

This waste assessment includes four worksheets designed to help you plan your business waste reduction program.

- Part 1: Waste Generation Worksheet
- Part 2: Annual Disposal Cost Worksheet
- Part 3: Waste Stream Worksheet
- Part 4: Cost/Benefit Worksheet

These worksheets will help your company better understand the types and amounts of waste generated, the costs associated, and the options for reducing this waste. The worksheets are designed to be flexible in order to meet the waste reduction needs of different businesses. There is a wide range of waste reduction programs and these worksheets are intended to offer guidance.

If you would like more assistance on how to use this information or how to develop a waste reduction program, please contact us at 919-856-5698 or mail completed forms Wake County Solid Waste Management, Commercial Waste Reduction, P.O. Box 550, Raleigh, NC 27602.

### Company Information

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Type of Business

\_\_\_\_\_ Construction    \_\_\_\_\_ Industrial    \_\_\_\_\_ Government    \_\_\_\_\_ Research & Development  
\_\_\_\_\_ Institution    \_\_\_\_\_ Retail    \_\_\_\_\_ Health Care    \_\_\_\_\_ Multi-Family  
\_\_\_\_\_ Office    \_\_\_\_\_ Hotel/Motel    \_\_\_\_\_ Service    \_\_\_\_\_ Restaurant/Bar

### Facility Background

Describe Products/Service: \_\_\_\_\_

Facility Square Footage: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Days/Week of Operation: \_\_\_\_\_



## Part 2 ANNUAL DISPOSAL COSTS WORKSHEET

Name of Waste Removal Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contract Expires: \_\_\_\_\_

Number of Collections \_\_\_\_\_ per (day or week or month) \_\_\_\_\_

Complete *either* Table A, B, or C depending on how your business is charged for waste removal. (Note: only complete one of the following tables below to determine disposal costs.)

### Table A If disposal is charged as a flat fee or included in rent

	X		=	
Waste Removal Fee		Times charged per year		<b>Annual Waste Removal Charge</b>

### Table B If disposal is charged by weight (tons) OR volume (cubic yards)

	X		=	(a)
Waste Removal Charge by weight or volume		Total Waste Removed Annually (use tonnage total in Table 1)		Annual Removal Charge

	X	12	=	(b)
Monthly Container Rental Fee		Months per Year		Annual Container Rental Fees

(a)	+	(b)	=	
Annual Removal Charge (above)		Annual Container Rental Fees (above)		<b>Annual Waste Removal Charge (a+b)</b>

### Table C If disposal is charged per collection

	X		=	(a)
Monthly Charge per Collection		Months per Year		Annual Collection Charge

	X	12	=	(b)
Monthly Container Rental Fee		Months per Year		Annual Container Rental Fees

	X		=	(a+b)
Annual Removal Charge (above)		Annual Container Rental Fees (above)		<b>Annual Waste Removal Charge (a+b)</b>

# APPENDIX A: WASTE ASSESSMENT

## Part 3

### WASTE STREAM WORKSHEET

This worksheet will help you identify the materials that your business currently throws away and what percent could be recycled. Walk through your business (make copies if you have several departments or sections where waste is produced) and estimate the amount of each material that is in the garbage. Once you have a visual estimate of what is in your garbage, approximate what percentage of each material could be reduced, reused, recycled and disposed.

Material	Visual Estimate (%)	Recycle (%)	Dispose (%)
<b>Construction Debris</b>			
Concrete			
Asphalt			
Lumber/Wood			
Vinyl Siding			
<b>Electronics</b>			
Small Appliances			
Large Appliances (A/C, Washer/Dryer)			
Computers			
Small Consumer Electronics			
Televisions			
<b>Glass</b>			
Bottles/Jars/Containers			
Plate/Window Glass			
<b>Hazardous Waste</b>			
Paint			
Vehicle and Equipment Fluids			
Chemicals			
Batteries			
<b>Metal</b>			
Aluminum Cans			
Steel Cans			
Scrap			
<b>TOTAL</b>			

Material	Visual Estimate (%)	Recycle (%)	Dispose (%)
<b>Other</b>			
Yard Waste			
Food			
Bulky Items			
Medical Waste			
Textiles, carpet, clothing			
Tires			
Other			
<b>Paper</b>			
Newspaper			
Cardboard/Chipboard			
Office Paper			
Magazines & Catalogs			
Mixed Paper			
Phone Book & Directories			
Other Misc. Paper			
<b>Plastics</b>			
PETE #1 (Soda, peanut butter bottles)			
HDPE #2 (Milk, detergent bottles, grocery bags)			
PVC #3 (Shampoo, salad dressing and water bottles)			
LDPE #4 (Trash bags, food wrap, squeeze bottles.)			
PP #5 (Dairy product containers, bottle lids)			
PS #6 (Styrofoam trays, egg cartons, plates, cups)			
<b>TOTAL</b>			

**Part 4**

**COST/BENEFIT WORKSHEET**

Complete this worksheet to determine your company's potential annual savings.

**STEP 1: CURRENT DISPOSAL COSTS**

**Annual Waste Removal Charges from Part 2 (A) \$** \_\_\_\_\_

**STEP 2: ESTIMATED RECYCLING PROGRAM STARTUP COSTS**

Estimated costs for collection and storage containers and processing equipment if required: \$ \_\_\_\_\_

Labor (extra janitorial or collection personnel costs, if any): \$ \_\_\_\_\_

Leased space (if required for storage): \$ \_\_\_\_\_

Program administration, promotion and education: \$ \_\_\_\_\_

Equipment installation (one time): \$ \_\_\_\_\_

Transportation (self-haul only): \$ \_\_\_\_\_

Other: + \_\_\_\_\_

**Total program setup costs (B): \$** \_\_\_\_\_

**3. SAVINGS OR REVENUES (resulting from program implementation)**

Decrease in disposal costs: \$ \_\_\_\_\_

Decrease in material supply costs\*: \$ \_\_\_\_\_

Revenue from recyclables/other materials: \$ \_\_\_\_\_

Other: + \_\_\_\_\_

**Total program savings (C): \$** \_\_\_\_\_

**4. NET PROGRAM COSTS**

**Net annual costs = A + B - C: \$** \_\_\_\_\_

**Payback period (in years) = A + B / C: \$** \_\_\_\_\_

*\*Includes the savings realized through internal material reuse, decreased use of supplies (e.g., less copy paper through double-sided copying), increased product durability, or other waste prevention programs.*