

Food Waste Diversion Guide for Beecher Road Elementary School, Woodbridge, CT

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Prepared by Center for EcoTechnology



**Including materials from our work with
Massachusetts Department of Environmental Protection (MassDEP)**

<http://www.mass.gov/eea/agencies/massdep>

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The following document provides Beecher Road Elementary School with guidance for rolling out a food waste diversion program. CET Environmental Specialist, Ashley Muspratt, visited Beecher Road Elementary School and developed these recommendations based on observations from the site visit, as well as technical experience working with West Hartford School District and schools in Massachusetts.

The report is organized as follows:

- Purpose of the program: rationale for implementing a food waste diversion program;
- Roles and responsibilities: key objectives and efforts needed from staff and students;
- Program set up
 - School food share tables: first line of defense against food waste in schools; guidelines about what can and cannot go on share tables in CT;
 - Surplus food donation: information on liability protection for donation, and resources for establishing partnerships;
 - Source separation set-up and training: recommendations for consistent food waste diversion in the cafeteria and kitchens; and
- Action items: steps for program implementation and maintenance organized by role.

Purpose of Food Waste Diversion

Beecher Road Elementary already has several champions for food waste diversion and even conducted a trial week of food waste separation during the 2018-19 school year. Members of the school community already have a deep appreciation of the environmental and social benefits of food waste diversion; none the less, the following background information is provided as a resource for external communications.

CT DEEP created the [2016 Comprehensive Materials Management Strategy](#) (CMMS) to provide a roadmap to achieving the state's goal of 60% diversion of materials from disposal by 2024. To achieve this diversion goal, Connecticut must divert 300,000 tons of organic waste annually. The CMMS also supports the USDA and EPA's joint goal of reducing food waste by 50% by 2030 ([EPA](#)). These agencies established food waste diversion goals to address the fact that up to 40% of food produced in the U.S. is wasted, costing approximately \$218 billion in growing, manufacturing, distributing, and disposing of this wasted food ([ReFED](#)).

The [EPA Food Recovery Hierarchy](#) prioritizes methods for avoiding food waste and properly managing that which does occur. Source reduction is of course the most preferred method, followed by feeding hungry people, feeding animals, industrial uses, composting, and finally landfill or incineration as the least preferred.

Beecher Road Elementary has an opportunity to implement measures across the hierarchy including, proactively establishing cafeteria share tables for unopened/untouched foods that meet the CT share table guidelines; donating excess meals, unopened milk and whole fruit to a local food pantry; and diverting food scraps and other organic content to anaerobic digestion at Quantum Biopower in Southington. Anaerobic digestion produces methane, an energy-rich gas that is converted to clean, renewable electricity.



A district-wide food waste diversion program may also have a financial perk. Organics diversion can lead to savings in total waste management costs by reducing trash hauling fees.

Roles and Responsibilities

Superintendent and Board of Education (The duties described below are typically the responsibility of the superintendent in districts in Connecticut where there are multiple schools. In the case of Woodbridge, where there is just one elementary school, some of these duties may fall to the principal.)

- Sets the vision and mission of the district to implement and sustain the food waste diversion program, including use of share tables, donation, and diversion for recycling.
- Works with the City of Woodbridge to organize organics hauling services for Beecher Road School. Renegotiates size and/or frequency of trash services to account for diverted organics.
 - Contracts for hauling trash, recycling, and food waste will need to be continually maintained and evaluated as the program matures.
 - For further guidance on contracting, see [Hauler Contracting Guidelines](#) from RecyclingWorks in Massachusetts.
- Assists with procurement of containers.

Principal

- Upholds the vision and mission of the district to sustain the food waste diversion program and executes the vision at their school.
- Recruits a point person or school champion for food waste diversion who will help shepherd the program from early implementation and troubleshooting to steady state, smooth operation. BJ Ahern, a multi-age group teacher joined the site visit and would be an excellent candidate.
- Helps ensure the program is properly equipped and resourced, including availability of collection containers for sorting stations, making sure that custodial managers and nutrition services have the supplies they need, and distributing signage.

