

## 8 Steps to Separate and Manage Food Scraps

- 1. Identify all areas of your facility or business where food scraps are produced.** Food scraps (any food that is unwanted, spoiled, partially-eaten, etc. and is considered “waste”) can be generated in the kitchen and anywhere food is eaten, including dining areas and break rooms.
- 2. Track what food is wasted.** Conduct a waste audit to learn about your food scrap baseline. 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.

### Follow the Vermont Food Recovery Hierarchy:

- 3. Identify ways to reduce food waste at your facility.** For example, careful purchasing, using “full-use” recipes, finding creative uses for left-overs, giving smaller portions, or offering an a la carte menu can prevent waste.
- 4. Donate unsold food or close-dated/soon-to-expire food to a local food shelf or food bank.** Donating safe, edible 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: [anrmaps.vermont.gov/websites/Organics/default.html](http://anrmaps.vermont.gov/websites/Organics/default.html).
- 5. Separate what cannot be donated for animal feed or compost.** Keep your food scraps free of trash (PLU stickers, twist ties, wrappers, etc.). Ask if your hauler provides food scrap collection services; organics haulers operate in most of the state, and all waste haulers must offer this service by July 1, 2020. You may haul your own food scraps to a transfer station, compost facility, digester, or farm. Ask what is accepted—facilities may not accept napkins, and many do not accept “compostable” serviceware. Visit [VTrecycles.com](http://VTrecycles.com) for a list of food scrap haulers.
- 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 food scrap containers.
- 7. Schedule recurring trainings.** Train all new staff, and re-train existing staff on proper procedures for food scrap management at least once a year, or as needed if issues arise.
- 8. Request assistance.** Contact your local Solid Waste Management Entity or town—find yours at [802recycles.com](http://802recycles.com). Or, contact the Department of Environmental Conservation at (802) 828-1138.

