



Philadelphia Municipal Building Waste Audit: Fast Facts

The City of Philadelphia's Municipal Building Waste Audit Program requires all City owned and staffed buildings to submit a waste audit form annually **by December 31**. Read on to learn how to use the Waste Audit Guide to fulfill the City's waste audit reporting requirements.

Using the Waste Audit Guide to Fulfill the City's Waste Audit Reporting Requirements

- 1 Read the Introduction section on pages 3-6 of the Waste Audit Guide.
- 2 Review the City's recycling requirements on pages 7-11.
- 3 Review the reporting requirements and compliance checklist on pages 12-13. Complete each of the items in the checklist to fulfill the City of Philadelphia's waste audit reporting requirements:

Fill Out Municipal Building Waste Audit Form

File the official Municipal Building Waste Audit form with the City of Philadelphia. Visit CleanPHL.org/WasteAudit and click the "Go to Waste Audit Form" button to easily submit your form online.

Publicly Post Form

Print and publicly post your form in a prominent location. A good location is next to your other City of Philadelphia licenses.

Distribute Copies of Form to Employees

Distribute copies of your facility's completed form to employees so that they are aware of the facility's recycling and waste management practices and requirements.

Make Sure Recycling is Easy and Bins are Abundant

Providing adequate recycling containers for employees is a crucial component of a successful recycling program. A recycling container should be paired with each trash can.

Install Signage

Proper signage, including pictures of the recyclables that are designated, is necessary for educating employees on where and how to recycle. Signs and posters identifying materials that should and should not be placed into recycling bins can be downloaded in the "Downloads" section at CleanPHL.org/WasteAudit.

- 4 Explore ways to minimize waste at your facility in the "How Can I Minimize Waste and Improve My Building's Waste Diversion Rate?" section of the guide on page 24.

If you have questions about the reporting process or would like to request assistance with troubleshooting waste management and recycling issues at your facility, contact us at Waste.Audit@phila.gov.