

E-Commerce Warehouse Waste Management Compliance Checklist 2026

Packaging Waste & Recyclables Management

Procedures for the sorting, collection, and recycling of corrugated cardboard, plastic film, bubble wrap, and paper fillers.

Types of Recyclable Materials Found

- ☐ Corrugated Cardboard
- ☐ LDPE Plastic Film
- ☐ Paper/Paperboard
- ☐ Plastic Bubble Wrap
- ☐ Polystyrene/Styrofoam

Estimated Weight of Recyclables Collected (kg)

Condition of Recycling Bins

- ☐ Excellent
- ☐ Good
- ☐ Needs Repair/Replacement

Contamination Notes

Write something...

Date of Waste Collection

Enter date...

Warehouse Supervisor Verification

Hazardous Material & Battery Disposal

Compliance protocols for handling damaged lithium-ion batteries, cleaning chemicals, and leaked fluids in the warehouse environment.

Inspection Date

Enter date...

Battery Condition Status

- ☐ Intact
- ☐ Damaged/Swollen
- ☐ Leaking

Hazardous Materials Identified

- ☐ Lithium-Ion Batteries
- ☐ Cleaning Solvents
- ☐ Printer Ink/Toner
- ☐ Aerosol Cans
- ☐ Lubricants/Oils

Spill Incident Description

Write something...

Hazardous Waste Disposal Certificate

 Upload File

Safety Officer Verification

Pallet and Timber Management

Inspection and tracking of wooden pallet integrity, broken pallet disposal, and wood recycling workflows.

Current Pallet Condition

- ☐ Good (Reusable)
- ☐ Damaged (Repair Required)
- ☐ Unusable (Scrap/Waste)

Estimated Number of Broken Pallets Identified

Enter a number...

Disposal Method Used

- ☐ Recycling Program
- ☐ Third-party Wood Salvage
- ☐ Landfill Disposal
- ☐ Internal Repair

Date of Inspection

Enter date...

Photo of Damaged Timber/Pallets

 Upload File

Warehouse Supervisor Verification

Operational Waste Segregation

Verification of clearly labeled bins, standardized waste station placement, and prevention of cross-contamination between waste streams.

Waste Station ID

- ☐ Station A - Loading Dock
- ☐ Station B - Packing Area
- ☐ Station C - Returns Processing
- ☐ Station D - Bulk Storage

Contamination Detected

- ☐ Plastic in Cardboard Bin
- ☐ Organic Matter in Dry Recyclables
- ☐ Hazardous Residue in General Waste
- ☐ None - All bins are clean

Bin Fill Level (%)

Inspection Date

Corrective Actions Taken

Photo Evidence of Segregation

 Upload File

Warehouse Supervisor Verification

E-commerce Returns & Damaged Goods Processing

Audit of the waste flow for unsellable returned items, broken inventory, and the segregation of 'trash' vs. 're-sellable' stock.

Inspection Date

Enter date...

Primary Reason for Return/Damage

- ☐ Damaged during transit
- ☐ Defective product
- ☐ Customer dissatisfaction
- ☐ Expired/Perished
- ☐ Packaging compromise

Waste Action Taken

- ☐ Returned to Vendor
- ☐ Sent to Recycling
- ☐ Liquidation/Outlet
- ☐ Landfill Disposal
- ☐ Repackaged for Resale

Total Units Discarded (Qty)

Enter a number...

Damage Description & Root Cause Analysis

Write something...

Photographic Evidence of Damaged Goods

 Upload File

Warehouse Supervisor Verification

Staff Training & Safety Compliance

Assessment of employee training records regarding waste handling, PPE usage, and emergency spill response procedures.

Last Training Session Date

Enter date...

Safety Protocols Covered

- ☐ Hazardous Waste Handling
- ☐ Spill Response Procedures
- ☐ Proper Bin Segregation
- ☐ PPE Usage Requirements
- ☐ Manual Handling of Heavy Waste

Number of Staff Trained This Month

Enter a number...

Training Attendance Logs

 Upload File

Safety Officer Verification

Vendor & Waste Hauler Documentation

Review of waste transfer notes, disposal certificates, and compliance verification for third-party waste management contractors.

Last Waste Collection Date

Enter date...

Waste Hauler Name

Write something...

Contract Status

- ☐ Active
- ☐ Pending Renewal
- ☐ Expired

Manifest/Transfer Note Number

Enter a number...

Waste Disposal Certificate/Manifest Upload

 Upload File

Warehouse Manager Verification

Sustainability & KPI Tracking

Monitoring of waste diversion rates, weight logs for landfill vs. recycling, and progress toward 2026 sustainability goals.

Audit Date

Enter date...

Total Weight of Recyclables Collected (kg)

Enter a number...

Total Weight of Landfill Waste (kg)

Enter a number...

Waste Diversion Rate (%)

Enter a number...

Sustainability Target Met?

- ☐ Yes
- ☐ No
- ☐ In Progress

Notes on Waste Reduction Initiatives

Write something...

Waste Disposal Manifests/Receipts



Upload File

Warehouse Manager Approval

< Previous

> Next

🏁 Finish



Generate Sample Report