



## ALLEN COUNTY SOLID WASTE MANAGEMENT DISTRICT

### Waste Audit Questions

Please complete the following information and return it via fax 449-7716, or email [jodi.leamon@co.allen.in.us](mailto:jodi.leamon@co.allen.in.us).

#### **CONTACT INFORMATION:**

BUSINESS NAME:

CONTACT NAME:

ADDITIONAL CONTACTS:

BUSINESS ADDRESS:

PHONE NUMBER:

FAX:

E-MAIL:

#### **FACILITY BACKGROUND:**

Number of employees (*Full-time/ Part-time*):

Operations:

When was facility established?

#### **CURRENT WASTE HANDLING:**

Who picks up and what are the terms of the contract with the waste hauler?

When and how often is the pick up schedule adequate (*too often/ not enough*)?

Current waste handling cost?

Dumpster size and is it full when picked up?

How is your solid waste handled?

Baled

Compacted

Loose in dumpster

Other – please explain:

Do you receive feedback from the hauler regarding the amount of waste that you generate?

### **CURRENT RECYCLING/WASTE REDUCTION:**

Detail of any current programs.

### **NEW:**

What area and materials are to be focused on?

What wastes are common?

### **GENERAL OFFICE:**

What is the main focus of the business?

How does the office function?

What departments are there and how are they related (*Ex: A communal copying/fax area for all departments, etc.*)?

What do employees typically do for lunch?

Does the office have any vending/soda machines?

Do you have a cleaning contract?

If so, would there be flexibility to adjust duties if a recycling program were implemented?

Is e-mail used?

Is there an employee newsletter, notice board, etc.?

Is there a centrally located area such as a break room?

### **RECYCLING INFORMATION:**

What materials do you/ employees want to recycle?

Are there any waste streams that occur less frequently that we may be missing (*seasonal projects, etc.*)?

Do your printers/ copiers have double sided capabilities? If so, do you make double sided copies?

Do you buy paper/ office supplies made from recycled content?

What is the process for determining the need for office supplies?

Please list incoming supplies purchased.

### **MICELLANEOUS INFORMATION:**

Are you responsible for lawn maintenance or do you contract?

Do you use any hazardous materials or create hazardous waste such as:

Paint?

Solvents?

Cleaners?

Degreasers/Greases?

Inks?

Chlorine?  
 Oil?  
 Compressed Gas?

Do you own any warehouse machinery?

Do you have any company trucks, vans, etc.?

What is your goal?

- Reduce waste
- Reduce waste cost
- Be environmentally responsible
- Other, please explain.

**Contents of Waste stream:**

	Yes/No	Approx. %	Recycled or Landfilled
<b>Paper</b>			
<b>Cardboard</b>			
<b>Aluminum Cans</b>			
<b>Glass</b>			
<b>Phone Books</b>			
<b>Electronics</b>			
<b>Pallets</b>			
<b>Shrink Wrap</b>			
<b>Metals</b>			
<b>Hazardous Waste</b>			
<b>Oil</b>			
<b>Yard Waste</b>			
<b>Food Waste</b>			
<b>Other: (Seasonal, Special Events)</b>			

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