

BEST MANAGEMENT PRACTICES



FOR SOUTH CAROLINA'S HOSPITALITY INDUSTRY

South Carolina's hospitality industry is a large consumer. Each facility purchases goods and services, creates and manages waste, uses energy and water, and just like an individual leaves an environmental footprint. Operating in an environmentally responsible fashion, the state's hospitality industry can lead by example with everyday, cost-effective practices that help protect and preserve South Carolina's environment as well as the quality of life for all South Carolinians. This "Best Management Practices" (BMP) fact sheet is part of a series.

Conducting a Waste Audit

A waste audit helps your facility estimate the type and amount of waste generated as well as examine current waste management practices and costs. The information gained from an audit is critical in developing a waste management plan that includes waste reduction and recycling.

This BMP fact sheet includes work sheets to document current waste operations and a checklist to identify the type of material produced, the areas of generation and potential waste reduction and recycling strategies. Before you begin the audit, consider the following steps.

STEP 1: Check the records.

- * **Take a look at your current waste hauler's records.** Find out how much waste is being removed from your facility on a weekly or monthly basis and calculate the total annual disposal cost. Use the "Current Waste Operations Work Sheet" on page 2 to complete this step.
- * **Review purchasing records.** This will help you gain perspective of what and how much material is brought into your facility.

STEP 2: Designate an audit team.

Consider involving members from all areas of the facility. For example, someone from the back of the house may have a better understanding of operations than someone working in the front of the house.

STEP 3: Gather supplies.

Rubber gloves, plastic bags, tarps and a scale may be needed depending on the thoroughness of the waste audit being performed.

STEP 4: Conduct the waste audit.

- * **Place a large plastic sheet or tarp on the floor and spread a typical day's worth of garbage on it.** Sort the materials by type (e.g., paper, plastic bottles). If space is limited or your facility is large, use a "representative" sample of waste.
- * Using the "Identifying Waste Work Sheet" on pages 3-4, **record the type of material found** as well as the point of generation. Include an estimate of each material's percentage of the waste stream. If possible, use a scale to weigh materials and provide a more accurate measurement.
- * **Recycle or dispose of the material** once all materials have been recorded or weighed.

If time is limited, another option is to perform visual audits in conjunction with a walk-through of each area. Visual audits usually involve looking into trash receptacles and estimating the amounts and types of waste generated. The "Identifying Waste Work Sheet" also can be used to assist in visual audits.

Waste Audit Follow-up

Once you complete the waste audit and have a better understanding of what waste is generated, you are ready to determine the best ways to reduce, reuse and recycle. Here are some easy steps that may help.

1. Reduce and reuse.

- * With information gathered from the waste audit, look over purchasing records again. Are there any ways that these processes can be adjusted to reduce waste or reuse materials (e.g., is there excess packaging that could be eliminated)?
- * For more waste reduction and reuse tips, see the BMP fact sheet "Waste Reduction and Reuse" at www.scdhec.gov/environment/lwm/recycle/green_hospitality/pubs/waste_reduction.pdf.

2. Recycle.

- * Recycling may save money in avoided disposal costs and generate revenue through the sale of recyclables. Recycling also saves natural resources and energy.
- * Find a market for your recyclables. For market resources, see the BMP fact sheet "Recycling" at www.scdhec.gov/environment/lwm/recycle/green_hospitality/pubs/bmp_recycling.pdf.
- * For help with starting a recycling program, contact the S.C. Green Hospitality Program. It offers free, confidential and non-regulatory technical assistance. For details, visit www.scdhec.gov/greenhospitality.

3. Educate staff.

- * It is vital that all staff know about any new waste management programs including waste reduction and recycling activities. Send e-mails or post bulletins giving instructions on the proper procedures for different types of materials.
- * Don't forget to include custodial staff – even if they are a contracted service. They need to know the correct procedures.

4. Track and evaluate the program.

- * Establish a record-keeping system to help track the effectiveness of the waste management program.
- * Remember to track cost savings and revenue generation.
- * Evaluate the program at least once a year and adjust when needed.

Current Waste Operations Work Sheet

I. DISPOSAL

Name of hauler: _____

List all collection points inside and outside the building: _____

Amount currently collected: _____

Frequency of collection: _____

Average bill: _____

Billing frequency: _____

Bills based on weight or volume? _____

Where is waste finally disposed (which landfill)? _____

II. RECYCLING

List current recycling efforts: _____

Material collected: _____

How are the recyclables collected? _____

Total amount recycled: _____

Percentage of overall waste currently recycled: _____

Recycling revenue: _____

Recycling costs: _____

Calculate avoided disposal costs (i.e., how much money you are saving by recycling as opposed to throwing away materials). Multiply the amount recycled by your disposal costs. Call 1-800-768-7348 for assistance.