- Supports teachers as they incorporate recycling and food waste diversion education into their classrooms. Principals create the culture at their school, and should share their successes and challenges with other regional principals and the Superintendent.

Beecher Road Principal	Perception of Initiative	Misc Notes from Conversation
Gina Prisco	Attended a portion of the site visit and is supportive of the initiative.	Agreed to look into existing trash hauling contract to ensure it includes single-stream (mixed) recycling.

Nutrition services is responsible for establishing 'back-of-house' collection and ensuring that staff are properly trained on source-separation.

- Food prep stations should each be equipped with a designated food scrap container.
- Establish a food share table in the Beecher Road Elementary cafeteria, train cafeteria monitors in its use, and educate students about the share table. See CT guidelines on share tables below.
- Manage food donation by consolidating, labeling and storing food; building and maintaining partnership with a local food rescue organization.

Beecher Road Nutrition Services Manger	Perception of Initiative	Misc Notes from Conversation
Jane Roddy	Very positive outlook on the initiative but concerned about not having sufficient staff for monitoring sorting stations and a share table.	-Would participate in donation if transportation is provided. <i>Waste reduction plans</i> -Eliminating plastic straws and replacing with paper. -Is going to discontinue plastic wrapped utensils.

Teachers

- May consider participating in the source-separation program in their classrooms and should be trained on source separation if they will be on duty in the cafeteria.
- May consider incorporating recycling and food waste diversion information into their education plan when possible. The Massachusetts Green Team, a MassDEP program that facilitates food waste diversion in schools, has an extensive [library of lesson plans](#). Additional material is available through the WWF's [Food Waste Warrior Toolkit](#).

Beecher Road Teachers	Perception of Initiative	Misc Notes from Conversation
BJ Ahern, multi-age teacher	Very invested in instilling an environmental ethic in the children and enthusiastic about this initiative.	

Lunchroom staff monitor sorting stations, identify contamination, and answer students' questions.

- Promote use of the share table.
- Divert unopened milk, uneaten fruit for donation.

Custodial Manager

- Point person for the placement of collection containers and recognizing contamination issues. They will discuss contamination with teachers, students, and kitchen and lunchroom staff.
- Makes a plan for the maintenance and cleaning of food collection containers and assists staff in troubleshooting any materials movement or contamination issues.

Custodial Staff

- Help with materials movement and sorting station maintenance.
- Provide input on the design and placement of sorting stations to ensure adequate capacity, convenient placement, and participation. They will also be able to provide useful feedback as the program matures.
- Monitor the bins, signs, and waste to identify and mitigate contamination issues.

Beecher Road Custodian for Cafeteria	Perception of Initiative	Misc Notes from Conversation
Jack Sisson	Enthusiastic about the initiative and happy to support. Participated in the week-long demonstration of organics separation.	Cautioned against trying to introduce too much sorting at once; advised that recycling and organics separation be introduced separately.

Students

- Students must be taught how to use the sorting stations at the beginning of the program, and should be given refresher training at the beginning of each semester. A great way to conduct the initial training is by role-playing the new source separation system (and use of the share table) at an all-school assembly.
- Participation is supported through routine education and reinforcement by teachers, lunchroom staff, and custodians.
- Students can also become trainers and help teach – or monitor – their peers. Some schools successfully use student volunteers who sign up through the lunch monitors or custodial staff to monitor sorting stations. Identified with branded vests (that also serve to keep the students' clothes clean) the role of monitoring tends to be very popular among elementary age students, who see it as fun and a source of pride.

Parent Volunteers (PTA and other) may help monitor sorting stations, and help support other waste diversion programs such as share tables and food donation to local food pantries or soup kitchens. PTA volunteers are a great resource to help support the program. However, to sustain the initiative over time, volunteers should not be responsible for program set-up, training, or maintenance.

