

F-00**Audit Design Brief**

Completed during design (§02); the protocol every other form follows

AUDIT ID	ORGANIZATION / SITE	AUDIT LEAD
DATE PREPARED	CATEGORY LIST VERSION	REPORT DUE

Primary objective & metrics promised

OBJECTIVE (ONE PRIMARY) · METRICS THIS DESIGN SUPPORTS (COMPOSITION / GENERATION / CAPTURE / CONTAMINATION / EVALUATION)

Sampling frame

GENERATORS INCLUDED · STREAMS SAMPLED · GENERATION PERIOD · EXCLUSIONS

Strata & sample plan

Stratum / group	Streams	Sorting samples	Sample size basis (§03)

Seasons & schedule

EVENTS PLANNED · TARGET WEEKS · AVOID DATES (§02 SEASONALITY)

Rules & tolerances

Item	Rule for this audit

Item	Rule for this audit

Pre-filled defaults: mass balance ±5% per sample · scale verification 3×/day · sub-sampling by coning & quartering to 91–136 kg · categories per list version above · deviations recorded on F-04.

Known limitations (stated in advance)

Approvals

Role	Name	Signature	Date

F-01

Pre-Audit Site Survey

Completed at the site visit, before the crew is booked

AUDIT ID	SITE NAME	ADDRESS
HOST CONTACT (NAME / PHONE)	EMERGENCY CONTACT	SURVEYED BY · DATE

Waste system as found

Stream	Present ?	Container type & size	Count	Location	Collection schedule / hauler

Compaction equipment (type, shared?, can compaction be held?)

Access & logistics

Item	Notes

Rows to complete: delivery route & parking · candidate sort areas (surface, size) · water access · power & light · washrooms · host site rules / orientation required.

Occupancy denominators

Denominator (employees / households / beds / covers)	Value	Period	Source (who provided it)

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Site sketch / container photo log reference

PHOTOS TAKEN (IDS) — CONTAINER INVENTORY DOUBLES AS THE §11 'BEFORE' RECORD

F-02

Sample Tracking Log

One line per sample — the chain of custody; a sample without a complete line is excluded

AUDIT ID	EVENT / SEASON	SUPERVISOR	DATE(S)
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Sample ID	Source (dept / route / group code)	Stream	Gen. period (start–end)	Collected (date · by)	Arrival condition	Gross kg · time	Sub-sampled? (retained fraction)	Sort status	Disposal ✓

F-03

Category Weight Tally

One page per sample · net = gross – tare · zeros are recorded, not left blank

AUDIT ID		SAMPLE ID (FROM F-02)		DATE	
CATEGORY LIST VERSION		RECORDER		SCALE CHECKS (TIMES ✓)	

Code	Category	Tare (kg)	Gross (kg)	Net (kg)
R-01	Corrugated cardboard (OCC)			
R-02	Boxboard			
R-03	Mixed paper			
R-04	Aluminum containers			
R-05	Steel / tin cans			
R-06	Glass containers			
R-07	PET bottles (#1)			
R-08	HDPE containers (#2)			
R-09	Other rigid plastics			
R-10	Film & flexible plastics			
R-11	Cartons & poly-coated fibre			
O-01	Food waste			
O-02	Yard & garden waste			
O-03	Compostable paper & certified compostables			
W-01	Textiles, rubber & leather			
W-02	Composite & multi-material			
W-03	Hygiene products			
W-04	Wood & C&D;			
W-05	Other residual			
S-01	Electronics			
S-02	Batteries			
S-03	Household hazardous			
S-04	Sharps & biomedical			
—	(added category — record ruling on F-04)			

Sum of category nets (kg)		Sample gross, from F-02 (kg)	
Mass balance: [gross – sum of nets] ÷ gross		Result (≤5% = PASS)	

A failed balance triggers reconciliation before disposal: re-add the column · confirm tares · sweep tarp and table · re-weigh implausible entries · note the outcome here and on F-04.

F-04

Observations & Rulings Log
 Numbered entries, kept by the supervisor; rulings apply for the remainder of the audit

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 Numbered entries, kept by the supervisor; rulings apply for the remainder of the audit

AUDIT ID	EVENT / DATE	SUPERVISOR	PAGE ____ OF ____
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F-05

Photo Log

Written at the moment of capture; the sample tag is in frame for every sample photo

AUDIT ID	EVENT / DATE	CAMERA / PHONE ID	PHOTOGRAPHER
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[illegible]

Minimum set

- site before setup ■ every spread pile with tag ■ each set-aside item ■ every completed form at day's end ■ site after teardown

F-06

Job Hazard Analysis

Completed in planning; reviewed aloud on site each morning before the briefing

AUDIT ID	SITE	PREPARED BY · DATE	MORNING REVIEW (INITIALS · DATE)
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Task	Hazards identified	Controls in place	Residual risk (L/M/H)
Receive & stage samples			
Gross weigh & tip			
Open bags			
Hand sort			
Weigh & record			
Dispose & clear			
Teardown & decontamination			
Site-specific: _____			
Site-specific: _____			

Reference hazard classes (§04): sharps · biological · chemical · suspected drug waste · laceration · ergonomic · environmental · site & mobile equipment · psychosocial. The never-hand-sort list and the needlestick protocol are posted at the sort area.

