

Fact-sheet - How to develop a waste inventory?



What is the objective?

The objective is to know what are the different waste types generated by the factory and what amount of waste is generated every month. A detailed waste identification and inventory will help the factory to work on the waste minimization (and therefore on the resource use optimization) and to better control the final waste disposal.



How to achieve this objective?

Step 1: Identify the waste types generated by your factory. For each section/activity, list the wastes generated and analyze if the waste is hazardous¹ or not, if it can be reused and where it is temporarily stored on-site:

Section/ Activity	Type of waste	Hazardous / Non-hazardous	Re-usable material?	Temporary storage area
Warehouse	Carton	Non-hazardous	Can be recycled offsite	Shed for non-hazardous waste
	Poly bags	Non-hazardous		
	...			
Production area				
Canteen				
Effluent treatment plant (ETP)				
...				

Step 2: Create a template/format for the waste inventory where you will indicate the amount of waste generated every month for each type of waste:

Waste inventory										
Factory name:										
Responsible person:										
Date of last update:										
Month	Hazardous waste					Non-hazardous waste				
	Chemical waste (packaging and other)	Sludge	Used oils	Fluorescent lamp tube	...	Paper packaging waste	Plastic packaging waste	Wood pallets	Textile leftovers	...
January	kg	kg	kg	kg		kg	kg	kg	kg	
February										
March										
April										
May										
June										

Step 3: Indicate the final waste disposal for each type of waste. You can include this information in your waste inventory or create another file:

Type of waste	Waste contractor	Disposal method
Carton	ABC Ltd.	Recycling
Poly bag		
Sludge	Cement DEF Ltd.	Burnt in a fluidized bed furnace
...



- **Request** the waste contractor to be transparent about the waste final disposal in the agreement signed (see fact sheet “How to control the final disposal of waste?”);
- **Select** as much as possible (based on the choices you have) the waste contractors as per the lower environmental impact of their practices to treat the waste; for example, the sludge from the ETP should be rather sent to a nearby cement industry rather than sent to a waste dumping area where the sludge will contaminate the soil and the groundwater.

¹ **Hazardous waste:** waste that because of its quantity, concentration, persistence or physical, chemical or biological characteristics may cause or significantly pose a substantial or potential hazard to human health or the environment when improperly treated, stored, transported or disposed.