Parent Volunteers	Perception of Initiative	Misc Notes from Conversation
Hillary Drumm	Helped spearhead the organics separation demonstration and is very enthusiastic about permanently implementing food waste diversion.	-Believes recruiting parent volunteers during first few weeks to help monitor bins/share table is possible – wouldn't work long-term. -PTA may be a good resource for getting materials/equipment.

Program Set Up

This section outlines the steps for establishing food waste diversion systems in order of priority endpoints: 1) Directed to the cafeteria share table; 2) Donated to a local food pantry/soup kitchen; 3) Diverted for anaerobic digestion. Once a working system has become established, it's important to maintain a consistent set up to avoid confusion among students and contamination across container types.

I. Food share tables

Share tables in Connecticut

The US Department of Agriculture and the Connecticut State Department of Education encourage schools to use share tables to distribute uneaten food internally. "Share tables" are tables or stations where children may return uneaten food or beverages for other children who want additional servings.

What foods can be shared?

The Connecticut Department of Education does require that school food authorities (SFAs) comply with all health and food safety codes when donating food via share tables. They released a [memorandum](#) in 2017 stating that these codes require schools to limit their use of share tables to foods that do not require temperature control. Refer to the table below for a more comprehensive list of foods that may and may not be donated.



Connecticut Requirements for Foods and Beverages on Share Tables in CNPs Complying with Connecticut Public Health Code 19-13-B42	
Allowed	Not Allowed
<ul style="list-style-type: none">• Whole pieces of fruit with a peel that is removed by the consumer before eating, e.g., bananas and oranges.	<ul style="list-style-type: none">• Whole pieces of fruit without a peel, e.g., apples, peaches, grapes and plums.
<ul style="list-style-type: none">• Commercially packaged unopened intact fruits and vegetables, such as cans and plastic-type containers where the consumer pulls the lid or covering off, e.g., individual containers of fruit cup, peaches, and applesauce.	<ul style="list-style-type: none">• Fruits and vegetables that have been prepared and packaged by the CNP's food service staff, e.g., apples wrapped in plastic, and canned fruit portioned into plastic cups with lids.
<ul style="list-style-type: none">• Bags of commercially packaged pre-cut fruits and vegetables, such as bags of baby carrots or sliced apples, except for commercially packaged cut melons, cut tomatoes, or cut leafy greens.	<ul style="list-style-type: none">• Bags of fruits and vegetables packaged by the CNP's food service staff, e.g., bags of baby carrots or sliced apples.• Commercially packaged cut melons, cut tomatoes, or cut leafy greens.
<ul style="list-style-type: none">• Commercially packaged unopened intact grain items such as crackers, croutons, and cookies.	<ul style="list-style-type: none">• Grain items packaged by the CNP's food service staff, e.g., rolls wrapped in plastic or cookies in plastic bags.
<ul style="list-style-type: none">• Bags of commercially packaged nuts and seeds, such as peanuts, sunflower seeds, or trail mix.	<ul style="list-style-type: none">• Nuts and seeds packaged by the CNP's food service staff in bags or plastic cups with lids, e.g., peanuts, sunflower seeds, and trail mix.

<ul style="list-style-type: none"> • Commercially packaged unopened intact condiments such as portion control packages of ketchup, mustard, mayonnaise, relish, and salad dressing. 	<ul style="list-style-type: none"> • Condiments packaged by the CNP's food service staff, such as ketchup, mustard, mayonnaise, relish, and salad dressing packaged into plastic cups with lids.
<ul style="list-style-type: none"> • Air-cooled hard-boiled egg with shell intact. 	<ul style="list-style-type: none"> • Meat/meat alternate items, such as poultry (e.g., chicken and turkey), meat, cheese, fish, eggs (including watercooled hard-boiled egg with shell intact).
<ul style="list-style-type: none"> • Unopened shelf-stable aseptically packaged juice Note: Shelf-stable aseptically packaged juice does not require refrigeration until after opening. 	<ul style="list-style-type: none"> • Opened shelf-stable aseptically packaged juice • Opened or unopened frozen or refrigerated juice that is not shelf stable aseptically packaged
	<ul style="list-style-type: none"> • Unopened or opened containers of milk

Meal Reimbursement

Items put on a share table to be re-served to students are still eligible for reimbursement. Federal reimbursement is provided for each meal served to participants that meets the meal pattern requirements.

