

Objective

Record how you are managing all the types of waste your business is producing so that you can verify that you are managing waste properly and keep track of areas that need improvement.



1: Identify all of your waste streams

A waste stream is the process that different types of waste follow through your business from purchase to disposal. Your waste streams will probably include:

Food | Plastics | Glass | Metals | Paper & Cardboard | Hazardous waste | General waste

Most of these waste streams will have sub-categories that you will have to record separately. For example, plastic waste will include plastic that can be recycled and plastic that cannot be recycled so has to be put in your general waste. Also, different types of hazardous waste will need to be handled in different ways.



2: Create a document to record how each waste stream is managed

This will need to include the following information:

- The type of waste
- If you are separating it (if not, you need to explain why)
- How it is being stored prior to disposal
- How it is being disposed of including the names of any external suppliers
- Any action you are taking to address issues such as lack of recycling facilities

You can find a template with examples in the Member Zone.



3: Regularly update the information

We recommend you update this document at least once per year or whenever there is a change in your waste management processes.



4: Keep waste management documents and records

Keep invoices, bills or waste transfer notes from any external suppliers for at least three years, along with any internal records you keep about waste management. Travelife will ask to see these documents.



5: Take action to address waste disposal issues

You will need to make every effort to ensure that your waste is being either reused, recycled or disposed of in a sustainable manner. This means things like using recycling facilities if they are available and encouraging local authorities in your destination to improve waste management infrastructure where necessary. We recommend that you document any action you have taken.

More Information & Resources

[Travelife Waste Register template](#)
[Travelife Detailed Waste Guide](#)