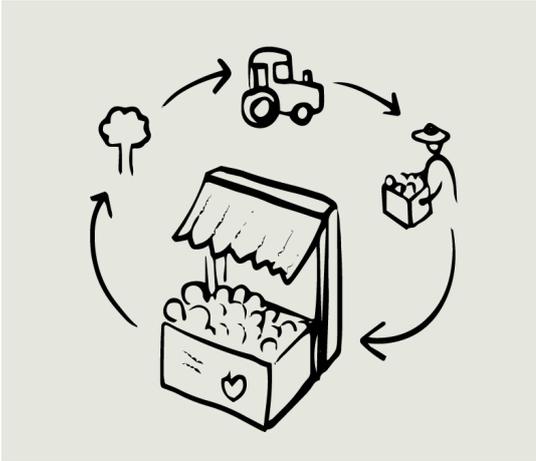


# Open Sauce Community Waste Audit Guide



## Welcome to the Open Sauce community of food system innovators!

By taking this simple step to do a waste audit, you're joining a community of Victorians working together to create a fair, regenerative and connected food system for Victoria.

As part of the Open Sauce community, we'd love to invite you to join our ongoing open innovation activities and workshops. Learn new skills, make connections and stay motivated on your zero-waste journey.

Find events, learn more about our ambitions and achievements, find inspiring recipes to help you make the most of your food, and buy Open Sauce products at [www.movingfeast.net/open-sauce](http://www.movingfeast.net/open-sauce).



## About Moving Feast

Open Sauce is a movement led by Moving Feast, a collective of Victorian social enterprises committed to reducing and diverting our collective waste from landfill to turn these precious resources into both edible and non-perishable products.

When the pandemic hit, the Moving Feast collective formed to provide culturally-appropriate food relief to tens of thousands of vulnerable people. We are now embarking on the next phase of our journey: to transform Victoria's food system.

Our aim is to work together to create an ecosystem of food system solutions that are connected, regenerative and increase food security for the two in every five Victorians who worry about running out of money for food.

## Why start with a waste audit?

A waste audit can reveal a lot about how your business is operating today. It can provide insights and inspiration on how you might reduce waste and increase the circularity (reuse) of items in your waste stream.

The first audit will provide a baseline of how much waste you have, what's in your waste stream, and how it's currently being sorted. You can then use this information to systematically plan how items in your waste stream might be diverted (e.g. food scraps to compost), re-used, eliminated, or be sorted correctly.

You can repeat waste audits seasonally or annually to see how you're tracking and continue making adjustments to your waste plan. This could save you money in the long run and will go a long way towards helping us collectively contribute to a healthy planet.



# Open Sauce Community Waste Audit Guide

## Before you start

### 1. Estimate your time and team required

For reference, it takes 2 people about 2-3 hours to work through a large wheelie bin (240L).

### 2. Consider the best time/s to conduct your audit

It may be tempting to plan the audit for your quietest day, but if this is also the day you produce the least waste, then you won't capture an accurate representation. If there is a lot of variation between days, consider conducting an audit on multiple days to find an average.

### 3. Plan for the different locations you need to audit

There may be different spaces or areas of your business you need to audit. Ideally you'd audit all locations within the same time period, but consider if this is possible when you have planned out your team and time required.

### 4. Establish roles and rules

Decide who will sort and weight waste, and who will record the results on the waste audit data sheet – dividing roles will make your audit faster and more consistent. Make sure you and your team are clear about which items should be placed in which bin. eg. paper towel may be used in food preparation, but it should not be placed in the food preparation bin as it is not food.

### 5. Be ready to adapt

This guide has been developed based on audits conducted for Moving Feast partners and what we learned from getting our hands dirty. If you've got any feedback or suggestions on how we can improve it, we'd love to hear it. You can submit feedback in the Google Sheet as part of recording and sharing your waste audit results here: [link TBC - see Google Sheet]

## Links and resources

### Organisations fighting food waste

[Open Sauce](#) – Database of circular economy ideas

[Reground](#) – a Victorian social enterprise helping to create a circular economy

[Waste Ninja](#) – a food waste recycling in Victoria and NSW

### Useful resources

[Information about plastics](#)

[Information about business recycling, including locations](#)

[Information about composting](#)



