



Name of Program: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_  
\_\_\_\_\_

**PRIOR TO AUDIT DAY (See Guide Page 10)**

- Inform teachers of the upcoming audit date
- Allow time for teachers to communicate with their students

**MORNING OF AUDIT**

- Make announcement to classrooms over morning news if available
- Check for the following in the cafeteria:
  - All staff are notified
  - Volunteers have arrived
  - Scale is set up; tare the weight of each bin
  - All supplies are available for volunteers, including gloves and rags
  - Lunch line is set up including scale and signage
  - Walk-through of audit line

**RECOMMENDED SORT ORDER**

ITEMS	WEIGHT
Liquids	
Cartons	
Cans, bottles, and foil	
Plastics	
Trash	
Compostable material: food and lunchroom paper products	
Polystyrene Trays (if separate)	

**DURING:** Try to have a volunteer or staff person at each station for best results.

**AFTER:** Tally weight of each section and mark column; Dispose of waste; Clean up entire area.