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# Street Litter Audit Guidebook



  
CLEAN **CITIES**, BLUE **OCEAN**

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## Executive Summary

On August 28, 2019, Tetra Tech was awarded the Clean Cities, Blue Ocean (CCBO) program, a five-year (2019-2024), \$48 million contract from the U.S. Agency for International Development (USAID). CCBO is the Agency's flagship program to respond to the global crisis of ocean plastic pollution, designed to target land-based leakage directly at its source in ten countries and over 25 cities and towns in rapidly urbanizing areas across Asia, the Pacific Islands, Latin America, and the Caribbean (the Dominican Republic, the Federated States of Micronesia, Fiji, Indonesia, the Maldives, Papua New Guinea, Peru, the Philippines, Sri Lanka, and Vietnam).

The program's work supports USAID's Five Building Blocks for Reduced Ocean Plastic Pollution:



1. Policies to enable a circular economy



2. Improved solid waste services and infrastructure



3. Locally-viable innovations and technologies



4. Sustained behavior change



5. An inclusive and equitable system

The Street Litter Audit Guidebook (Guidebook) provides practical guidance for field practices and is intended to be used support the program's engagement sites to create improvements that will lead to sustainable, integrated waste management systems and help to restore the region's natural environment, advance urban planning and management, and improve public health.

To target land-based leakage directly at its source and before efforts can be made to reduce its impacts, it is important to first understand the amount of litter, the composition of that litter, and where (geographically) litter is disproportionately impacting a local community. As it relates to this Guidebook, litter is defined as solid waste that has not been properly containerized and which is a public nuisance, a threat to the environment, and/or a public health concern.

Litter, both intentional and unintentional, can negatively impact both the environment and the economy of a community. The wide-ranging environmental degradation caused by street litter includes visual pollution (blight), soil pollution, groundwater and air pollution, and breeding grounds for mosquitos. Ultimately, litter can end up in our waterways and oceans. Litter also impacts animal health when they eat it, and litter creates tension in society.

To document the impacts of street litter in their communities, it is important to create a universally applied, flexible survey methodology to collect meaningful data on the rate, extent, and composition of litter in local communities. The data that is collected by using this Guidebook and its companion worksheets is intended to be compatible and comparable between CCBO cities and countries.

Since there is no current universal standard guide for conducting Street Litter Audits (Audits), Clean Cities, Blue Ocean has created a standardized approach to be used by its field staff and local government staff to measure the extent and impacts of litter on city streets and walkways to help to understand the extent of the litter problem in their communities. This Guidebook will provide direction to CCBO, as well as local government or partner staff to conduct a baseline audit of litter on their city streets and developing programs to prevent litter at its source. This Guidebook is therefore intended to provide a statistically credible yet easy-to-use tool for local communities to better understand the incidence of litter on various street fronts. Once the data has been collected, cost-effective solutions can be developed to prevent litter from negatively impacting human health and the environment.

# I. Purpose of a Street Litter Audit

The first step local government staff can take to reduce the accumulation of litter is to understand how much litter is on the ground, the material composition of the litter, and why it is accumulating. The data collected can then be used to strategically target litter collection, remediation, and prevention efforts. Knowledge of why and how litter accumulates can also inform local government staff on how to best develop a social and behavior change outreach program for their communities.

The purpose of CCBO's Street Litter Audit Guidebook (Guide/Guidebook) is to provide a reliable tool that enables CCBO or local partner staff to perform a statistically credible, yet simple survey to measure the rate, extent, and composition of street litter observed on city streets throughout a local community. The Guidebook is comprised of two parts – this Instruction Manual and a Microsoft Excel spreadsheet containing the various forms and tables used to calculate the extent of litter within a local community. The data sets and forms within the Microsoft Excel spreadsheet are also available in ArcGIS Survey123, an intuitive form-centric data gathering software system that can be used to obtain data and create, share, and analyze survey results. Utilizing a hand-held tablet, the Field Crew *can either* enter the data directly into the ArcGIS Survey 123 instrument or print out and use the forms and tables found within the Excel spreadsheet.

