



# Sustainability Annual Waste Audit

## Quick Reference Guide

### Introduction

Annual waste audit are optional for non-LEED EBOM buildings. If you're building is LEED-certified, consult with the Sustainability Program Manager and your LEED consultant to determine if a waste audit is advised.

The waste audit is a tool to inform the Property Manager, Janitorial Vendor, and Tenants of opportunities to improve the property's diversion rate. Pay special attention to the Recommendations provided by the waste auditor in the audit report.

When conducting an audit, complete the following steps:

1. Confirm the waste audit cost has been budgeted for the year. If not, contact your Asset Manager for approval. Refer to the Sustainability Budget Guidance for pricing guidance.
2. Contact your hauling vendor or identify an independent waste audit consultant to schedule a waste audit.
3. Review the [Waste Audit Guidelines](#) with your waste auditor.
4. Obtain an Annual Waste Audit Report from the vendor.
5. Schedule a meeting with the Sustainability Manager to review the audit results.
6. Below is an example of an waste composition table, which should appear in your report.

Waste Type	Total Quantity in Waste Stream Audit (pounds)	Percentage of Total Waste Stream Audit	Quantity of Waste Type Diverted (pounds)	Percentage of Waste Type Diverted
Metals	YY Lbs	XX%	YY Lbs	XX%
Mixed Paper	YY Lbs	XX%	YY Lbs	XX%
Cardboard	YY Lbs	XX%	YY Lbs	XX%
Glass	YY Lbs	XX%	YY Lbs	XX%
Plastics	YY Lbs	XX%	YY Lbs	XX%
Wet Waste	YY Lbs	XX%	YY Lbs	XX%
Landscape	YY Lbs	XX%	YY Lbs	XX%
Trash	YY Lbs	XX%	YY Lbs	XX%
<b>Total:</b>	<b>YY Lbs</b>	<b>100%</b>	<b>YY Lbs</b>	<b>100%</b>