

Waste Recycling Tracking Sheet

Use this tracking sheet to record the amount of waste collected for recycling over a few weeks. One week may be sufficient if the waste you produce is similar every week. These figures will enable you to discuss recycling collection options with your local waste management contractor.

1. Separate all non-food waste (e.g. plastic, cardboard, cooking oil, etc.) into bins or appropriate containers ready for recycling.
2. If your waste collection contractor collects all your dry recyclables in one bin record the amount you have separated in the column entitled 'Mixed recyclables'. Otherwise record the amount of each waste type in the separate columns provided.
3. Weigh the amount of recyclables that are generated (use kilograms) **OR** record the number of times you fill the bins/containers in each week (make a mark in the relevant box for every time you fill the waste container). **Note:** You will need to work out the volume of the bins/containers you collect the waste in (use litres). You can estimate the volume of a bin by filling it with water using a litre container.
4. If you record the volume of waste, you will need to estimate its equivalent weight. Multiply the total volume of waste by the standard factor used to convert volume to weight for each waste stream.

For example, Waste stream 1 (paper): If you use a 5 litre bin and you fill it 5 times, then the weight is estimated as (5 litres x 5 bin fills) x 0.21 = 5.25 kg

Waste Stream		Paper		Cardboard		Glass		Plastic		Aluminium (cans and foil)		Steel cans		Cooking oil		Mixed recyclables	
Conversion factor		0.21		0.21		0.33		0.02		0.04		0.04		0.61		0.053	
Week	Date	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)	Number of bins filled	Weight (kg)
1																	
2																	
3																	
4																	
Bin Volume (litres)																	
*Total Volume (litres)																	
Total Weight (kg)																	

*Total volume (litres) = bin volume x number of bin fills