**Important Note:** *Each site will require filling out an individual Tally Sheet Field Form and the corresponding worksheets in tabs 1 - 4 of the Microsoft Excel spreadsheet. To obtain a statistically significant overview of the amount of litter throughout a community, it is recommended that a minimum of 25 street locations of varying use (i.e., residential, commercial, industrial, vacant lots, etc.) be surveyed in each city/municipality. This is explained in further detail in the sections below.*

## 2. Preparing for the Street Litter Audit

### 2.1 Equipment and Software Requirements

The following equipment and software should be procured **before** performing a Street Litter Audit.

#### Equipment Required

- Tally Sheet Field Forms (make sure you have several copies), see Annex 2
- Litter Receptacle Forms, see Annex 6
- Hand-held tablet with ArcGIS Survey 123 software installed (*optional*)
- Distance measuring wheel, see Figure 1
- One meter long stick or walking stick
- Pencil
- Scale/ruler (to measure litter size)
- Digital camera using a smart phone
- Map(s) of location(s) to sample
- Clipboard(s) to hold the forms, see Figure 2



Figure 2.  
Distance  
Measuring  
Wheel

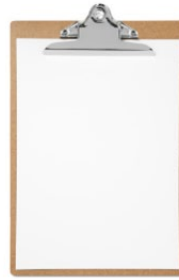


Figure 1. Clipboard

*Note:* Because this is a **visible** litter audit, no collection or physical contact with litter is expected. However, the required personal protective equipment (PPE) is masks, gloves, and high visibility vests. Wear comfortable clothing and closed-toe shoes as well and remember to bring lots of fluids.

**Software Needs:** To organize the data that is collected during the litter analysis, it is recommended that **Microsoft Excel** computer program for Windows, macOS, Android and/or iOS be utilized. All forms and tables for the Guidebook are provided in Microsoft Excel. In addition, the data sets found in the individual field forms within the Microsoft Excel spreadsheet have been transferred into ArcGIS Survey 123 and, for CCBO staff, have been installed within hand-held tablets. Teams may use either method to record and analyze data.

## 2.2 Photographs and Field Documentation

Photographs of each survey site (defined as the linear area between one named street and a subsequent named street) should be taken. A minimum of one digital photograph should be taken at each survey site. Photographs can show the entire street that is being sampled and/or a specific close-up of litter found on the street. A bird's-eye (overhead) view map delineating the area to be surveyed should be brought to each survey site (see example in Annex 1). Tally Sheet Field Forms to record all items of litter observed (see Annex 2) must also be printed out and brought with the field team to each survey site. **One Tally Sheet Field Form should be filled out for every survey site.**

## 3. Staff Requirements

A minimum of **two** field staff is needed to conduct the Street Litter Audit. One field staff member will act as the primary “counter” of litter (referred to as the “field lead”) and orally call out the type of litter observed to the second field staff member (referred to as the “field assistant”) who will record the called-out items on the Tally Sheet Field Form (see Annex 2).

The total number of field staff available to conduct the Audit will be determined by staffing needs from the implementing organization, but for safety reasons, the surveyors **should always work in groups of two** to ensure that there is never a single person conducting an audit alone.

### 3.1 Audit Limitations

As with all field surveys, there are limitations that must be noted and subsequently worked around. This may include the extent of natural vegetation (such as branches, leaves, dirt, etc.) that may be on the ground covering or blocking the visual observation of litter, especially smaller

items of litter (defined as two inches [five cm] or less). Because the Street Litter Audit is visual in nature (no physical handling of items is recommended), the surveyors may miss items that are covered up by natural vegetation. Bring a walking stick to move the vegetation to enable you to count the litter as appropriate.

A second limitation concerns working around the schedule(s) of grounds crews or street sweepers who may be performing litter collection or may have recently collected litter. These duties supersede the Street Litter Audit and it may not always be possible to work around their schedules. Hence, the Audit should only be considered a “snap-shot” in time. **Therefore, it is best to obtain the litter cleanup schedules for the area you will be working in and perform the Audit(s) prior to the scheduled cleanup times.**

Lastly, field staff may receive inquiries from local business or members of the public while they are preparing for or carrying out the audit. Because of this, it is recommended that before beginning the survey, teams procure an approval letter from the local government that provides, at a minimum: which entity the survey is being conducted for (i.e., USAID and the local government); the purpose of the survey; local government contact information; and contact information for follow-up inquiries.

