

How to Conduct a Records Examination

Use the worksheet to record information on how solid waste is removed from your facility and to estimate the total amount paid for waste removal services by filling in the white spaces only. All other colored spaces will be automatically populated. If waste removal practices vary significantly among departments or function areas, or if different waste contractors are used, record the information separately for each, copying this worksheet as needed.

Step-to-Step Guide to Completing the Worksheet

Waste Generation

- A. Examine records to determine the amount of waste removed annually. The team will need to compile the data for an annual total. Record the annual total in the worksheet.
- B. Examine records to determine the amount of recyclables collected annually. The team will need to compile information on products and materials recycled in a year. Record the annual total for each product or material in the worksheet.

NOTE: If your hauler does not provide the quantitative data on the amount of waste disposed or recyclables collected, see [Resource Management](#).

Costs of Waste Collection, Removal, and Disposal

Waste Collection Labor Costs

1. If waste collection is performed by a maintenance contractor, examine records to determine the annual total of payments made to the maintenance contractor for waste collection. Record the annual total in the worksheet.
2. If waste collection is performed by internal staff, examine records to determine the following:
 - a. Employee hours. Determine the amount of employee hours used to collect waste per week and record it in the worksheet. Use separate rows for employee hours at different hourly pay rates.
 - b. Hourly rates. Determine the hourly rates of employees collecting waste. When determining hourly rates, be sure to include the wage plus overhead costs such as benefits. Many organizations use a factor of 1.3 to calculate the hourly rate including overhead costs. For example, for an employee earning \$10.00 an hour, you would use an hourly rate of \$13.00 an hour to include the overhead costs. Record the rates in the worksheet.

Waste Container Costs

1. Examine records to determine the cost of renting waste containers or Dumpsters per week. Record the rental fee in the worksheet.

Waste Removal Costs

1. If your organization pays a flat fee for removal, examine records to determine the weekly fee. A flat fee is a rate charged for waste removal services that remains constant over a specific period of time regardless of fluctuations in the amount of waste generated. Record the fee in the worksheet.
2. If your organization pays a removal charge per weight or volume of waste generated, examine records to determine the fee per unit of weight or volume and record the fee in the worksheet, along with the specified unit (i.e., pounds, tons, cubic yards). Record the annual total of waste disposed in the worksheet.
3. If your organization pays a fee per pull, examine records to determine the fee. A pull charge is a fee paid each time waste is hauled from an organization. Record the fee per pull and the annual total of pulls in the worksheet.

Waste Disposal Costs

1. If your organization is charged a tipping fee, a fee charged per unit of waste disposed at a landfill, examine records to identify the fee. Record the fee, specify the unit (i.e., pounds, tons, cubic yards), and record it in the worksheet. Determine the annual total of waste sent to the landfill in the specified units and record in the worksheet.

Costs of Recycling Collection, Removal, and Disposal

Recycling Collection Labor Costs

1. If recycling collection is performed by a maintenance contractor, examine records to determine the annual total of payments made to the maintenance contractor for recycling collection. Record the annual total in the worksheet.
2. If recycling collection is performed by internal staff, examine records to determine the following:
 - a. Employee hours. Determine the amount of employee hours per week used to collect recyclables, and record the number of hours in the worksheet. Use separate rows for employee hours at different hourly pay rates.
 - b. Hourly rates. Determine the hourly rates of employees collecting recyclables. When determining hourly rates, be sure to include the wage plus overhead costs such as benefits. Many organizations use a factor of 1.3 to calculate the hourly rate including overhead costs. For example, for an employee earning \$10.00 an hour, you would use an hourly rate of \$13.00 an hour to include the overhead costs. Record the rates in the worksheet.

Recycling Container Costs

1. Examine records to determine the cost of renting recycling containers or dumpsters per week and record the rental fee in the worksheet.

Recycling Removal Costs

1. If your organization pays a flat fee for removal, examine records to determine the weekly fee and record it in the worksheet. A flat fee is a rate charged for waste removal services that remains constant over a specific period of time regardless of fluctuations in the amount of recyclables generated.
2. If your organization pays a removal charge per weight or volume of recyclables generated, examine records to determine the fee per unit of weight or volume and record the fee in the worksheet, along with the specified unit, i.e., pounds, tons, cubic yards. Record the annual total of waste disposed in the worksheet.
3. If your organization pays a fee per pull, examine records to determine the fee. A pull charge is a fee paid each time recyclables are hauled from an organization. Record the fee per pull and the annual total of pulls in the worksheet.

Recycling Revenues

1. If your organization receives revenues from recyclables, record the annual revenues for each product or material into the worksheet. Add rows as necessary to capture all revenues received.

Buy Recycled

Examine records to determine what recycled-content products your organization purchased. Record the product or material, its recycled-content, and the weight purchased in the worksheet.