Emergency information for this site

Item	Detail

Rows: site address as spoken to dispatch · nearest emergency department · first aider(s) on crew · designated vehicle & driver · host emergency contact.

F-07

Incident & Near-Miss Report

Completed the day of the event, however minor; near-misses are the cheapest lessons

AUDIT ID	DATE · TIME OF EVENT	LOCATION ON SITE
REPORTED BY	PERSON(S) INVOLVED	SUPERVISOR NOTIFIED (TIME)

Type (check all that apply)

☐ injury ☐ sharps / percutaneous exposure ☐ splash / mucous-membrane exposure ☐ chemical contact ☐ equipment / property ☐ near-miss ☐ other: _____

What happened (facts, sequence, materials involved)

Immediate response & first aid / medical attention

WOUND CARE · EXPOSURE FLUSH · MEDICAL EVALUATION SOUGHT (WHERE, WHEN) — SEE §04 NEEDLESTICK SEQUENCE

Notifications

Notified	Yes/No	When	By whom

Rows: occupational health / WSIB-workers' comp (per jurisdiction timelines) · host facility · client / lead · other.

Follow-up actions (what changes so this cannot recur)

Role	Name	Signature	Date

Equipment & Packing Checklist

Check off at packing and again at teardown inventory; quantities sized for a 4–5 person crew

AUDIT ID		EVENT / DATE	PACKED BY	RETURNED / INVENTORIED BY	
Group	Item	Qty	Pack ✓	Return ✓	Cost (\$)
Weighing	Platform scale (≥ 150 kg, ≤ 0.05 kg)	1 (+1 backup)			
Weighing	Check weight (10–20 kg, known)	1			
Weighing	Hanging scale (optional)	1			
Sorting	Sorting tables (~90 cm)	2			
Sorting	Category containers, numbered & colour-flagged	25–40			
Sorting	Tarps ≥ 6 mil (~5×6 m)	3			
Sorting	Contractor bags (3 mil)	1 box			
Hand tools	Tongs / grabbers	1 per sorter			
Hand tools	Safety cutters & bag hooks	1 per sorter			
Hand tools	Rakes · shovel · broom · magnet wand	1 set			
Safety	PPE sets per §04 standard	crew + 2 spare			
Safety	Nitrile gloves (2–3 changes/person/day)	boxes			
Safety	Hygiene station: handwash, soap, towels, sanitizer	1			
Safety	Eyewash · first aid kit · ABC extinguisher	1 each			
Safety	Sharps containers	1 per table			
Safety	Spill absorbent	1 kit			
Data	Forms F-00–F-07 printed (+20% tally sheets)	3 clipboards			
Data	Sample tags · container labels · stream dots	rolls			
Data	Pencils · waterproof markers · duct tape	set			
Data	Camera (charged) · battery bank	1			
Site	Canopy tents (+sidewalls)	1–2			
Site	Power / lighting as needed	—			

Teardown inventory: losses discovered at pack-out are findable; losses discovered next audit are not. Decontamination per §05 before storage.

Category Reference Cards

One card per tier-2 category — print, laminate, keep at the tables

R-01 • Corrugated cardboard (OCC)

RECYCLABLE

Shipping boxes, corrugated sheet.

Tier 3: Clean · waxed · soiled

Rule: Flatten to judge; waxed OCC not fibre-recyclable in most programs.

R-02 • Boxboard

RECYCLABLE

Cereal/tissue/shoe boxes, cores, moulded pulp.

Tier 3: —

Rule: Remove liners to their own material.

R-03 • Mixed paper

RECYCLABLE

Newsprint, office paper, magazines, kraft, books.

Tier 3: Newsprint · office · magazines · shredded

Rule: Personal documents bagged unread.

R-04 • Aluminum containers

RECYCLABLE

Beverage cans, clean foil & trays.

Tier 3: Cans · foil

Rule: Heavily food-soiled foil may be ruled residual — record it.

R-05 • Steel / tin cans

RECYCLABLE

Food & beverage steel cans; empty aerosols where ruled.

Tier 3: —

Rule: Magnet wand distinguishes from aluminum.

R-06 • Glass containers

RECYCLABLE

Bottles and jars, all colours.

Tier 3: Clear · coloured

Rule: Tongs for broken glass; ceramics/window glass → residual.

R-07 • PET bottles (#1)

RECYCLABLE

PET beverage & food bottles/jars.

Tier 3: Deposit · non-deposit

Rule: Empty; caps stay on.

R-08 • HDPE containers (#2)

RECYCLABLE

Jugs, detergent & rigid HDPE bottles.

Tier 3: —

Rule: Caps stay with container.