## My waste audit plan

Audit team: \_\_\_\_\_

\_\_\_\_\_

### Food waste audit:

\_\_\_\_\_

Hours allocated: \_\_\_\_\_

\_\_\_\_\_

Date & time: \_\_\_\_\_

\_\_\_\_\_

Date & time: \_\_\_\_\_

### Food waste audit:

\_\_\_\_\_

Hours allocated: \_\_\_\_\_

\_\_\_\_\_

Date & time: \_\_\_\_\_

\_\_\_\_\_

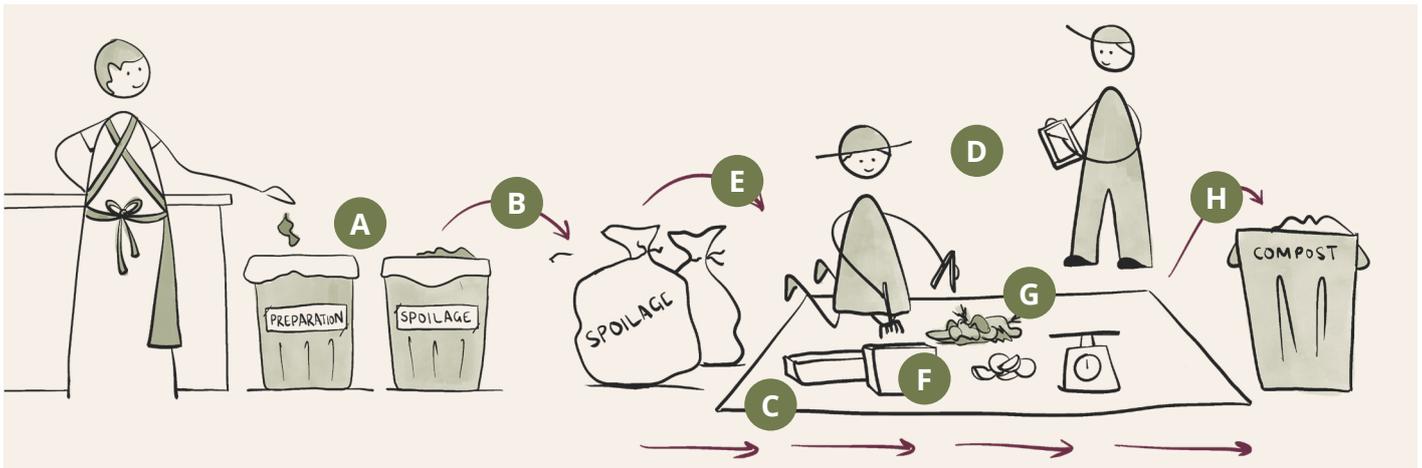
Date & time: \_\_\_\_\_

## Audit materials checklist

- Bins for waste collection
- Compostable bin liners
- Impermeable tarpaulin/material to sort waste on
- PPE: gloves, mask, first aid kit
- Stanley knife
- Mini rake and/or tongs (*optional, but useful*)
- Sorting and weighing containers
- Accurate scales (*you'll need to record both small and large volumes of waste, you may need 2 sets*)
- Clipboard and stationery (*pens/ permanent markers*)
- Printed waste audit data sheets (*we've found it's easier to record on paper and then update the audit spreadsheet after the audit*)
- A change of clothes (*for messier audits*)

# Food Waste Audit

## The Process



### 1. Collect your waste

- A** Place two bins in the area being audited, labeled 'Preparation' and 'Spoilage.' Line the bins with compostable bin liners.

The preparation bin is for food waste from preparation activities eg. veggie scraps, meat off-cuts, fruit skins and cores, left over ingredients.

Spoilage encompasses food that was usable but is no longer and any post-preparation food waste eg. rotten fruit/veg, food that is past its use-by date, unsold/ un-reusable food items at the end of service, stale foods etc.

- B** As each bin fills up, remove and tie the bin liner, label it and take it to the waste audit sorting area. Place a new liner in the bin and repeat for the duration of the audit collection period.

### 2. Set up your audit

- C** Lay out a non-permeable tarp on the ground, or prepare a table to do the audit. It will get messy!

Set up a clear workflow, so the waste moves from the unsorted bin liners from the collection area, to your sorting and weighing area, into a disposal bin.

Collect the equipment in your audit checklist, including weighing containers and scales.

- D** Agree on your roles and check you have everything you need to sort and weigh or record your results.

### 3. Sort and weigh food waste

- E** Empty a bin liner into your sorting area, noting and recording whether it is preparation or spoilage on the recording sheet.

- F** Weigh your containers and write the weight on them, or tare the scales so you are not recording the weight of the container– just the food waste.

- G** Use your tongs or mini rake to sort through and separate different types of food waste. Weigh and record your results.

If there is a mix of usable and unusable parts of an item or type of food, separate these out and record the usable and unusable quantities: this is where your Stanley knife will come in handy.

- H** Once food waste has been weighed and data has been recorded, dispose of it in the disposal bin.

### 4. Record your results

We recommend printing the Recording Sheet and recording the data by hand, and updating the spreadsheet afterwards, to track your audits, but you could also enter data directly into the spreadsheet.

The Recording Sheet includes shorthand for different categories, to make it faster to record by hand. Waste Type categories are as follows:

**By-product:** food waste from the food production process, and could have potentially been used eg. vegetable scraps, meat off-cuts, coffee grounds, husks.

**B-grade:** food items that are considered unsellable/ unusable due to flaws. eg. imperfect fruit and vegetables, improperly raised bread, burnt cookies.

