

Waste Sort Work Instruction

Conducting a Waste Sort

CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS
Plastics Industry Association	The goal of a waste sort is to generate quantitative data on commercial waste generation to assist businesses in targeting materials for reduction and recycling. The waste sort consists of manually sorting waste into different categories.	<ul style="list-style-type: none"> Commitment to Zero Net Waste! 24-hours' worth of facility waste collected Assembled Green Team 	The waste sort will result in a snapshot of what 24-hours' worth of facility waste looks like at your company. It will allow you to focus on high volume waste materials for recycling. This visual activity will show employees/management the breakdown of materials that make it to landfill each day.
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STEP NUMBER / ID	INSTRUCTIONS	Description	Actions/Materials Needed
1	Finalize Waste Sort Categories	The waste sort categories should be determined when going through Step 2: Trash Can Waste Characterization. Team members will separate waste into the selected categories.	<ul style="list-style-type: none"> Completed facility walk through Compiled list of different types of waste
2	Determine Sort Location	The sort location needs to be a large area outside or inside the facility. The sort area can be a parking lot, shipping dock, storage room, etc. Make sure the location is away from production activities and floor traffic.	<ul style="list-style-type: none"> Large open sort space Bins for each different type of waste determined (Empty gaylords work well) Large tarps to cover sort area Tables (in middle if sort categories)

3	Gathering Materials	<p>Select a date to gather 24-hours' worth of facility waste. You will need to contact your current hauler to make sure you have an empty container on site the day of the waste sort. Make sure the empty container is in the proper location at the start of your chosen date, and then pulled away 24-hours later. Communication with maintenance and/or janitorial staff is crucial in this step.</p>	<ul style="list-style-type: none"> • Communication to hauler about upcoming waste sort • Communication to maintenance/janitorial services about upcoming activities. • Empty dumpster/compactor
4	Sorting the Waste	<p>Remove bags of trash and waste from now filled receptacle and move to sort area. Open each trash bag and separate all the materials inside to the different waste categories.</p>	<ul style="list-style-type: none"> • Organized waste sort area • PPE <ul style="list-style-type: none"> ○ Safety glasses ○ Gloves ○ Aprons • Brooms/dust pans • Box knives
5	Weigh and Record Data	<p>Weight each category when the waste sort is completed. Remember to tare weight each category, removing the bin weight. Graph material weights to show overall breakdown.</p>	<ul style="list-style-type: none"> • Weigh scales • Data sheet with each category
6	Compile Data and Present	<p>Create a summary of all material findings. Add material weights and percentage breakdowns.</p>	

