



Composting Program Planning Checklist

- Designated a school composting coordinator
 - Identified a use for compost at your school
 - Developed a plan to get student investment in the program
 - Designated who is in charge of transporting food scraps to the compost system
 - Identified the materials needed for successful source separation and where they will come from (five gallon buckets, totes, posters, labels, etc.)
 - Conducted a school wide waste audit so you can track the decrease in waste overtime
 - Conducted a cost -benefit analysis comparing on-site composting to hiring a solid waste hauler to pick up organics
 - Identified who will train the students, staff, and kitchen about source separation of food scraps
 - Identified who will size and design your on-site composting system
 - Identified who will install the composting system
 - Determined how the system will be paid for
 - Designated students and staff to monitor and record the temperature and moisture of the compost piles on a weekly basis
 - Designated who will source materials such as bedded manures, leaves, straw, hay, and wood shavings to provide the proper blend to your compost recipe
 - Designated students to turn the piles regularly
 - Designated a "go to person" for management questions and trouble-shooting
 - Designated who is responsible for the program when the coordinator and other key parties move on. They will replace the coordinator, develop an interim management strategy and ensure long-term success of the program.
 - Created a plan to prevent common challenges such as the availability of off-site materials, staff changes, and management issues from undermining the program
- NOTE:** While the school may not be able to answer all of these questions at first, before action is taken to implement an on-site composting program, it is necessary that these key logistics be addressed and roles filled by committed members of your school community.



References

Composting Program Planning Checklist. Highfields Center for Composting. Hardwick, VT. Web Resource: No longer available.

Photos

- Highfields Center For Composting
- Srise

Acknowledgements

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Companion Resources:

Bin System Design Guide
School Implementation Guide
Compost Recipe Guide
Compost Planning Checklist
Compost Bin Monitoring Log

Content Updates



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