



**City of Arlington, Texas**  
**Environmental Services Department**

101 S. Mesquite St., Ste. 420, Arlington, TX 76010

*Go Green at Work*

Worksheet courtesy of Meckleburg County, NC



**Waste Assessment**

**7 Easy Steps:** Just fill in the blanks to determine the type and amount of trash you generate.

- 1. Estimate the amount of waste you generate that currently is sent to the landfill.** You may need to contact Arlington Disposal at 817-317-2000 for container size and pickup frequency information.

Container Type	Container Size (cu.yd.)		No. of Containers		Estimated % Full at Pickup		No. of Monthly Pickups	=	Volume (cu.yd.)
Dumpster		x		x		x		=	
Compactor		x		x		x		=	
Other		x		x		x		=	

**Add volume column for total waste** \_\_\_\_\_ cu.yds.

- 2. Determine total monthly waste disposal and collection costs.** This information should be on your waste hauling bill. If container rental costs, disposal (tipping fees) fees and hauling costs are not itemized, include the total costs.

Monthly Cost: Container Rental	Monthly Cost: Disposal	Monthly Cost: Transportation	Monthly Cost: TOTAL			
	+		+		=	

- 3. Determine the waste stream amounts.** For an understanding of the types of waste generated, identify each waste stream from point of generation to placement in the garbage dumpster.

Dept./Area	Waste Stream	Who Collects & With What	Est. Amount of Waste Produced
Example: Offices	White Paper, Cardboard Aluminum Cans Food/Food Waste Wrappings, Paper Towels	Janitor collects materials from garbage cans with a rolling 35 gallon garbage container and places in 8 yard dumpster on loading dock.	An 8 cubic yard dumpster is full every night. About 50% of the waste is office paper, 30% is cardboard, 5% is aluminum cans and plastic drink bottles and 15% is restroom and food waste.
<b>Common Areas</b> Lobby, Restrooms, Copy Room, Mail Room			

- 4. Determine the percentage of material in the waste stream.** Use Section 3 to help estimate the percentage of materials in the waste stream. Often, it is helpful to interview individuals who are more familiar with the waste stream such as janitorial or cleaning staff.

Material	% of Total Waste	Material	% of Total Waste	Material	% of Total Waste	Material	% of Total Waste
Office Paper	_____	Magazines	_____	#1 Plastic Bottles	_____	Other	_____
Corrugated	_____	Aluminum Cans	_____	#2 Plastic Bottles	_____	Other	_____
Cardboard	_____	Tin Cans	_____	Textiles	_____	Other	_____
Newspaper	_____	Glass Bottles & Jars	_____	Food Waste	_____	True Garbage	_____

**Total should equal 100%.**

**5. Determine the percentage of recyclables or materials that could be reduced in the waste stream by using the information in section 4.** Choose only those that you plan to recycle or reduce.

Estimated percentage of recyclables		Estimated participation rate		Percentage of recycled/reduced material
<input type="text"/>	x	* 75%	=	<input type="text"/>

\* Experience indicates 75% is an average recovery rate for the total amount of your recyclables.

**6. Determine the adjusted amount of trash to be landfilled if a recycling/reduction program is started.**

Previous amount of waste generated (total from 1)		Adjusted percentage of waste *(% remaining from 5)		Adjusted volume of waste (should be less than total from 1)
<input type="text"/> Cu.Yds.	x	<input type="text"/>	=	<input type="text"/>

\* 100% minus percentage from 5

**7. Determine the potential savings from reduced trash.** Using the adjusted volume of garbage found in section 6, call your waste hauler and find out the waste disposal charges for the adjusted amount of waste. Compare the new costs with the costs found in section 2.  
**Example:** If 50% of your trash will be reduced or recycled, you may be able to cut your collection costs in half. Or if you currently have an 8 cu.yd. dumpster and after recycling you only need a 4 cu.yd. dumpster, you may be able to save money by reducing your container size.

Adjusted waste disposal cost (New cost from haulers)	Previous waste disposal cost (Number found in 2)	Waste disposal savings (Total from 7)
<input type="text"/> \$	<input type="text"/> \$	<input type="text"/> \$

\*\* These funds may now be available to cover the cost of your new recycling program.

Costs do not take into consideration the environmental and societal benefits that occur as a result of recycling.

**Density Conversion [ volume → weight ]**

Material	Volume	Weight (lbs)
<b>PAPER</b>		
Corrugated cardboard <i>uncompacted</i>	1 cubic yard	50-150
Corrugated cardboard <i>compacted</i>	1 cubic yard	300-500
Corrugated cardboard <i>baled</i>	1 cubic yard	700-1,000
Mixed office paper <i>uncompacted</i>	1 cubic yard	400
Mixed office paper <i>compacted</i>	1 cubic yard	755
1 case office paper	5,000 sheets	42
Ream 20# bond 8.5x11	500 sheets	5
Ream 20# bond 8.5x14	500 sheets	6.4
Newspaper <i>uncompacted</i>	1 cubic yard	360-505
Newspaper <i>compacted/baled</i>	1 cubic yard	720-1,000
Newspaper	12" stack	35
Phone books	Set - Charlotte white and yellow	6.75
<b>METAL</b>		
Aluminum cans <i>whole</i>	1 cubic yard	50-75
Aluminum cans <i>manually compacted</i>	1 cubic yard	250-430
Uncompacted	1 case - 24 cans	0.9
Steel cans <i>whole</i>	1 cubic yard	150
Steel cans <i>flattened</i>	1 cubic yard	850

Material	Volume	Weight (lbs)
<b>PLASTIC</b>		
Soda bottles <i>whole</i>	1 cubic yard	30-40
Soda bottles <i>compacted</i>	1 cubic yard	515
2-Liter bottles	8 bottles	1
Dairy/Detergent bottles <i>uncompacted</i>	1 cubic yard	24
Dairy/Detergent bottles <i>compacted</i>	1 cubic yard	270
<b>GLASS</b>		
Whole bottles	1 cubic yard	500-700
Semi-crushed bottles <i>manually broken</i>	1 cubic yard	1,000-8,000
Uncrushed to manually broken bottles	55 gallon drum	300
<b>ORGANICS</b>		
Food waste <i>solid/liquid fats</i>	55 gallon drum	400-410
Leaves <i>uncompacted</i>	1 cubic yard	200-250
Grass clippings <i>uncompacted</i>	1 cubic yard	350-450
Pallets	Each	40 (average)
<b>AUTOMOTIVE</b>		
Car tires	Each	12-20
Truck tires	Each	60-100
Used motor oil	1 gallon	7