2. Food donation

The Connecticut Department of Education [encourages donation](#) to eligible food banks or charitable organizations of **any program food** that is not consumed. Therefore, the food restrictions for share tables **do not apply** to external donation. Schools are encouraged to consult and collaborate with their local board of health to ensure there are no local restrictions on donation items. Schools should also consult with recipient organizations to confirm which food items they will accept, as some may only accept items that are dry-stored or frozen.

It is important to remember that the donated food is for human consumption and needs to be handled accordingly. If food looks or smells bad – divert it with other food scraps for anaerobic digestion. All donated food should be protected by storing at proper temperatures in packages, covered containers, or wrappings. For more information on required storage conditions, see pages 37-38 of the [Comprehensive Guidelines for Food Recovery Programs](#). If you have any questions about food safety contact your local board of health.

While food insecurity in Woodbridge is relatively low (5.9%), **New Haven has one of the highest hunger rates in CT at 23%¹**. Donating surplus food at Beecher Road Elementary to one of many food banks and soup kitchens in New Haven could help close the meal gap for those in need.

Transportation is often a barrier to potential food donors but there's a solution to that. Connecticut based [Food Rescue US](#) is an app-based platform that connects volunteer drivers with food donors and the rescue organizations that want the food. Contact information for the New Haven area coordinator is as follows:

LORI MARTIN
lori@foodrescue.us
800-280-3298 ext 7

¹ Connecticut Food Bank, available at: <http://www.ctfoodbank.org/about-us/hunger-in-connecticut/>

The [MEANS Database](#) is a national app that helps facilitate food donation by connecting donors of leftover edible food to participating non-profits. Like Food Rescue US, MEANS Database facilitates transportation for donated food. You can explore this option by signing up [here](#).

Food labeling for external donations

Foods must comply with state and federal labeling requirements in order to be donated. This means that all foods must have labels with allergen warnings. For foods that may contain allergens, a warning label should be put on the package stating that the food may contain allergens and that people who may have an allergic reaction should not consume it. The 2016 revision of [the Comprehensive Guidance for Food Recovery Programs](#) provides a template for donated food labeling on Page 49, which includes a generic allergen warning. Contact your local board of health for guidance on how food should be labeled.

The Harvard Food Law and Policy Clinic created documents specifically for Connecticut regulations. Connecticut requires date labels only for dairy products, although the law does not restrict the sale or donation of dairy products after the last sale date. Manufacturers may choose to adopt the Uniform Open Dating Regulation, which includes use of “sell by” or “best if used by” labels. Again, there are no restrictions on the sale or donation of these food items after the date has passed, as long as they meet physical and nutritional quality standards. More information is available on [CET’s Wasted Food Solutions](#) website.

Additional resources for food donation

- The [Food Recovery Network](#) is a national nonprofit with chapters at colleges & universities to fight food waste by recovering perishable food from campus dining halls.
- [Food Donation Connection](#) manages donation programs for food service companies by connecting them to non-profit hunger relief organizations.
- [Feeding America](#) provides an interactive map for organizations to find their local food bank.

3. Food waste diversion for anaerobic digestion

Food waste collected from Beecher Road Elementary School will be transported to the Quantum Biopower anaerobic digestion (AD) facility, so only materials accepted by the AD facility can be placed in the food waste containers. If the end-site changes in the future, this list of accepted materials may change, and updated signage and training would be necessary. The following lists describe which common materials are accepted, or not accepted, by the AD facility:

- **Accepted Materials:** food waste (dairy, meat, grains, desserts, fruits & vegetables), coffee, fats and oils, liquid waste, fiber lunch trays, soiled paper food packaging, milk cartons (with liquid), food soiled cardboard (e.g., greasy pizza tray)
*The hauler can take limited amounts mixed with the food waste. However, they do not want soupy wet loads
- **Not Accepted:** plastic and film bags, plastic silverware, aluminum cans, containers, and other non-organic materials. (Place in trash or recycling container as specified)

Kitchen Source Separation Guidance

Collection and containers.

