



# 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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The following resource uses or is adapted from content originally developed by the Highfields Center for Composting in Hardwick VT. The Highfields Center for Composting dissolved as an organization in December 2014 and ended its active involvement in the Close the Loop Program.

The content has been made publically available for use in supporting organics management in Vermont and elsewhere through the generosity of the High Meadows Fund, the Harris and Frances Block Foundation, and the Vermont Community Foundation. For more information about the use of Highfields related materials please contact [jake@vsjf.org](mailto:jake@vsjf.org).

The Vermont community wishes to thank the Highfields Center for Composting for its years of outstanding leadership in the service of community composting and universal recycling in Vermont.

## 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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## Design



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### Solid Waste Management Program

Waste Management & Prevention Division

1 National Life Dr – Davis 1

Montpelier VT 05620-3704

(802) 828-1138

[www.recycle.vermont.gov](http://www.recycle.vermont.gov)