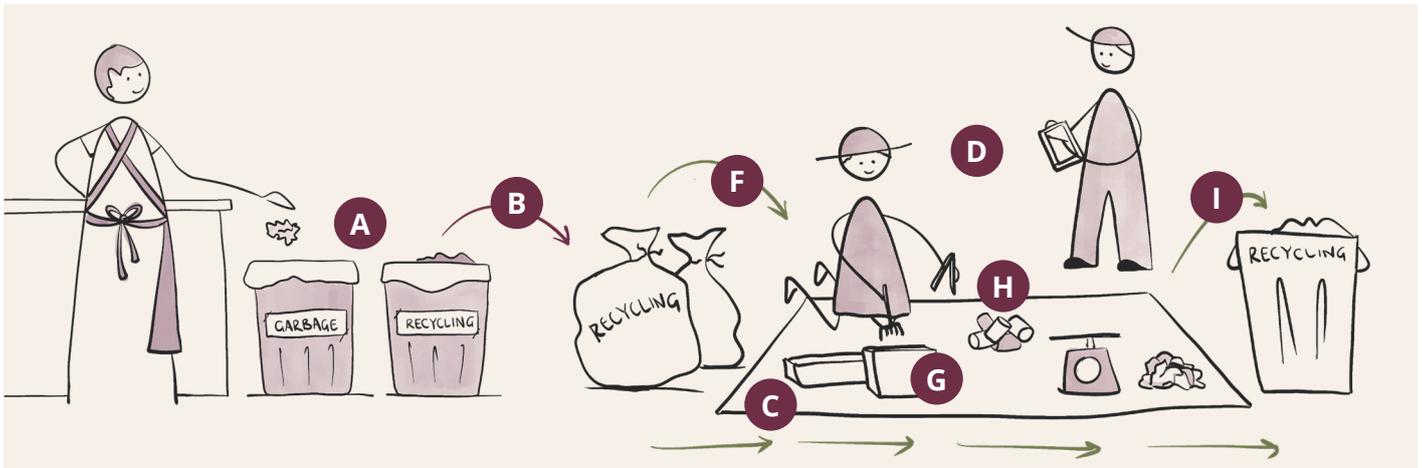
**Unsold:** This waste type consists of items that could have been sold but were not. eg. leftover pastries, pies.

**Solid Waste:** any solid waste that has been incorrectly disposed of in the food waste audit bins.



# Solid Waste Audit

## The Process



### 1. Collect your waste

- A** Place two bins in the area being audited, labeled 'Recycling' and 'Garbage.' Line the bins with compostable bin liners.

Ensure that you are not putting food waste into the garbage (or recycling!) bins during the waste audit. If you do not already have specific food waste bins, set one up for the duration of the waste audit to avoid food waste contaminating your general waste bin.

- B** As each bin fills up, remove and tie the bin liner, label it and take it to the waste audit sorting area. Place a new liner in the bin and repeat for the duration of the audit collection period.

### 2. Set up your audit

- C** As with the food audit, set out a non-permeable tarp on the ground, or prepare a table to do the audit.

Set up a clear workflow, so the waste moves from the unsorted bin liners from the collection area, to your sorting and weighing area, into a disposal bin.

Collect the equipment in your audit checklist, including weighing containers and scales.

- D** Agree on your roles and check you have everything you need to sort and weigh or record results.
- E** Be wary that the solid waste streams are likely to contain sharp and potentially hazardous material. Wear gloves, use tools instead of your hands where possible, and always have a first aid kit ready. We recommend that at least 2 people are present when conducting solid waste audits.

### 3. Sort and weigh solid waste

- F** Empty a bin liner into your sorting area, noting and recording whether it is preparation or spoilage on the data sheet.

- G** Weigh your containers and write it on them, or tare the scales so you are not recording the weight of the container— just the solid waste.

- H** If you have the space, sort through everything you've emptied from a bin liner and group together items that are the same (eg. soft drink cans, beer bottles) before you weigh them. This will help you to be more efficient with your weighing and avoid doubling-up entries on the Recording Sheet.

Some items that are light weight, such as soft plastics, may even be worth grouping together for weighing once you have sorted through all bin liners in the audit.

- I** Once food waste has been weighed and data has been recorded, dispose of it in the disposal bin.

### 4. Record your data

We recommend printing the Data Recording Sheet and recording the data by hand, and updating the online data sheet afterwards, to track your audits, but you could also enter data directly into the online data sheet.

The Data Recording Sheet includes a column for whether the correct disposal procedure was followed. This would most commonly be cleaning an item before it is recycled, such as washing residual food out of cans or bottles before recycling. It could also be wrapping broken glass or other hazardous material correctly before it is thrown into the garbage bin.

If there is no correct disposal procedure to be followed simple write N/A. For example, empty soft drink cans do not need to be rinsed before being recycled.



