

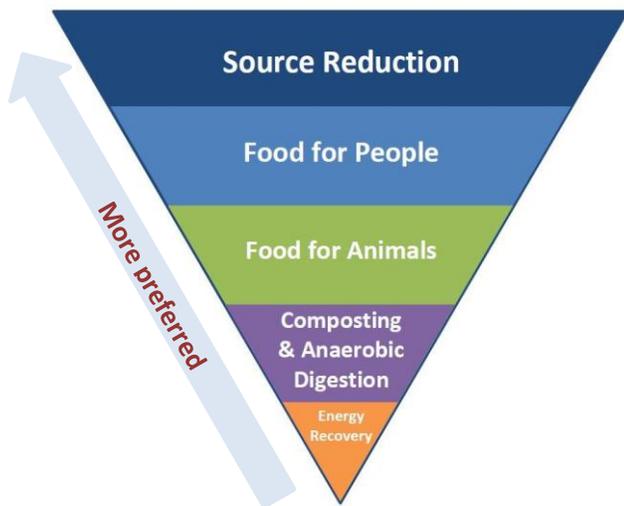
## 8 Steps to Separate and Manage Food Scraps

1. **Identify all areas of your facility or business where food scraps are produced.** For example the cafeteria(s), office kitchenette(s), and break room area(s).



2. **Track what food is wasted.** Keeping track of what and how much food is wasted will help identify the greatest opportunities for savings, and help you plan the right number of bins and collection frequency.
3. **Identify ways to reduce food waste that your facility produces.** For example giving smaller portions, offering an a la carte menu, or surveying customers on dishes they prefer.
4. **Donate unsold food or close-dated/soon-to-expire food to local food shelf or food bank.** Most food is still perfectly safe and wholesome even as it approaches the date stamped on it. Directing food that may otherwise go to waste helps hungry Vermonters and families in need. For information on food donation or to find a food shelf, contact the Vermont Foodbank or search ANR's Materials Management Map online at <http://www.anr.state.vt.us/dec/wastediv/solid/MaterialsMap.html>.

### Vermont Food Recovery Hierarchy



5. **Separate what cannot be donated.** Contact your hauler and ask if they provide food scrap collection services; organics haulers operate in most areas of the state, and all waste haulers must offer this service by July 1, 2017. Consider getting service information from several haulers. Ask them where they take the material and what materials are accepted—for example, many composters in Vermont do not accept “compostable” serviceware.

If you haul your own food scraps, ask your local transfer station or organics management facility (composter, digester, farm) what materials they accept and hours of operation. You may also compost food scraps on-site, provided you meet state and local regulations. Contact your Solid Waste District or ANR to explore on-site composting.

6. **Train all staff.** Meet with staff to devise a system for food waste separation. Train EVERYONE on collecting and managing food scraps, and on the critical importance of keeping trash, silverware, and other non-organic materials out of the food scrap containers. Use posters and signs to remind staff what can be composted.
7. **Schedule recurring trainings.** Train all new staff, and re-train existing staff at least once a year on proper procedures for food scrap management, or as needed if issues arise.
8. **Request technical assistance.** Contact your local Solid Waste Management Entity or town—find yours at [www.vtrecycles.com](http://www.vtrecycles.com). Or, contact ANR at the number below.

#### FOR MORE INFORMATION CONTACT:

**Department of Environmental Conservation**

Waste Management & Prevention Division, Solid Waste Program

(802)828-1138 // [www.recycle.vermont.gov](http://www.recycle.vermont.gov)

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