

Waste and Recycling Pre-Audit Checklist

- Copies of most recent waste hauler invoices for each location (1 month for locations with front load dumpsters, 6-12 months for locations with compactors or locations that are seasonal). Please note that Waste Management invoices are 2 pages and we need a copy of both pages.
- Signed Agreement and signed Letter of Authorization (LOA) on company letterhead
- Copies of contracts in place with current waste and recycling vendors
- Vendor online access credentials
- List of locations with contacts/managers, addresses, phone numbers, and fax numbers (preferably in Excel)