



DESKTOP WASTE AUDIT



INTRODUCTION

A desktop waste audit is a simple way for Clubs to understand their waste generation without conducting a physical waste sorting exercise. Instead, the audit uses waste collection data from invoices or reports provided by your waste contractor.

This approach allows Clubs to calculate the quantity of waste sent to landfill compared with the amount recycled. It provides a useful starting point for Clubs beginning their sustainability journey or when a physical waste audit is not practical.

Desktop waste audits support the Together Greener Programme by helping Clubs establish a clear baseline and identify realistic targets for improving recycling and reducing waste.





WHEN TO CONDUCT?

When to Conduct a Desktop Waste Audit?

A desktop waste audit should be conducted at the beginning of your sustainability journey and repeated periodically to monitor progress.

It can also be used as an interim step before conducting a full waste audit.



WASTE AUDIT STEPS

Step 1 – Form an Audit Team

Identify a small team of Club volunteers, staff or committee members who will gather and analyse the data.

Step 2 – Request Waste Data

Collect waste invoices or reports from your waste contractor or Club treasurer.

These should include information on:

- General waste collections.
- Recycling collections.
- Food waste collections.
- Bin sizes and number of lifts.

Ideally, collect data covering the previous 12 months.

Step 3 – Complete the Data Sheet

Record the following information for each billing period.

- Waste contractor.
- Number of bins.
- Bin size.
- General waste collected.
- Recycling collected.
- Food waste collected.
- Collection cost.





Together Greener Programme

ANALYSING RESULTS

Calculate totals for the year to understand:

- Total waste produced.
- Percentage recycled.
- Waste disposal costs.





NEXT STEPS

Share the Findings

Share the results with Club leadership, volunteers and members to raise awareness of waste levels and identify opportunities for improvement.

Set Targets

Set realistic annual goals for reducing general waste and increasing recycling rates.

Monitor Progress

Repeat the desktop audit annually to measure improvement and track the impact of new waste initiatives.

Conduct a full waste audit

Conduct a full waste audit using the Together Greener ‘Waste Audit Guide’.





WASTE AUDIT RECORDING FORM

Date:
Bill period:

Audit Summary

SUMMARY TOPIC	NUMBER (#) / SIZE (#) / WEIGHT (KG) / LIFTS (#)	COST £
Number of bins		
Size of bins		
Total General Waste (Kg)		
Total number of lifts - General Waste (#)		
Total Recycling Waste (Kg)		
Total number of lifts - Recycling Waste (#)		
Total Food Waste (Kg)		
Total number of lifts - Food Waste (#)		



FURTHER SUPPORT

Completing a desktop waste audit provides a useful starting point for understanding how much waste your Club produces and how effectively it is being recycled. By analysing waste collection data, Clubs can establish a baseline and identify trends in waste generation and disposal.

You do not need to complete a full physical waste audit straight away. The information gathered through this exercise can already highlight opportunities to reduce general waste, increase recycling rates and manage waste more efficiently.

This audit can be repeated annually to monitor improvements and track the impact of actions introduced by the Club.

Use what you have learned in this resource to:

- Inform one of your Green Goals.
- Track your Club's recycling and general waste performance.
- Identify opportunities to reduce waste disposal costs.
- Prepare for a future full waste audit if needed.

Understanding your waste data is an important step in helping your Club move towards more sustainable and circular waste management practices.

Further information on Waste can be found at www.faw.cymru/TogetherGreener-waste

If you require support completing this audit, please contact sustainability@faw.cymru