

## Green through Community Practice

### WASTE REDUCTION PLAN FOR FOOD SERVICE

#### Academy School District 20

#### ORGANIC WASTE

##### Awareness

The success of any waste reduction program largely depends on the awareness and buy-in of your internal team members. These tasks will help you get your teams educated and engaged.

- Talk to team members about the importance of organic waste at least once per quarter using the team meeting template to guide your discussion.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Learn all waste disposal options for food and other organic waste, including food donation programs in your area using the EPA food waste hierarchy.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Educate your teams by discussing the food waste hierarchy, and following its steps: reduce, reuse, recycle and recover.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

##### Equipment and Process

One of the best ways to reduce waste is to create less waste in the first place. These tasks will help you improve operational efficiency through smart equipment and process changes.

- Implement programs that reduce waste before creation, such as Weigh the Waste, paper tracking, WasteWatch, LeanPath, the EPA WasteWise Program, EPA Food Recovery Challenge, USDA Food Waste Challenge, Reusable Container and Mug Program, STOP Hunger, or the Sodexo SMART tool.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

##### Measurement

Measuring your organic waste is an excellent way to benchmark your facility's current output and track progress as you implement waste reduction initiatives.

- Accurately measure the quantity of organic waste generated at your site by using a paper waste log, monitoring the number of bags and bins filled with the help of your waste contractor, or establishing another measurement system with your waste contractor.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

##### Recovery

Waste recovery is the process of limiting waste by recycling, reusing, or repurposing it so that it is put to use in new ways, or converted into new materials or energy. These tasks will help you develop a recovery plan for your client site.

- Separate organic waste from non-organic waste by designating separate collection areas and contacting landfill haulers and composting experts to assist you.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Where applicable, work with your location to develop a process to collect food waste and compost on site. Refer to the Food Waste and Compost Handling Guidelines and local EPA offices for regulations on composting.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

## NON-ORGANIC WASTE

### Awareness and Behaviors

The success of any waste reduction program largely depends on the awareness and buy-in of your internal team members. These tasks will help you get your teams educated and engaged.

- Talk to team members about the importance of non-organic waste in team meetings at least once per quarter using the team meeting template to guide your discussion.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Display posters and stickers to communicate importance of non-organic waste to consumers by posting communication materials at the entryway and/or disposal areas.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Educate yourself and your team on the recycling options in your area. Contact your campus recycling contractor for information.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Educate your teams by discussing the non-organic waste hierarchy, and following its steps: reduce, reuse, recycle and recover.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

### Equipment and Process

One of the best ways to reduce waste is to create less waste in the first place. These tasks will help you improve operational efficiency through smart equipment and process changes.

Implement the following process measures to reduce non-organic waste: use recyclable service ware, use recyclable trays, utilize dispensers, utilize dispensing equipment, use recyclable containers, run a consumer waste reduction campaign using the WasteLESS Week materials, or identify key actions to reduce non-organic waste. Refer to the Standard Operating Procedures Chemicals, your Ecolab Representative, and review your national vendor partnerships to assist in the completion of these tasks.

- Use dispensers where ever possible.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Utilize dispensing equipment where possible (ex. chemicals).  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Utilize reusable/recyclable containers where possible.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Utilize the WasteLESS Week materials to implement a consumer waste reduction campaign.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_
- Identify the key area for action around non organic waste by utilizing the Waste Toolkit.  
Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

### Measurement

Measuring your organic waste is an excellent way to benchmark your facility's current output and track progress as you implement waste reduction initiatives.

- Accurately measure the quantity of non-organic waste generated at your site by using a paper waste log, monitoring the number of bags and bins filled with the help of your waste contractor, or establishing another measurement system with your waste contractor.

Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

### Recovery

Waste recovery is the process of limiting waste by recycling, reusing, or repurposing it so that it is put to use in new ways, or converted into new materials or energy. These tasks will help you develop a recovery plan for your client site.

- Implement one of the three following non-organic waste recovery measures on your site: 1) work with landfill haulers and composting solutions experts to designate separate waste collection areas for organic and non-organic waste, 2) compact waste for recovery, and 3) use a Sodexo or client supplier to collect non-organic waste. Contact your RAM for assistance in completing these tasks.

Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

### Engagement

Getting your client engaged with waste reduction initiatives is crucial to their success. These tasks help you set the stage for a mutually beneficial collaboration.

- Talk to your client about Sodexo's commitment to non-organic waste reduction using the Better Tomorrow Plan client waste presentation (forthcoming), Annual Global Site Survey Report, SMART report, and your customized action plan from this checklist.

Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

- Agree to a non-organic waste recovery action plan with your client by introducing your client to your sites customized Waste Reduction Program (the PDF generated from using the Waste Toolkit).

Assign to: \_\_\_\_\_ Due date: \_\_\_\_\_

