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| ***Instructions to complete the template for your Waste Audit***  *All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Additional Resources[[1]](#footnote-2) can be found here:*    * [*Waste Auditing Guiding Principles*](http://bomacanada.ca/wp-content/uploads/2016/09/BOMA-Canada-Waste-Auditing-Guide.pdf) *and* [*Waste Auditing Requirements*](http://bomacanada.ca/wp-content/uploads/2016/09/BOMA-BEST-Waste-Auditing-Requirements.pdf) *(BOMA Canada)*    * [*Example Waste Audit Report*](https://docs.ontario.ca/documents/3939/ici-guide-revised-july-08.pdf)    * [*3RCertified*](http://3rcertified.ca/) *is a certification program for buildings in the Industrial, Commercial, and Institutional (IC&I) sectors that reviews how organizations manage solid waste reduction and diversion operations.* 4. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 5. *Complete the Checklist below to confirm your Waste Audit meets the BEST Practice requirements.* |

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| ***Checklist***  *The Waste Audit Report, compliant with the* [*Waste Auditing Requirements*](http://bomacanada.ca/wp-content/uploads/2016/09/BOMA-BEST-Waste-Auditing-Requirements.pdf) *and conducted in the last three (3) years from the date of BOMA BEST verification, must include:*  *The period and duration of the waste sampling and the waste audit sample size*  *Details specific to each collected waste stream, including total weight / volume of each waste stream and overall total.*  *How the waste data was categorized, evaluated and analyzed based on its composition*  *Summary of the sampling protocol and methodology used*  *Annualization of daily waste as well as other waste stream such as construction, renovation and demolition (CRD) waste and hazardous materials*  *Diversion rate and capture rate.*  *Summary of recommendations for improving waste diversion.*  *(Optional) Tenant Annual Generation and Disposal Weight. If tenant-managed waste streams are included in the reported diversion rate, they must also be included in the audit.*  *(Optional) Waste data for all materials (divertible and disposable) collected by the tenant independent of the building system.*  *(If applicable) Copy of 3R Certification achieved for the building.* |

**WASTE AUDIT**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert Date of Waste Audit]

# Executive Summary

[Insert Key Findings]

Refer to the attached **Appendix** for Waste Audit completed by [Insert Name and Organization of person who completed the Waste Audit].

*Summarize the key findings or pertinent points from the Waste Audit, such as waste annualization, waste total, diversion rate and capture rate.*

# Strategy

## Audit Team

[Describe qualifications of person / third party consultant engaged to conduct the waste audit.]

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| * *The audit must be performed by a person (typically a third-party consultant) with adequate qualifications as well as suitable training and experience.* * *Competency is based on the following criteria:* * *Adequate qualifications – the person has a good working knowledge and understanding of the legislation surrounding waste;* * *Suitable training – the person must have training that is appropriate to performing a waste audit and which complies with regional minimum safety training requirements; and* * *Sufficient experience – the person must have enough experience to safely perform the work without supervision or with only a minimal degree of supervision.* |

## Audit Plan

[Describe the audit plan for the building, such as the activities and arrangements for the audit.]

*The methodology selected must be adapted to the needs and particular characteristics of the landlord organization and building site in order to obtain precise, consistent results.*

*To define the scope, consider waste stream materials, sample size and date, tracking requirements, records, data reliability, communicating the plan and preparing the sampling area.*

## Methodology

[Briefly describe the waste audit methodology applied.]

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| *Describe qualitative and quantitative activities as well as data analysis method, including:*   * *The audit sampling method used* * *The sample size; the sample date* * *The method of annualization* * *Highlights of observations (annotated and/or photographs)* * *Qualitative findings (such as waste annualization, waste total, diversion rate and capture rate)* * *Quantitative findings* * *Recommendations (if in the scope of the audit)* * *Waste reduction work plan; and waste audit summary forms or equivalent in in accordance with municipal, provincial and federal regulations.* |

## Recommendations

[Provide summary of recommendations for improving waste diversion following review of Waste Audit.]

# Conclusion

[Insert recommended next steps and closing statements. Sign and date document.]

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[Insert name and signature of person responsible for conducting the Waste Audit]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Waste Audit was completed]

Appendix: Waste Audit

*Attach the most recent Waste Audit (compliant with the* [*Waste Auditing Requirements*](http://bomacanada.ca/wp-content/uploads/2016/09/BOMA-BEST-Waste-Auditing-Requirements.pdf)*) completed by the third-party consultant or “in-house” technical staff of the building. These assessments are valid for three (3) years.*

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)