**Tool 2.A1.2 - Recording sheet for waste composition analysis**

**(A) – Kitchen/Canteen**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cluster: Kitchen / Canteen**  **Date:** | | | |
|  | | **Weight** | **Comments** |
| **Tare weight\*** | |  |  |
| **Total weight** | |  |  |
| **Waste categories** | |  |  |
| 1 | Kitchen / canteen waste |  |  |
| Food leftover served |  |  |
| Food leftover unserved |  |  |
| Vegetable/ fruit waste |  |  |
| 2 | Garden / park waste |  |  |
| 3 | Paper & cardboard |  |  |
| 4 | Plastics - film |  |  |
| 5 | Plastics - dense |  |  |
| 6 | Metals |  |  |
| 7 | Glass |  |  |
| 8 | Textiles & shoes |  |  |
| 9 | Wood (processed) |  |  |
| 10 | Special wastes |  |  |
| 11 | Composite products |  |  |
| 12 | Other |  |  |
|  | **TOTAL** |  |  |

*\** *Weight of the empty containers (e.g. plastic bucket, etc.), to be subtracted to the weight measured afterwards.*

*Note that the waste fraction presented here are the waste fractions defined by UN-Habitat presented in the Zero-waste at school step-by-step Guidebook, Part 3, chapter (B). This list can be adapted to the local context if needed.*

*Note that you can add a column for the volume of the waste to define the waste density. Such information is particularly relevant when defining bins size and collection system required.*

**(B) – Other**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cluster:**  **Date:** | | | |
|  | | **Weight** | **Comments** |
| **Tare weight\*** | |  |  |
| **Total weight** | |  |  |
| **Waste categories** | |  |  |
| 1 | Kitchen / canteen waste |  |  |
| 2 | Garden / park waste |  |  |
| 3 | Paper & cardboard |  |  |
| 4 | Plastics - film |  |  |
| 5 | Plastics - dense |  |  |
| 6 | Metals |  |  |
| 7 | Glass |  |  |
| 8 | Textiles & shoes |  |  |
| 9 | Wood (processed) |  |  |
| 10 | Special wastes |  |  |
| 11 | Composite products |  |  |
| 12 | Other |  |  |
|  | **TOTAL**  *Sum of the above to cross-check the value given above* |  |  |

*\** *Weight of the empty containers (e.g. plastic bucket, etc.), to be subtracted to the weight measured afterwards.*

*Note that the waste fraction presented here are the waste fractions defined by UN-Habitat presented in the Zero-waste at school step-by-step Guidebook, Part 3, chapter (B). This list can be adapted to the local context if needed.*

*Note that you can add a column for the volume of the waste to define the waste density. Such information is particularly relevant when defining bins size and collection system required.*