## 4. Conducting the Street Litter Audit

### 4.1 Site Selection and Sampling Methodology

This Litter Audit is to be performed on pedestrian sidewalks or walkways counting litter from the vertical boundary along the inside edge of the sidewalk to eight inches (20 cm) off the curb or edge of the street (see Figure 3) in a line from one street corner to the next up to the boundary marker (see Figure 4). It is recommended that each survey site be a minimum of 300 feet (91 meters). **The implementing organization should identify areas of interest on local streets to perform the samples.**



Figure 3. Curb Count

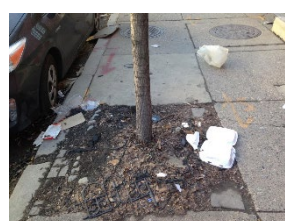


Figure 4. Street Count

Annex I contains a generic example of a survey site in the Philippines that could be considered for the Litter Audit. **ALL** sites should be identified prior to surveying to ensure that they are safe to sample and that barriers (such as vehicles, fixed objects, plants, trees, etc.) are minimized. Additional information is provided in Section 4.1.2. (Sampling Methodology) below.

#### 4.1.1 Site Selection Criteria

The methodology for conducting visible litter audits consists of quantifying and characterizing visible litter based on **the size of the item**. Litter is therefore divided into two separate categories for surveying: **Large** and **Small**. Litter less than two inches (five cm) in length is considered “Small Litter,” while litter greater than two inches (five cm) in length is considered “Large Litter.”

There are 32 categories of Large Litter and six categories of Small Litter (38 total categories), as identified in Annex 2. It is highly recommended that a ruler be used to measure the size of certain items of litter that may be on the periphery of two inches (five cm). In addition, it is recommended that the survey team review the Tally Sheet Field Form in detail before conducting the survey to ensure staff are familiar with the locations of the 38 material categories on the form. This will help to expedite the survey process at each location.

#### 4.1.2 Sampling Methodology

Instructions for Counting: A field team consisting of a minimum of two persons is responsible for surveying litter at the predetermined site locations using the **Tally Sheet Field Form** found in Annex 2 and the equipment noted in Section 2.1 of this Instruction Manual. For ease of use, we will refer to the person who is visually observing the litter and calling out what they find as the “field lead.” The person recording the litter on the Tally Sheet Field Form will be referred to as the “field assistant.” To allow for greater efficiency and accuracy, one field team member should always be responsible for counting and verbally calling out the street litter observed (field lead) and the second field team member (field assistant) should always be responsible for noting the litter count on the Tally Sheet Field Form. This will promote consistency and will minimize the time needed to train both staff members.

The field team should perform the following tasks at each site in the order indicated below:

1. Using the distance measuring wheel, denote the total linear length of the street that sampling will occur on – this can be in feet or meters and can be performed by either the field lead or the field assistant. Mark the linear length of the survey site in the Tally Sheet Field Form. Each site should be a minimum of 300 **linear** feet or 100 meters if recording in metric units (no width requirements).
2. The field assistant should first note the site location, the start and stop points (i.e., street names and intersections), and all other preliminary data (not concerning the actual count of litter) on the Tally Sheet Field Form. Once this preliminary data has been noted, the actual surveying can begin.
3. To capture all litter on the city street, the field team should walk together in a meandering line while the field lead calls out each item of litter observed, calling out all litter (both small and large) witnessed on the pedestrian sidewalk *from the vertical boundary along the inside edge of the sidewalk to eight inches (20 cm) off the curb*. See Figure 3.
4. The field assistant will put a tally mark next to the item of litter on the Tally Sheet Field Form that the field lead has called out. See an example of a fictional Tally Sheet Field Form in Annex 3.
5. Once the field team has reached the end of the street, add the tally marks for each item of litter found and write the total number in the “Total” column.
6. Fill in the Separate Trash and Recycling Litter Receptacle Form found in Annex 6.