- The cafeteria kitchen will need at least one collection cart for food scraps.
- Clearly label food scrap collection container(s) with what materials are accepted, and place alongside trash and recycling containers in areas where the majority of food scraps will be generated (preparation and dishwasher areas).
 - Containers should be leak proof, intended only for the purpose of food scrap collection, lined with a plastic bag for easy cleaning, and covered when full or not in continuous use.
 - The cart can be wheeled outside to the pick-up area. It is also possible to use smaller barrels, buckets, or containers, and transfer the food waste into a cart stored outside.
- Each food prep station should have a dedicated container for food scraps.
 - When the staff member completes their task or the countertop container is full, they can transfer food scraps to the collection container.
 - The countertop container can then be washed in the dishwasher and be ready for reuse.



Example of a food prep station with dedicated food scrap container.

Training and feedback. Staff should be trained on source separation as part of their initial training, and also re-trained regularly, such as at the beginning of each semester.

- Kitchen managers should regularly monitor the contents of the food scrap collection containers and provide feedback to staff on contaminants.
 - Common contaminants include: food service gloves, bleach wipes, single serving condiments, plastic wrap, and fruit stickers.
 - Managers should also monitor the trash containers for misplaced food waste.

Transferring material. Custodial staff will transport food waste from the kitchen to the waste collection area where the hauler will pick up the material.

- Food waste collected in kitchens should be transferred at approximately the same frequency as trash, at least once per shift.
- See RecyclingWorks [Source Separation Guidance](#) for more information on how to collect food scraps in a commercial kitchen. This guidance also includes an [instructional video](#) featuring the University of Massachusetts Amherst which can be used to train staff on source separation.

Cafeteria Collection

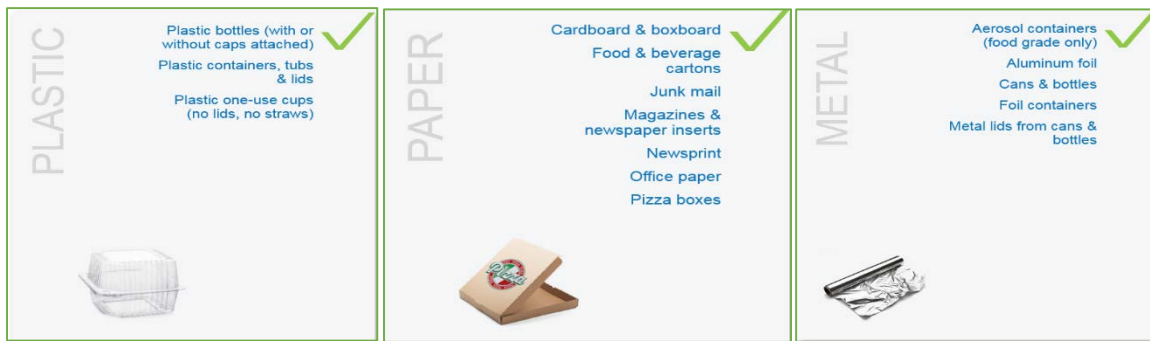
Sorting station set up. The Beecher Road Elementary cafeteria currently has four trash barrels for disposal of all lunch materials. Students approach the disposal area throughout the lunch period, dumping all waste in the barrels and stacking trays on the cart.



*Disposal station at the Beecher Road Elementary cafeteria. During the site visit, we observed significant opportunity for diverting material from trash. On a **volumetric basis**, the **vast majority of material observed in the bins was either recyclable (e.g., milk cartons, bottles) or organic.***

Recommended action: Implement recycling and organics diversion. CET recommends establishing all source separation systems at the same time. It is easier to instill new habits with a clear and consistent system than to continuously change separation and sorting expectations over time.

