



Options for Tracking Waste in Facilities

There are several ways to track the amount of waste your facility produces and diverts, including tracking actual waste stream tonnage from existing records of actual waste stream tonnage or by estimating tonnage based on total volume. This worksheet helps you find a system of tracking that works best for your facility and includes information found on p. 15 of the [Trash Free Potomac Facility Guidebook](#), which can be downloaded from the online Resource Hub found at TrashFreePotomac.org.

Actual waste stream tonnage: Weight of trash and recycling can be obtained from examining records.

From Collection Companies: Collection companies often supply this information on invoices and weight tickets or from revenues received from recycling or it is included in recycling collection contracts. If you currently don't receive this information, ask your collection company to start including it on invoices.

Within your Facility: Purchasing invoices, maintenance, inventory, operating logs, and guidelines are also good places to look for data on how much recycling and trash you are producing. You can also use the scale data from trash compactors.

Estimated Waste Stream Tonnage: If the actual waste stream tonnage is not available or if you share a waste collection contract with other entities, you can also estimate your waste and recycling progress based on the size and number of containers and the frequency of collection. This involves monitoring frequency of collection and how full the containers are when collected. Track your recycling and trash visually using the datasheets for tracking waste found on the [online Resource Hub](#) or use your own system.

To estimate weights, use the table on the next page for conversion estimates or weigh your collection containers and extrapolate from there. The calculations involving finding the Recyclable Material Capacity the bins you use and multiply it by how full the containers are at time of disposal. This will give you the estimated weight. We have provided a "Recycling Containers and Capacity Estimates" table on the next page that supplies estimates for you to use.

Example. Your business has a 90-gallon recycling cart for commingled materials which is typically three quarters full when it is collected once a week. Use the chart on the next page to find that a 90-gallon recycling cart weighs 80 pounds when filled with comingled materials. Multiple this number by 0.75, because the container is three quarters full when collected. This gives you how heavy the container is when collected, which is 60 pounds a week. Multiple the weekly recycling weight by 4, the number of weeks in a month, to get the monthly amount of recycling collected, which is 240 pounds per month. See the next page for an example spreadsheet for calculating your workplace's recycling rate using the Recycling Containers and Capacity Estimates.

Recycling Containers and Capacity Estimates*

For use in helping you consider the amount of refuse tonnage collected within refuse containers (bins, carts, dumpsters). Shaded areas indicate this size container is not normally used for this material.

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in feet)	RECYCLABLE MATERIAL CAPACITY (in pounds) <i>These are estimates and are subject to change</i>							
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Aluminum (Whole Cans)	Glass (Whole bottles/jars)	Steel (Whole cans)	Plastic (Whole bottles)	Com-mingled Containers
A. 32-Gallon Trash Can	0.18	1.5/1.5/3	75	72		13	99	27	5	29
B. 90-Gallon Cart	.5	2.5/2.5/4	225	175		37	275	75	15	80
C. Wheeled Hamper/ Container	1.5	2.5/4/3	325	600						
D. Recycling Group Containers	Varies	1.5/1.5/4 Largest	60	48		18	90	32	8	N/A
E. Dumpster (2 yds)	2	3/4/4	500	800	150	148	1,100	300	60	320
F. Dumpster (4 yds)	4	4/4/5	1,000	1,600	300	296	2,200	600	120	640
G. Dumpster (6 yds)	6	4/5/6		2,400	450	444				960
H. Roll-off container	10	6/22/4		4,000	750					
I. Roll-off container	20	6/22/5		8,000	1,500					
J. Roll-off container	30	6/22/6		12,000	2,250					

* This table is from Montgomery County, Maryland, Division of Solid Waste Services. 101 Monroe Street, Rockville, MD 20850. Phone: (240) 777-6400. For more information on Montgomery County's Business Recycling and Waste Reduction Program (SORRT) visit www.montgomerycountymd.gov/recycling.

Example Calculations to find Estimated Monthly Recycling Rate

Type of Container	Material Type	Recyclable Material Capacity (lbs) <i>found in table above</i>	Number of Containers	Average Fullness Level	Frequency of Collection per month	Estimated Tonnage [§] lbs. per month
90-Gallon Cart (B)	Comingled Recycling	80 lbs	1	75%	every week = 4	$80 \times 1 \times 0.75 \times 4 = 240$
Dumpster— 2 yds (E)	Comingled Recycling	320 lbs	2	$(25\% + 75\%) \div 2 = 50\%$	1	$320 \times 2 \times 0.5 \times 1 = 320$
Roll-off Container (H)	Cardboard (loose)	750 lbs	1	50%	every 2 mo.= 0.5	$750 \times 1 \times 0.5 \times 0.5 = 188$
Total Estimated Tonnage for Recycling						$240 + 320 + 188 = 748$

[§] To find the estimated tonnage for each type of container, multiply the recyclable material capacity by the number of containers, their average fullness level, and how often they are emptied every month.