R-09 • Other rigid plastics

RECYCLABLE

Tubs, lids, #3–#7, polystyrene.

Tier 3: #3–#7 · PS rigid · PS foam

Rule: Open PS tier-3 only where a program exists.

R-10 • Film & flexible plastics

RECYCLABLE

Bags, stretch wrap, film.

Tier 3: Bags · wrap · other film

Rule: Empty of contents before weighing — hidden-weight bias.

R-11 · Cartons & poly-coated fibre RECYCLABLE Gable-top & aseptic cartons, cups, laminated paper. Tier 3: Gable · aseptic · cups Rule: Empty and drain before weighing.	O-01 · Food waste ORGANICS All food, edible or not. Tier 3: Avoidable (by type) · unavoidable Rule: Decant liquids; note saturation on F-04.
O-02 · Yard & garden waste ORGANICS Grass, leaves, brush, branches. Tier 3: Grass/leaves · brush Rule: Strongly seasonal (§02).	O-03 · Compostable paper & certified compostables ORGANICS Food-soiled paper, towels, certified compostable packaging. Tier 3: Soiled fibre · certified plastics Rule: Only where the local program accepts them.
W-01 · Textiles, rubber & leather RESIDUAL Clothing, shoes, rubber, leather. Tier 3: Reusable · scrap Rule: Reusable split supports reuse programs.	W-02 · Composite & multi-material RESIDUAL Chip bags, laminates, blister packs. Tier 3: — Rule: Inseparable by hand in seconds → here.
W-03 · Hygiene products RESIDUAL Diapers, sanitary, pet waste. Tier 3: — Rule: Weighed, never opened or examined.	W-04 · Wood & C&D; RESIDUAL Lumber, pallets, renovation debris. Tier 3: Clean · treated · rubble Rule: Treated wood is not compostable/burnable.
W-05 · Other residual RESIDUAL Fines <25 mm, bulky items, unclassifiable. Tier 3: Fines · bulky · misc Rule: Bulky items weighed individually and noted.	S-01 · Electronics SPECIAL — SEE §04 Computers, A/V, small appliances, cords. Tier 3: — Rule: Weighed intact; note batteries left inside.
S-02 · Batteries SPECIAL — SEE §04 Single-use and rechargeable cells. Tier 3: Single-use · Li-ion Rule: Damaged lithium: §04 set-aside, non-combustible surface.	S-03 · Household hazardous SPECIAL — SEE §04 Paints, solvents, pesticides, unlabelled containers. Tier 3: Paint · pesticide · other Rule: NEVER OPENED. Weighed container-and-all; method noted.

S-04 · Sharps & biomedical

SPECIAL — SEE §04

Needles, syringes, biomedical, pharmaceuticals.

Tier 3: —

Rule: NEVER HAND-SORTED. Tongs → sharps container. §04.

SCRIPT

Pre-Sort Safety Briefing

Read aloud by the supervisor at the start of every field day — about ten minutes

SITE	DATE	SUPERVISOR	CREW COUNT

1 • Today's plan

"Today we are sorting ____ samples of ____ from _____. The objective of this audit is _____. Our target pace is ____ samples per sort block, and we stop at _____."

2 • This site's hazards

"The JHA for this site is on the clipboard and I reviewed it this morning. The specific hazards here are: _____. The cordoned area is ____; mobile equipment operates ____; our walking route is _____."

3 • Never hand-sort

"These never get touched by hand: needles and sharps, biomedical waste, unknown powders, unlabelled or leaking containers, pressurized cylinders, pesticides, suspected drug waste, deceased animals — and anything you cannot identify. Tongs, set-aside container, tell me. I handle all set-asides." [Hold up examples or the F-09 cards.]

4 • PPE check

"Buddy check now: glasses with side shields, nitrile under cut gloves, hi-vis on, boots, sleeves down. Respirators are here if we hit dust or mould — tell me. Gloves change at every break and whenever torn."

5 • Sharps & exposure

"No hand goes where the eye cannot see. Bags are cut and spread, never searched by feel. If you are stuck: let it bleed, wash with soap and water, tell me immediately. Medical evaluation is same-day at ____ — ____ drives."

6 • Hygiene

"Gloves off before touching anything personal. No food, drink, gum, vaping or smoking in the sort area. Handwash at every break — the station is _____."

7 • Lifting & rotation

"Nothing over about 20–25 kilograms alone — team lift or split it. We rotate positions at every break, no exceptions."

8 • Emergencies

"The site address, spoken for dispatch, is _____. First aid kit and extinguisher are _____. First aider is _____. Assembly point is _____."

9 • The standing rule

"Anyone may pause this sort for a safety concern, at any time, without explanation. That includes stepping away from anything distressing. No questions asked."

10 • Data rules

"One sample on the floor at a time. Everything into a labelled bin. Unknowns come to me and my ruling gets written down. Nothing is disposed of until the recorder passes the mass balance."

Delivered by _____ · time _____ · crew initials: _____