

Philadelphia Municipal Building Waste Audit Fast Facts

What is the Waste Audit?

The City of Philadelphia's Municipal Building Waste Audit Program requires all City-owned buildings to submit a waste audit form annually **by December 31**. Read on to learn how to fulfill the City's waste audit reporting requirements and help Philadelphia reach its goal of becoming Zero Waste by 2035.

How to Fulfill the City's Waste Audit Reporting Requirements

1. Fill Out Municipal Building Waste Audit Form

File the official Municipal Building Waste Audit form with the City of Philadelphia. Visit [CleanPHL.org/WasteAudit](https://www.cleanphl.org/wasteaudit) to easily submit your form online.

2. 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.

3. 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.

4. 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.

5. Install Signage

Proper signage, including pictures of the recyclables that are designated, is necessary for educating employees on where and how to recycle. Signs identifying materials that should and should not be placed into recycling bins can be downloaded at [CleanPHL.org/WasteAudit](https://www.cleanphl.org/wasteaudit).



Contact Us

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.

[CleanPHL.org/wasteaudit](https://www.CleanPHL.org/wasteaudit)

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**ZERO
STARTS WITH
ONE**
CITY OF PHILADELPHIA
ZERO WASTE AND LITTER CABINET



City of
Philadelphia