ree ®

Recycle | Reward | Reinvent

Reecycle.app

Waste Audit

WELCOME

Looking to prove
your sustainability and
make the shift towards a circular
economy? Look no further than Ree!

We are a recycling software company
that offers personalized source segregation
systems and detailed data tracking to help
companies reduce waste and improve their
environmental impact.

With Ree's innovative solutions, you can finally take
control of your recyclables and make a real difference
for the planet. Join the #Reevolution towards a more
sustainable future with Ree today!

FIRSTLY,
AN INTRO

One of the things I have learnt over the past two to three years while building/ planning REE, you can never push a sales prospect. You can show them the value but if your value added is not solving their main pain point, then the discussion is moot. And because of this, when we go talk to a new client, we have a audit checklist and a questionnaire ready. This is to understand their pain point properly but also, if they decide, we are not the right solution provider for them(Which happens), we leave them with an Audit list that they can use to understand their waste problem better than they are currently, and if they do find someone to help them with it, they are leading the conversation and paying for only what is needed.

When I started this, I would not have given this away. Partly due to the fact I was scared it would be replicated. Now, my vision or aim with what I want to do with REE has changed- Sure, I still want to make money as that's the idea of a business; but for me it's the overall change in the way we assess our waste systems. Educating people on what they generate, and what more can be done is key to systemic change.

Point to note
We will carry this out for you if you chose to work with us. But can be managed by yourself as well. You can make it a team building day. This works for corporates, big properties, multiple locations, or schools

CHECKLIST
WHAT DO YOU NEED?

☐ Platform Scales to weigh your waste streams
☐ Equipment to keep your space clean
☐ Markers and labels to organise and label your bags
☐ Different colour bags (Black: Landfill. Green: Recycling, White: Composting. If you do not have the same colours, it does not matter. If you have three properly labelled bags)
☐ This guide and the data tracking table (Can be copied from the template in the end of this guide)
☐ If you are making this a team effort, make sure there are gloves for everyone and are wearing clothes you don't mind getting dirty.

BEFORE
THE AUDIT

- ☐ How many people live or work with you in your chosen space?
- ☐ Identifying the current state of waste/recycling systems within the organisation/workspace? Do you currently have segregation methods? Do you have a single bin where everything is collected? Are you doing everything to make sure everything is collected and sorted? *This is done to understand if you have anything in your waste stream that is not collected by your local vendors – For example, hazardous waste, E-waste, or batteries. These solutions require a different methodology in managing.*
- ☐ Identify locations of current bins/recycling boxes if you have any?
- ☐ Identify the most densely populated places of the workspace
- ☐ What is the main reason we are carrying this out?
- ☐ What do you expect to get out of this audit?
- ☐ What kind of materials would you expect to collect?
- ☐ Are you carrying out this audit for the full space or partial? (Partial is usually for large organisations or work space)
- ☐ Before even starting the audit, run a small experiment to see which bins fill up the quickest. For example, ones around the kitchen will always fill out quicker.
- ☐ If you are doing this with your full team, use the formula to understand how many people would be needed to do the actual work? *For example, if you have 250 people and only two hours , you will need 5 people/volunteers. If you have the same number of people and only an hour, you will need 10 people working on this)*

$$\frac{\text{\# of people in space} \times \frac{1}{\text{Available time in hours}}}{25}$$

DURING THE
AUDIT

Steps to take

☐ Gather all your waste from the audit and label each bag with the location and waste stream of the bin around the office.
☐ Sort through each labelled bag one bin and one location at a time and separate into piles by material type – Landfill. Compost & Recycling. *If you are not sure which bin it goes into, use another labelled bag called 'I am not sure'.
☐ Using the weighing scale, weigh each bag separately.
☐ Enter the weights in the data tracking table.
☐ Calculate gross weight by summing up all the material type bags from each pile.
☐ Calculate contamination weight by subtracting the weight of the material appropriate to the bin type from the gross weight. * For example, if you have a trash bin with a gross weight of 10 kgs, and 6 kgs of it is actual landfill waste, your contamination weight is 4 kgs.*
☐ Gather all bins located at that location.
☐ Calculate current diversion rate.

<u>Weight of materia diverted from landfill</u>
Total weight of all material

☐ Calculate potential diversion rate.

<u>Weight of material that could be recycled or composted</u>
Total weight of all material

☐ Move to the next bin location and repeat steps 2 through 9

AFTER THE
AUDIT

Adjustments to make.

1. Clean up your space and make sure to replace all the bins with new bags.
2. Depending on the usage of the bins, and the data collected, list out the equipment or services that you think are appropriate as-is?
3. Alternatively, should any services be revised, optimized, or removed entirely? Think about your organizations overall & specific goals, needs and opportunities.
4. What new services and equipment are needed? Work with REE™ or your current vendor to explore your options.
5. Can you eliminate or reduce any materials in your waste stream?
6. Are you training the people who contribute to your waste stream? Training includes proper signage and continuing education on "what goes where" and "what happens if you don't do it right"
7. Adjust waste and recycling programs to promote higher diversion rate.
8. Perform regular waste audits to track progress and adjust the program as needed.

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Learn more about the Ree™ Method and promote a higher diversion rate for your company.

DATA TRACKING
TABLE

Material Type	Location of Bin Station/Recycling Bin		
	Bin Type		
	Landfill	Recycling	Compost
Landfill			
Recycling			
Compost			
Gross Weight			
Contamination Weight			
Current Diversion Rate			
Potential Diversion Rate			

EXAMPLE
LABELS

You need to label your bags to keep them organized. Use a strip of tape or marker to label each bag. Some label examples are:

1. Break room Landfill Bin/Bag
2. Break Room Recycling bin/bag.
3. Break room compost Bin/bag.
4. Operations room landfill bin/bag.
5. Operations room Recycling bin/bag.
6. Operations room recycling bin/bag #2…. And so on.

DATA TRACKING
TABLE EXAMPLE

	Location of Bin Station/Recycling Bin		
	Bin Type		
Material Type	Landfill	Recycling	Compost
Landfill	2	2.5	1
Recycling	8	4.5	3
Compost	5	1	6
Gross Weight	15	8	10
Contamination Weight	13	3.5	4
Current Diversion Rate	55%		
Potential Diversion Rate	83%		

CONTACT US

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