- Barrels will need to be clearly labeled and in the same place/order everyday
- Ideally barrels should also be painted and color-coded according to the waste stream: recyclables (blue), organics (green), trash (gray, black, brown).
- Sorting stations should each be equipped with trash, recycling, and compost bins. Avoid any stand-alone receptacles, as it will lead to contamination.
 - **IMPORTANT: Recyclable cannot be bagged!**
 - Plastic bags damage recycling equipment and cause loads to be rejected
 - Black bags are also rejected because processors cannot see what's inside
- Common cafeteria items that can be recycled include: milk cartons, juice boxes (straws removed!), plastic fruit cups, aluminum foil (see below)



Recyclable plastic, paper, and metal in the state of Connecticut. Source: RecycleCT <http://www.recyclect.com/in-the-bin.html>.

Sample Sorting Stations



Great example of a sorting station at Webster Hill Elementary School in West Hartford.

Note: color-coded station with matching collection bins and signage colors improves clarity (green for food waste, blue for recyclables, and grey for trash).

Actual materials are used on the signage (mounted above barrels) for quick reference and increased clarity.



At the Greenfield public schools in MA (right), students empty their trays from left to right: trash, recycling, liquids, and compost.

The schools use a 32-gal barrels for compost to limit spillage.

Watch the complete video [here](#).



Another user-friendly setup at Arlington Public Schools in MA.

Training and monitoring.

- The Beecher Road Elementary Principal should recruit a member of their staff to be the point person for training staff on source separation in their school. This could be a custodial manager, member of nutrition services, teacher, lunchroom staff member, or environmental club leader. During the site visit, the following school staff stood out as important champions of the program:
 - BJ Ahern, teacher
 - Jack Sisson, custodial staff on cafeteria duty
- For the first few weeks after roll-out, **monitors should stand at each sorting station during each lunch period to help ensure students are placing items in the correct bin.**
 - These monitors could be older students, PTA volunteers, or lunchroom staff. Monitoring should continue for at least the first few weeks of the program, and can be re-introduced if there is a problem with contamination.
 - Parent Hillary Drumm may be a good person to recruit and organize the volunteer team.

Educating students about the food waste diversion program is a critical piece of the puzzle. The school may want to expand upon the training associated with the food waste diversion program as part of classroom curriculum, but at a minimum, students must be shown exactly how to separate waste so only acceptable materials end up in the food waste collection bins. Use the opportunity to review recycling rules as well.

There are a number of strategies that can be used to educate students, including school-wide assemblies, classroom presentations, student made videos, and the use of school digital signage boards.

Other strategies include:

- Identify and work with “lead” classrooms that can help with outreach and education on the food waste diversion program, including educating students and lunchroom monitoring. Lead classrooms can also consist of sustainability or environmental clubs.
- Introduce the school’s waste hauler and/or share information about the end-site (Quantum Biopower, an anaerobic digestion (AD) facility. Explain to students that the facility wants food waste, not contamination.
- Play a game with students where you hold up props or pictures of food materials (i.e. banana peels, apple cores, sandwich crusts) that can go into food waste bins, and materials like straws or condiment packets that cannot, and ask the students to say “YES” or “NO”. Be sure to explain why each individual material is either accepted or not accepted in food waste receptacles.
 - Have an activity where students make educational posters to display around the school to help reinforce the message they have learned, and create buy-in for the program.



Repeat training and monitoring at the beginning of each semester to remind students about which materials to place in each container, and to train new students.

Transferring material.

- Custodial staff will transport trash, recyclables, and food waste from the cafeteria to the waste collection area outside of the building.
 - Custodians should be on hand to empty the bins throughout the lunch period. Any separated liquids can be poured into a slop sink, and the containers washed after each lunch period.
- Ask custodians for feedback on sorting station set-up and bins. Staff who are invested in decisions are more likely to help foster a successful program.
 - When training custodians on removing material from the sorting station, remind them that they are moving the same total volume of material. Separating out the liquids will make the remaining material cleaner and much lighter to transport.

