



Waste Reduction Week 2017: For Businesses



Implementing a Food Scraps Collection Program at Work

www.rcbc.ca/events/waste-reduction-week

Workplaces differ greatly in how employees and customers generate food waste. Here are some tips for implementing a successful organics collection program that meet the needs of your business or organization.

Step 1

Put Key People in Charge



Ask employees who are interested in establishing a greener workplace. People already on environmental or sustainability committees are a great place to start.



Select employees who are effective problem solvers and have good rapport with other staff members and with building facilities management.



Long-term employees can help ensure effective implementation and program consistency.

Start with a Baseline



A waste audit can help identify what, where, and how much waste your organization generates. Many hauling companies and consulting companies can provide this service.



It is possible to design an audit by doing a simple walkthrough to estimate the volume of food scraps produced during a standard workweek.



Check the resources section at the end of this guide for more information to help you assess the present situation.

Step 2



Step 3

Equipment Needs & Locations



Place well-labelled bins where food scraps are generated. Green is a good colour choice to help people identify food scrap containers and to keep organics separate from garbage and recycling.



Choose appropriately sized containers that are rigid, leakproof and have lids that close. Ice cream or yogurt containers can be ideal for lunch rooms that generate minimal food scraps.



Use paper bags or liners to keep bins clean and easy to maintain. However, plastic bags including those marked "compostable" and "biodegradable" may not be compatible with local composting facilities. Check with your collector to determine what liners are acceptable.

Signage is important for educating employees on acceptable items and where they go. Metro Vancouver's website has some helpful printable resources. (Links at the end of this guide) If you have a company hauling your food scraps, they may also provide containers, signage and bin liner recommendations.

Employee Education/Engagement

Step 4



Organize an information session to generate employee interest, receive input, and resolve any potential concerns.



Host a "lunch 'n learn" to engage employees. Ordering food for the team can ensure good attendance while providing a hands-on experience of using food scrap bins to describe acceptable items.



Remind employees to keep them on track and don't forget to reward their efforts! A thank you is easy and always appreciated.



Step 5: Implement the Strategy!



Start by contacting local food scrap haulers for their rates and services.

Check the resource links at the end of this guide for a list of companies recycling the Greater Vancouver area, or call the RCBC Hotline (604-RECYCLE or toll-free 1-800-667-4321) for more information.

Tip: Check what your neighbours are doing. Pool resources with other companies in your building or area and have one organics hauler do the food scraps collection can be a great way to reduce collection fees.



Consider onsite composting. Advantages include avoiding the expenses of hiring a hauler and receiving a useful finished product. However, there may be a higher initial investment in equipment, and you will require a dedicated employee to ensure proper compost management and to address any potential pest and odour issues.

Encourage employees take home their food scraps for composting or collection. This can work in small offices where employees generate very small amounts of food scraps. Or collect and drop off food scraps at a local composting facility. Call the RCBC Hotline to find the closest drop-off spot to you.



Resource Links

Audit Tools:

- Food Scraps Tracking Form - Google Doc Template: <http://bit.ly/2czIXCo>
- Comprehensive Waste Audit Instructions - Green Tourism Canada: <http://www.greentourismcanada.ca/wp-content/uploads/2015/11/How-to-Conduct-a-Waste-Audit2.pdf>

Signage Examples:

- Metro Vancouver Colour-Coded Signage: <http://bit.ly/1QOfzXs>

Service Providers and Questions to Ask:

- Vancouver Area Food Scraps Hauling Service Providers: <http://bit.ly/2cuHHjE>
- Questions to Ask Food Scrap Haulers and Estimating Storage Space: <http://bit.ly/2cduX2E>

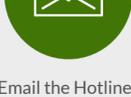
Onsite Composting Info:

- Considerations for Onsite Composting: <http://bit.ly/2cqPLji>
- Review of Onsite Composting Technologies: <http://www.metrovancouver.org/events/community-breakfasts/Presentations/MVReport-On-siteOrganicsManagementOptionsReview.pdf>
- RCBC Guide to Bokashi and Vermicomposting (effective for small scale composting): [https://www.rcbc.ca/files/u6/RCBC Indoor Composting.pdf](https://www.rcbc.ca/files/u6/RCBC%20Indoor%20Composting.pdf)

GET IN TOUCH WITH US:



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