

Do-It-Yourself Waste Sort Kit

Equipment check-list

The following equipment is provided by the Bureau of Planning and Sustainability:

- Scale
- 12 Blue Bins
- Clip board and data Sheet (to collect weights and note observations)
- Tarp
- Gloves (non latex)
- Hand sanitizer

It is recommended that the waste sort team bring their own washable rubber-coated work gloves to the sort to minimize waste. If borrowing equipment from the Bureau of Planning and Sustainability, your business will need to sign a release form.

Pulling the sample

- 1) Before the sort, decide on the size of the sample volume. 1-3 yards should be fine, depending on how many people you have helping and how big your business is.
- 2) Next, decide which location(s) the waste be sampled from (for example, kitchen, break rooms, call center, etc.). If sampling from multiple locations, the locations should be easily distinguishable for the day of the sort. This can be accomplished by:
 - o Labeling bags according to the area/departments they were collected with a sticker or twist-tie tag, or
 - o Using different colored garbage bags in the areas/departments being sampled.

Note: To pull a representative sample, make sure that the volume of garbage from the sample areas represents the total volume ratio.

- 3) Finally, have the individual(s) collecting the waste (likely the janitorial company) set it to the side for a set time period prior to the day of the sort so that the waste never enters the dumpster.

Assessing the waste

- 1) Prior to the sort, take a moment to note any seasonal variations or anomalies that would cause the material being collected on your sort date to be unrepresentative of typical business operations.
- 2) Decide sort categories ahead of time but remain flexible to expanding the categories as you go along. Standard categories are listed on the sample data sheet on page three.
- 3) Take into account waste and recyclable items unique to your business as well as waste prevention opportunities (garbage that is neither recyclable nor compostable that could have been avoided through changes in purchasing or use).

Selecting a sort location

Be conscious of the weather and its effect on the sort. During warm months it is best to conduct the sort either early in morning or under cover. In rainy months, it is best to conduct the sort under cover.

If the sort will be in view of the public, be sure to explain in advance the purpose of the activity and advise public relations staff (if applicable).

Date of Sort: _____ Waste Evaluator(s): _____

Material Type	Category	Bucket Weights*	Notes
Paper Products	Cardboard		
	Office paper		
	Scrap paper (including newspaper and magazines)		
Containers	Glass bottles & jars		
	Bottles & cans (Tin, aluminum and plastic)		
Other Recyclables or compostables	Food and food-soiled paper		
	Plastic film		
	Scrap metal		
	Additional plastics		
	Wood		
Waste prevention potential	To-go drink cups		
	To-go food containers		
	Other		
Landfill			

* Take into account the weight of the bucket when calculating totals.

Category Definitions

Cardboard	Cartons and boxes with the wavy (corrugated) inner layer. Also includes brown paper bags. Excludes waxed and paper-coated cardboard.
Office paper	All printer/copier paper, all colors.
Scrap papers	Junk mail, brochures, boxboard (such as cereal boxes), envelopes, construction paper, blue print paper, sticky labels, file folders, hanging file folders, greeting cards, paperback books, newspapers, magazines, spiral-bound notebooks, drink boxes and milk cartons.
Glass Bottles & Jars	All clear, green, brown bottles and jars, including broken glass identified as a bottle or jar. Does not include dishware, light bulbs, vases or any other type of glass.
Bottles, Cans, Tubs and Jars (Tin, Aluminum and Plastic)	Containers for carbonated drinks, juice, coffee, tea, and water, aluminum cans, foil, steel and tin cans. Includes tubs, jars buckets, and plant pots. Does not include lids.
Food and food-soiled paper	Includes fruits, vegetables, meat, bones, rice, beans, pasta, bakery items, cheese and eggshells. Also includes food-soiled papers like: waxed cardboard, napkins, paper towels, uncoated paper plates, tea bags, and coffee grounds/filters. Yard debris items such as; floral trimmings, tree trimmings, leaves, grass, brush and weeds are also included.
Plastic Film	Plastic bags and flexible plastic film including plastic packaging, plastic strapping, and other flexible plastic items.
Scrap metal	Large and small scraps of metal, including discarded nails, screws, bolts, and other small metal pieces.
Additional Plastics	Other non-bottle plastic containers such as yogurt cups and other food containers, rigid plastic packaging, buckets and plant pots.
Wood	Dimensional lumber, wood pallets and crates, untreated wood furniture and other objects made of unfinished/untreated wood.
To-go drink cups	Most to-go drink cups and lids are not recyclable or compostable in Portland's current system.
To-go food containers	Most to-go food containers are not recyclable or compostable in Portland's current system.
Landfill	Other Non-recyclables may include all other materials that do not fit in the above categories, such as materials identified as opportunities for waste prevention; for example, used office supplies.