**

Container #1

Description location on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of material collected:

□ Solid Waste □ Corrugated Cardboard Recycling

□ Metal Recycling □ Single Stream Recycling

□ Film Plastic Recycling □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of container:

□ Dumpster □ Roll-off □ Compactor

Size of container: \_\_\_\_\_CY *or*

\_\_\_\_\_ Length, \_\_\_\_\_ Width, and \_\_\_\_\_ Height

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

Container #2

Description location on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of material collected:

□ Solid Waste □ Corrugated Cardboard Recycling

□ Metal Recycling □ Single Stream Recycling

□ Film Plastic Recycling □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of container:

□ Dumpster □ Roll-off □ Compactor

Size of container: \_\_\_\_\_CY *or*

\_\_\_\_\_ Length, \_\_\_\_\_ Width, and \_\_\_\_\_ Height

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

Container #3

Description location on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of material collected:

□ Solid Waste □ Corrugated Cardboard Recycling

□ Metal Recycling □ Single Stream Recycling

□ Film Plastic Recycling □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of container:

□ Dumpster □ Roll-off □ Compactor

Size of container: \_\_\_\_\_CY *or*

\_\_\_\_\_ Length, \_\_\_\_\_ Width, and \_\_\_\_\_ Height

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

Container #4

Description location on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of material collected:

□ Solid Waste □ Corrugated Cardboard Recycling

□ Metal Recycling □ Single Stream Recycling

□ Film Plastic Recycling □ Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of container:

□ Dumpster □ Roll-off □ Compactor

Size of container: \_\_\_\_\_CY *or*

\_\_\_\_\_ Length, \_\_\_\_\_ Width, and \_\_\_\_\_ Height

Number of collections per week: \_\_\_\_\_\_

Days of the week collection occurs:

□ Sunday □ Monday □ Tuesday □ Wednesday

□ Thursday □ Friday □ Saturday

**Current Waste Program Costs**

1. **Please specify the current waste program costs.**

Collection Costs: $\_\_\_\_\_\_\_\_\_\_\_ per □ Week □ Month □ Year

□ Pull □ Cubic Yard □ Ton

If costs are per pull, CY, or ton, please estimate the quantity of such per year. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Container Rental Fee: $\_\_\_\_\_\_\_\_\_\_\_ per □ Day □ Week

□ Month □ Year

1. **Please specify the current recycling program costs.**

Collection Costs: $\_\_\_\_\_\_\_\_\_\_\_ per □ Week □ Month □ Year

□ Pull □ Cubic Yard □ Ton

If costs are per pull, CY, or ton, please estimate the quantity of such per year. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Container Rental Fee: $\_\_\_\_\_\_\_\_\_\_\_ per □ Day □ Week

□ Month □ Year