Tackling Plastic: Single-Use Plastic Audit Form

You can change this template to suit your business. Record all single-use plastic items your business uses, as a baseline to work from in the ‘Before’ section. This will give you an idea of your current plastic usage. When you’ve completed the ‘before’ section, go to the action plan. Once you have taken action, complete the ‘After’ section to see your improvement. This form can be copied and reused as often as is necessary for your business.

**Date Started: Completed by:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Before** | | | | **After** | |
| *This is not an exhaustive list, just some examples to help you get started.* | **Quantity used**  (*in 1 month)* | **Prioritise\***  *1= most important* | **Responsibility**  **of** | **Initial thoughts on action** *stop using/purchasing item; reduce use by a specific percentage; find an alternative* | **Quantity used** | **Difference**  *% reduction – aim for 100%* |
| **Staff lunches/breaks:** |  |  |  |  |  | |
| **Plastic bottles** |  |  |  |  |  |  |
| **Plastic food packaging** |  |  |  |  |  |  |
| **Coffee cups** |  |  |  |  |  |  |
| **Plastic bottles** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Extrapolate findings (annual figures)* |  |  |  |  |  |  |
| **Catering (internal & external events):** |  |  |  |  |  | |
| **Plastic bottles** |  |  |  |  |  |  |
| **Coffee cups** |  |  |  |  |  |  |
| **Plastic cups** |  |  |  |  |  |  |
| **Spoons, knives, forks, stirrers** |  |  |  |  |  |  |
| **Straws** |  |  |  |  |  |  |
| **Plates/ trays** |  |  |  |  |  |  |
| **Polystyrene takeaway containers** |  |  |  |  |  |  |
| **Jam, sauces, other condiments** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Extrapolate findings (annual figures)* |  |  |  |  |  |  |
| **Cleaning:** |  |  |  |  |  | |
| **Plastic cleaning cups** |  |  |  |  |  |  |
| **Individual hand soaps** |  |  |  |  |  |  |
| **Plastic bags** |  |  |  |  |  |  |
| **Plastic gloves** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Extrapolate findings (annual figures)* |  |  |  |  |  |  |

\* Choose which items you’re going to address in order of priority 1=most important.