**NOTE:** Remember to use a different Tally Sheet Field Form and Litter Receptacle Form for every site!

Boundary Markers and Barriers: As noted, litter (both large and small) should only be counted from the vertical boundary along the inside edge of the sidewalk to eight inches off the curb until the



nearest barrier as shown in Figure 3. Barriers can include parked vehicles, plantings, buildings, etc. The field team should make every effort to count litter that may be obstructed by these types of barriers.

Items of Litter that Should not be Counted: Tar-like “gum spots” which are instances of discarded gum that have been ground into the city street or left on physical barriers (see Figure 5) should **NOT** be counted.

Note: While the gum itself should not be counted, gum wrappers should be counted.

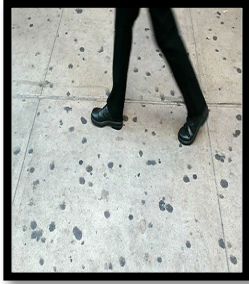


Figure 5. Tar-Like Gum Spots

## 4.2 Analyses and Results

### 4.2.1 Large Litter Results

There are 32 categories of Large Litter as shown in Annex 2. Add the total number of items, by material category, on the Tally Sheet Field Form at the conclusion of each survey site. After filling out the Tally Sheet Field Form, the results **should then be transferred** to the corresponding Tally Sheet Field Form worksheet in tab I of the Excel spreadsheet (or the ArcGIS Survey123 instrument if ready). When transferring both the preliminary data and the Large Litter data count into tab I of the Microsoft Excel spreadsheet, please enter data only into the following cells:

1. The preliminary data (contact information, street data, etc.) in rows C9 through J9; and
2. The **total number** of items for each material category into column J only – specifically the cells in column J12 through J61 (where applicable and making sure **NOT** to enter data into the sub-total cells).

The spreadsheet will calculate all relevant data. There is no need to enter any additional information into tab I.

### 4.2.2 Small Litter Results

There are six categories of Small Litter as shown in Annex 2. Add the total number of items, by material category, on the Tally Sheet Field Form at the conclusion of each survey site. When transferring the Small Litter data count into tab I of the Microsoft Excel spreadsheet, please enter data only into cells J65 through J73 (where applicable, making sure **NOT** to enter data into the sub-total cells). The worksheet will calculate all relevant data. There is no need to enter any additional information into tab I.

### 4.2.3 Overview of Results (Small and Large Litter Combined)

The total number of Large Litter items will automatically calculate in row J75 of tab I in the Microsoft Excel spreadsheet. The total number of Small Litter items will automatically calculate in row J76 of the spreadsheet. The total number of **combined** items of litter will automatically calculate in row J77.

## 4.3 Material Composition

### 4.3.1 Overview of Results (Small and Large Litter Combined)

Once the Litter Audit is complete and the materials have been counted, the items will automatically be categorized and populated into one of the nine material composition categories shown below. An example of how the Material Composition Form **could** look is found in Annex 4.

1. Beverage containers
2. Cups
3. Take-out food packaging
4. Snack packaging
5. Plastic bags
6. Other paper items
7. Other plastic items
8. Tobacco products
9. All other items

Tab 2 in the Microsoft Excel spreadsheet will automatically calculate both the total number of littered items that fall within each material composition category **AND** the percent of the total litter stream that each of the categories comprises (both small and large items) for each survey site.

**Remember that each survey site will need its own calculations in tab 2.**

## 4.4 Trash vs. Recycling

### 4.4.1 Overview

It is important to determine the percent of items that **could have been** properly recycled had they not been either accidentally or intentionally littered. Of the 38 product categories, there are 18 product categories whose contents, in theory, are recyclable in most member nations' recycling programs. (Specialty programs such as plastic bag or textile take back programs are not included.) **The items considered "recyclable" may need to be modified to match your specific country's program.**

### 4.4.2 Calculations

Tab 3 in the Microsoft Excel spreadsheet calculates the percent of the total number of items counted in the Litter Survey that could have been recovered for recycling had they not been littered. The calculations in tab 3 will automatically pre-populate once tab I has been filled out for each survey site. Should the items considered to be "recyclable" in tab 3 need to be adjusted based on the specific country-of-origin needs, you can manually update tab 3. Annex 5 provides an

example of a generic breakout of the amount of trash vs. recyclables recorded at a fictional survey site.

