

Monthly recovery & program report

ILLUSTRATIVE SAMPLE - NO CLIENT RESULTS

Client: Example institution | Period: Example month | Prepared by: GWVP

This sample shows the proposed reporting format. It contains no measured results, certification, carbon credits or performance guarantees.

1. Management summary

Measure	Sample status
Weighed collection	Awaiting measured pickup and tare records
Accepted downstream delivery	Awaiting destination acceptance evidence
Service reliability	Planned and completed pickups to be recorded
Participation	Defined count and denominator required
Paid work / training	Actual people, paid hours and attendance only

2. Material recovery ledger

Material	Collected	Accepted	Evidence
PET	Not measured	Not measured	Pickup, yard and PolyTank records
Sachets / film	Not measured	Not measured	Outlet and acceptance pending
Metals / rigid plastics	Not measured	Not measured	Grades, weights and outlet proof
Cardboard	Not measured	Not measured	Dry stock and delivery proof
Glass	Not measured	Not measured	Safe stock; no recycling claim while stored

Collected material is not automatically recycled material. Opening stock plus intake must reconcile to accepted deliveries, residuals, closing stock and any variance. Client allocation must be documented.

3. Service and participation

Report planned/completed pickups, late/missed collections, incidents, overflow, contamination, eligible/participating households or sites, actual paid work and training attendance.

4. Evidence trail

Index source IDs, dates, pickup confirmations, scales/tare, transfer notes, downstream accepted weights and residual-disposal evidence. Use photos only with permission. Show missing data openly.

5. Environmental interpretation

Prioritise material evidence. Any future lifecycle emissions estimate must name its baseline, factors, geography, transport, boundary and uncertainty. It is not a carbon credit or offset certificate. Respect existing downstream credit rights.

6. Next-month improvement plan

Issue	Action	Owner	Due
Data gaps	Verify weighing and custody	Client + GWVP	Agreed date
Contamination	Update resident/staff guidance	Program coordinator	Agreed date
Unconfirmed outlet	Confirm destination and terms	GWVP	Before regular handling

7. Methodology and review

Record scope, weighing/calibration, estimates, allocation, restatements and reviewer approval. This proposed format draws on GRI 306 waste categories; it is not a claim of GRI certification.

Design reference: globalreporting.org/publications/documents/english/gri-306-waste-2020/

Request a tailored program: admin@sidehustleafrica.org | www.sidehustleafrica.org