South Carolina Department of Health
and Environmental Control

The S.C. Green Hospitality Alliance is a free, voluntary program designed to: 1) help South Carolina's hospitality industry reduce the environmental impact of its operations as well as incorporate environmental stewardship and sustainability in its business practices; and 2) promote and recognize member hotels, restaurants as well as other hospitality facilities for their environmentally conscious practices. The Alliance is a partnership of the S.C. Restaurant & Lodging Association and DHEC's Green Hospitality Program. Visit www.scdhec.gov/greenhospitality or call 1-800-768-7348 for more information.

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IDENTIFYING WASTE WORKSHEET

Use this worksheet to identify and record the types of waste produced, the areas of generation and potential waste reduction and recycling strategies. In some cases, a walk-through may indicate that an existing recycling program is not being fully utilized. The information needed to complete this worksheet can be obtained by conducting a walk-through of targeted functional areas of your facility, looking carefully at contents in waste containers as well as interviewing supervisors and employees. Certain areas tend to generate large amounts of waste, such as loading docks, guest rooms, kitchens, conference rooms and management offices. Also, review the grounds maintenance activities. Be sure that you have contacted the appropriate staff to inform them of the walk-through and that they support staff being interviewed. Consider interviewing housekeeping staff. Information will be most complete if you conduct the walk-through just before containers are emptied. Avoid conducting the walk-through when unusual activities are taking place or during unusually slow or busy times.

MATERIAL	IN THE WASTE STREAM?	ESTIMATED PERCENT OF WASTE STREAM	AREAS OF GENERATION	POTENTIAL WASTE REDUCTION AND RECYCLING STRATEGIES
PAPER				
Green bar computer paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White ledger paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White form-feed paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White copy paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
White ledger pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cash register receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Adding machine tape	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Windowed envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Colored paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Yellow legal pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Letterhead	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Message pads	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Newspapers	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Magazines	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Corrugated cardboard	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cardboard tubes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Mixed waste paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Unwanted mail	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Coated stock	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Stick-on notes	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Paperboard (e.g., cereal boxes)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Paper plates/cups	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Napkins/towels	<input type="checkbox"/> Yes <input type="checkbox"/> No			
PAPER (continued)				
Tissue paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Wax-coated paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Plastic-coated paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Carbon paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other paper	<input type="checkbox"/> Yes <input type="checkbox"/> No			
PLASTIC				
#1 PET (e.g., soda bottles)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#2 HDPE bottles (e.g., milk jugs)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#2 HDPE film	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#3 Vinyl bottles, pipe, siding	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#4 LDPE film	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#5 Polypropylene	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#6 Polystyrene foam	<input type="checkbox"/> Yes <input type="checkbox"/> No			
#6 Rigid polystyrene	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other plastic	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Continued on Back

MATERIAL	IN THE WASTE STREAM?	ESTIMATED PERCENT OF WASTE STREAM	AREAS OF GENERATION	POTENTIAL WASTE REDUCTION AND RECYCLING STRATEGIES
METAL				
Aluminum cans	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Aluminum foil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other aluminum (e.g., rain gutters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Steel cans	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other ferrous metals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other metals	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GLASS				
Brown	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Clear	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Green	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other glass	<input type="checkbox"/> Yes <input type="checkbox"/> No			
LIGHTING				
Fluorescent bulbs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Incandescent bulbs	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No			
FOOD SCRAPS				
Baked goods	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Cooking oil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fruit/vegetable scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Grease	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Meat scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other food scraps	<input type="checkbox"/> Yes <input type="checkbox"/> No			
WOOD				
Lumber	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Crates	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pallets	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Land-clearing debris	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other wood	<input type="checkbox"/> Yes <input type="checkbox"/> No			
YARD TRIMMINGS				
Grass clippings	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Leaves and brush	<input type="checkbox"/> Yes <input type="checkbox"/> No			
AUTOMOTIVE ITEMS				
Lead-acid batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used motor oil	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used oil filters	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Used antifreeze	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Scrap tires	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other automotive items	<input type="checkbox"/> Yes <input type="checkbox"/> No			
MISCELLANEOUS ITEMS				
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Linens/towels	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Mattresses	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rechargeable batteries	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Electronics	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Toner/inkjet cartridges	<input type="checkbox"/> Yes <input type="checkbox"/> No			
OTHER MATERIAL				