## 4.5 “Hot Spots” Analysis

### 4.5.1 Overview

It is important for local government staff to know which sites have the highest concentration of littered items in order to properly target litter collection and prevention efforts. This will help reduce the cost of litter collection. Once the Litter Audit is complete, local government staff should determine **the top five littered sites** of the 25 sites surveyed. There is no specific form in the spreadsheet that will calculate this for you. Simply analyze the results and note the top five locations that are the most heavily littered.

It is not always feasible to determine if the initial (first) benchmark survey can identify areas of concern, given the surveys are a snapshot in time. However, as surveys are conducted, data from multiple counts will assist in determining which areas are considered litter “hot spots” or if the amount of litter by site fluctuates based on a number of other variables. Once this is known, it is recommended that maintenance crews and law enforcement focus additional resources and efforts on the sites with a higher concentration of littered items.

In addition, understanding a survey site’s proximity to a storm channel, water course, or open sewer is important to project the pathway(s) of litter into the marine environment. This question is asked in the Tally Sheet Field Form.

### 4.5.2 Mapping of Hot Spots

Once the top five locations that are the most heavily littered have been identified, they should be mapped using GIS-based software (such as Google Earth or ArcGIS Survey123 when available). Plotting the top five locations will help local government staff identify why these areas seem to be the most heavily littered (i.e., lack of street litter containers, heavy retail presence, etc.) and how to best prevent the problem. Identifying and mapping these hot spots, both during the initial survey and future surveys, will help the local municipality strategically focus cleanup and prevention efforts.

## 4.6 Litter Receptacle Container & Collection Analysis

### 4.6.1 Trash and Recycling Litter Receptacle Counts

When performing the Street Litter Audit, it is important to also note the number, type, and placement of outdoor trash and recycling receptacles. After the Litter Audit count using the Tally Sheet Field Form for each street/site has been completed, also count **any permanent** (i.e., not set out by residential or commercial establishments for regular collection) trash and recycling receptacles that are on the entire length of the street that was just surveyed. The field team should note the following components:

- Receptacle count
- Receptacle type(s)
- Lids in use
- Overflow issues
- Signage indicating materials accepted

The form to note this information can be found in Annex 6. The data should also be entered into tab 4 of the Microsoft Excel spreadsheet, using the drop-down data validation options provided in rows D-6 through H-7.

Additional information relating to trash and recycling collection vehicles that should be collected is provided in Annex 6, tab 4 (cells K-6 through N-7) in the MS Excel Spreadsheet. The information collected by the litter receptacle and vehicle count can help local government staff determine if there are adequate litter receptacles in place and how well marked, utilized, and maintained they are.

**Note:** *It is recommended that at least one photograph be taken of each type of street litter receptacle(s) at each survey site.*

## Annex I. Example Bird's Eye View (Overhead) Map of Survey Site



## Annex 2. Tally Sheet Field Form

Site Number	Date	Street Start / Street Stop	# of Photographs Taken	Total Distance (Feet or Meters)	GPS Coordinates (N/E)	Field Lead/Field Assistant Names	Site Proximity to Water Body?

**LARGE ITEMS: BEVERAGE CONTAINERS**

MATERIAL CATEGORY	TALLY (# Counted)	TOTAL
All Other Beverage Containers		
Glass Beverage Containers		
Metal Beverage Containers		
Plastic Beverage Containers		
Sachet/Doypack Containers		
Tetra Pak Containers		
<b>Sub-Total Large Beverage Containers</b>		<b>0</b>

**LARGE ITEMS: TAKE OUT FOOD PACKAGING**

MATERIAL CATEGORY	TALLY (# Counted)	TOTAL
Burger Wrappers		
Cup Lids (with and w/o straws)		
Napkins		
Paper Cups		
Paper Fast Food Bags		
Paper French Fries Packaging		
Plastic Drink Cups		
Polystyrene Cups		
Plates (Paper or Plastic)		
Straws/Wrappers (not in lids)		
Utensils (Plastic/Metal/Compostable)		
<b>Sub-Total Large Take-Out Food Packaging Items</b>		<b>0</b>

**LARGE ITEMS: PAPER & PLASTIC BAGS**

MATERIAL CATEGORY	TALLY (# Counted)	TOTAL
Plastic Retail/Shopping Bags		
Plastic Ziploc Bags/Sandwich Bags		
Plastic Wrap/Film		
Paper Grocery Bags		
<b>Sub-Total Large Paper &amp; Plastic Bag Items</b>		<b>0</b>

**LARGE ITEMS: PAPER PRODUCTS**

MATERIAL CATEGORY	TALLY (# Counted)	TOTAL
Cardboard		
Newspapers/Flyers/Advertisements		

Receipts		
<b>Sub-Total Large Paper Product Items</b>		<b>0</b>
<b>LARGE ITEMS: CANDY AND SNACK WRAPPERS</b>		
<b>MATERIAL CATEGORY</b>	<b>TALLY (# Counted)</b>	<b>TOTAL</b>
Snack Wrappers		
Yogurt Cups		
<b>Sub-Total Large Candy &amp; Snack Wrapper Items</b>		<b>0</b>
<b>LARGE ITEMS: OTHER LARGE ITEMS</b>		
<b>MATERIAL CATEGORY</b>	<b>TALLY (# Counted)</b>	<b>TOTAL</b>
Clothing/Gloves/Shoes/PPE		
Diapers/Sanitary Napkins		
Expanded Polystyrene Foam		
Other Large Items		
<b>Sub-Total Other Large Items</b>		<b>0</b>
<b>LARGE ITEMS: TOBACCO RELATED</b>		
<b>MATERIAL CATEGORY</b>	<b>TALLY (# Counted)</b>	<b>TOTAL</b>
Chewing Tobacco Containers		
Matchbooks, Lighters & Vape Pens		
<b>Sub-Total Large Tobacco Related Items</b>		<b>0</b>
<b>SMALL ITEMS: TOBACCO RELATED</b>		
<b>MATERIAL CATEGORY</b>	<b>TALLY (# Counted)</b>	<b>TOTAL</b>
Cigar Butts		
Cigarette Butts		
<b>Sub-Total Small Tobacco Related Items</b>		<b>0</b>
<b>SMALL ITEMS: OTHER SMALL ITEMS</b>		
<b>MATERIAL CATEGORY</b>	<b>TALLY (# Counted)</b>	<b>TOTAL</b>
Bottle Caps		
Other Small Items		
Small Pieces of Paper		
Small Pieces of Plastic		
<b>Sub-Total Other Small Items</b>		<b>0</b>
<b>Total Large Items</b>		<b>0</b>
<b>Total Small Items</b>		<b>0</b>
<b>TOTAL ITEMS COMBINED</b>		<b>0</b>

# Annex 3. Tally Sheet Field Form - Example

Example with sample data

Site Number:	Date:	Street Start / Street Stop:	# of Photographs Taken	Total Distance (Feet or Meters):	GPS Coordinates	Field Lead Name:	Field Assistant Name:
1	3/24/2022	Jalan YBR 1 / Jalan YBR 2	2	80 Meters	1.000244.2222	John Smith	John Tucker
<b>LARGE ITEMS: BEVERAGE CONTAINERS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
All Other Beverage Containers:							3
Glass Beverage Containers:							1
Metal Beverage Containers:							4
Plastic Beverage Containers:							10
Sub-Total Large Beverage Containers:							0
<b>LARGE ITEMS: TAKE OUT FOOD PACKAGING</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Burger Wrappers:							2
Cup Lids (with and w/o straws):							3
Napkins:							12
Paper Cups:							2
Paper Fast Food Bags:							3
Paper French Fries Packaging:							1
Plastic Drink Cups:							4
Polystyrene Cups:							1
Straws/Wrappers (not in lids):							2
Utensils:							3
Sub-Total Large Take Out Food Packaging Items:							0
<b>LARGE ITEMS: PAPER &amp; PLASTIC BAGS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Plastic Retail/Shopping Bags:							4
Plastic Ziploc Bags/Sandwich B:							0
Plastic Wrap/Film:							3
Paper Grocery Bags:							1
Sub-Total Large Paper & Plastic Bag Items:							0
<b>LARGE ITEMS: PAPER PRODUCTS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Cardboard:							4
Newspapers/Flyers/Advertisen:							4
Receipts:							6
Sub-Total Large Paper Product Items:							0
<b>LARGE ITEMS: CANDY AND SNACK WRAPPERS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Snack Wrappers:							4
Yogurt Cups:							1
Sub-Total Large Candy & Snack Wrapper Items:							0
<b>LARGE ITEMS: OTHER LARGE ITEMS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Clothing/Gloves/Shoes/PPE:							2
Other Large Items:							5
Sub-Total Other Large Items:							0
<b>LARGE ITEMS: TOBACCO RELATED</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Chewing Tobacco Containers:							1
Matchbooks, Lighters & Vape P:							1
Sub-Total Large Tobacco Related Items:							0
<b>SMALL ITEMS: TOBACCO RELATED</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
CIGAR Butts:							0
Cigarette Butts:							15
Sub-Total Small Tobacco Related Items:							0
<b>SMALL ITEMS: OTHER SMALL ITEMS</b>							
MATERIAL CATEGORY:		TALLY:					TOTAL:
Bottle Caps:							3
Other Small Items:							5
Small Pieces of Paper:							10
Small Pieces of Plastic:							15
Sub-Total Other Small Items:							0



## Annex 4. Item Data by Material Composition

Example with sample data and results

Item Size	Composition Type	Item Name	# of Items	% of Composition
Small	BEVERAGE	Bottle Caps	1	14.3%
Large	BEVERAGE	All Other Beverage Containers	1	14.3%
Large	BEVERAGE	Glass Beverage Containers	1	14.3%
Large	BEVERAGE	Metal Beverage Containers	1	14.3%
Large	BEVERAGE	Plastic Beverage Containers	1	14.3%
Large	BEVERAGE	Sachet/Doypack Containers	1	14.3%
Large	BEVERAGE	Tetra Pak Containers	1	14.3%
		<b>Sub-Total</b>	<b>7</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>18.4%</b>	
Large	CUPS	Cup Lids (with and w/o straws)	1	25.0%
Large	CUPS	Paper Cups	1	25.0%
Large	CUPS	Plastic Drink Cups	1	25.0%
Large	CUPS	Polystyrene Cups	1	25.0%
		<b>Sub-Total</b>	<b>4</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>10.5</b>	
Large	TAKE OUT	Burger Wrappers	1	14.3%
Large	TAKE OUT	Napkins	1	14.3%
Large	TAKE OUT	Paper Fast Food Bags	1	14.3%
Large	TAKE OUT	Paper French Fries Packaging	1	14.3%
Large	TAKE OUT	Plates (Paper or Plastic)	1	14.3%
Large	TAKE OUT	Straws/Straw Wrappers (not in lids)	1	14.3%
Large	TAKE OUT	Utensils (Plastic/Metal/Compostable)	1	14.3%
		<b>Sub-Total</b>	<b>7</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>18.4%</b>	
Large	SNACK PACKAGING	Snack Wrappers	1	50.0%
Large	SNACK PACKAGING	Yogurt Cups	1	50.0%
		<b>Sub-Total</b>	<b>2</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>5.3%</b>	
Large	OTHER PAPER ITEMS	Cardboard	1	20.0%
Large	OTHER PAPER ITEMS	Newspapers/Flyers/Advertisements	1	20.0%
Large	OTHER PAPER ITEMS	Paper Grocery Bags	1	20.0%
Large	OTHER PAPER ITEMS	Receipts	1	20.0%
Small	OTHER PAPER ITEMS	Small Pieces of Paper	1	20.0%

		<b>Sub-Total</b>	<b>5</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>13.2%</b>	
Large	OTHER PLASTIC ITEMS	Plastic Wrap/Film	1	50.0%
Small	OTHER PLASTIC ITEMS	Small Pieces of Plastic	1	50.0%
		<b>Sub-Total</b>	<b>2</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>5.3%</b>	
Large	PLASTIC BAGS	Plastic Retail/Shopping Bags	1	50.0%
Large	PLASTIC BAGS	Plastic Ziploc Bags/Sandwich Bags	1	50.0%
		<b>Sub-Total</b>	<b>2</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>5.3%</b>	
Large	TOBACCO PRODUCTS	Chewing Tobacco Containers	1	25.0%
Small	TOBACCO PRODUCTS	Cigar Butts	1	25.0%
Small	TOBACCO PRODUCTS	Cigarette Butts	1	25.0%
Large	TOBACCO PRODUCTS	Matchbooks, Lighters & Vape Pens	1	25.0%
		<b>Sub-Total</b>	<b>4</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>10.5%</b>	
Large	ALL OTHER ITEMS	Clothing/Gloves/Shoes/PPE	1	20.0%
Large	ALL OTHER ITEMS	Diapers/Sanitary Napkins	1	20.0%
Large	ALL OTHER ITEMS	Expanded Polystyrene Foam	1	20.0%
Large	ALL OTHER ITEMS	Other Large Items	1	20.0%
Small	ALL OTHER ITEMS	Other Small Items	1	20.0%
		<b>Sub-Total</b>	<b>5</b>	<b>100.0%</b>
		<b>Percent of Total</b>	<b>13.2%</b>	
<b>TOTAL ITEMS</b>			<b>38</b>	
<b>TOTAL PERCENT</b>			<b>100.0%</b>	

## Annex 5. Trash vs. Recycling

Example with sample data

Item Name	Count	Trash or Recycling
All Other Beverage Containers	1	Recyclables
Bottle Caps	1	Recyclables
Cardboard	1	Recyclables
Chewing Tobacco Containers	1	Recyclables
Cup Lids (with and w/o straws)	1	Recyclables
Glass Beverage Containers	1	Recyclables
Metal Beverage Containers	1	Recyclables
Newspapers/Flyers/Advertisements	1	Recyclables
Paper Fast Food Bags	1	Recyclables
Paper French Fries Packaging	1	Recyclables
Paper Grocery Bags	1	Recyclables
Plastic Beverage Containers	1	Recyclables
Plastic Drink Cups	1	Recyclables
Receipts	1	Recyclables
Sachet/Doypack Containers	1	Recyclables
Small Pieces of Paper	1	Recyclables
Tetra Pak Containers	1	Recyclables
Yogurt Cups	1	Recyclables
<b>SUB-TOTAL RECYCLABLES</b>	<b>18</b>	<b>47.4%</b>
Item Name	Count	Trash or Recycling
Burger Wrappers	1	Trash
Cigar Butts	1	Trash
Cigarette Butts	1	Trash
Clothing/Gloves/Shoes/PPE	1	Trash
Diapers/Sanitary Napkins	1	Trash
Expanded Polystyrene Foam	1	Trash
Matchbooks, Lighters & Vape Pens	1	Trash
Napkins	1	Trash
Other Large Items	1	Trash
Other Small Items	1	Trash
Paper Cups	1	Trash
Plates (Paper or Plastic)	1	Trash
Plastic Retail/Shopping Bags	1	Trash
Plastic Wrap/Film	1	Trash
Plastic Ziploc Bags/Sandwich Bags	1	Trash
Polystyrene Cups	1	Trash
Small Pieces of Plastic	1	Trash
Snack Wrappers	1	Trash
Straws/Wrappers (not in lids)	1	Trash
Utensils (Plastic/Metal/Compostable)	1	Trash
<b>SUB-TOTAL TRASH ITEMS</b>	<b>20</b>	<b>52.6%</b>
<b>TOTAL</b>	<b>38</b>	<b>100.0%</b>

## Annex 6. Trash & Recycling Litter Receptacles Forms

<b>Litter Receptacles (Fill out for each street/survey site)</b>					
Site No.	Date	Field Lead Name	Field Assist Name		No. of Photos Taken
Container Type	# of Receptacles	Receptacle Type	Lids? (Y/N)	Overflow? (Y/N)	Signage? (Y/N)
TRASH					
RECYCLING					

<b>Collection Vehicles for Litter &amp; Recycling Bins</b>				
Site No.	Date	Field Lead Name	Field Assist Name	
Vehicle Type	Vehicle Size	Method of Collection	Frequency of Collection	Number of Staff
TRASH				
RECYCLING				



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