Good housekeeping practices. The dumpsters, carts, and any additional bins should be cleaned often enough to prevent odor. High pressure, hot water, steam, bleach, or detergent will maximize cleanliness. Any incidental spills should be cleaned up immediately so as not to create a nuisance condition.

Program review and adjustments. Common areas that may need adjustment are:

- Placement of containers and signage
- Monitoring of containers

Miscellaneous observations during Beecher Road Elementary site visit



Cellophane wrapped utensils are available at the beginning of the lunch line, whereas loose utensils and straws are available near the exit to the cafeteria.

It would be great to eliminate these from inventory to avoid the excess plastic bag waste and to encourage students to take only the items they need.



Bulk condiments are a great way to eliminate waste, yay!

The reusable trays are also great!



Right-sizing the dumpsters for maximum diversion from trash.

Currently, 2 front-load dumpsters are used for trash and are emptied 3x/week.

Only one top-load dumpster is available for recycling. As shown in the image above, once recycling and food waste diversion is implemented in the cafeteria, recycling should represent a far larger volume than trash.

Program Success

- Clean food waste diverted from the school.
- Diversion of edible food to those suffering from food insecurity in Woodbridge (or New Haven).
- Consistent messaging and program throughout the district (joint-district schools).
- Culture of rescuing edible food and diverting food waste and recyclables from the waste stream.
- Reduced waste volumes and trash hauling costs.

Checklist of Action Items

Program Implementation

Superintendent tasks:

- ☐ Work with town of Woodbridge to have Beecher Road Elementary added to their organics collection hauling route.
- ☐ Liaise with Principal and nutrition services to implement share tables and donation.
- ☐ Procure and distribute equipment.
- ☐ Support and promote food waste diversion program.

Principal tasks:

- ☐ Recruit a point-person for training the school community on source separation.
- ☐ Work with superintendent to procure equipment and signage for recycling, organics collection, and a share table.
- ☐ Work with superintendent to modify hauling contract (if necessary) to include single-stream recycling and to adjust size and number of dumpsters for trash and recycling.
- ☐ Work with dining services to establish a partnership with a food rescue organization that will collect surplus food for the hungry.

School Point-Person tasks:

- ☐ Coordinate with custodial staff to set up a sorting station for their cafeteria.
- ☐ Coordinate with school staff to train custodial and lunchroom staff on source separation.
- ☐ Train students on source separation.

Kitchen Managers and Custodial Managers tasks:

- ☐ Identify what collection containers are needed in the kitchen to start organics diversion and share this information with the principal.
- ☐ Promote the use of cafeteria share tables.
- ☐ Box and label food for donation.

Program Maintenance

Principal:

- ☐ Coordinate school-wide overview of vision, and instruct managers to ask questions and conduct trainings.

School Point-Person:

- ☐ Organize trainings at the beginning of each semester; consider role-play at an all-school assembly.
- ☐ Receive and provide feedback about contamination.
- ☐ Evaluate the program on an ongoing basis.

Kitchen Managers:

- ☐ Regularly monitor food waste collection containers (and trash containers) for contamination and provide feedback and re-training to staff as needed.

Custodial Managers and Staff:

- ☐ Make sure all sorting stations and signs are in place at the beginning of each lunch period.
- ☐ Transfer waste from sorting stations to outdoor collection area.
- ☐ Pour liquids into the food waste container or a slop sink as needed and at the end of each lunch period.
- ☐ Transfer waste from kitchens to outdoor collection area as needed and at the end of each lunch period.
- ☐ Clean all waste collection containers.
- ☐ Alert appropriate staff (kitchen managers, lunchroom staff, etc.) when observing contamination in a bin.
- ☐ Recruit student sorting line monitors for peer-to-peer training and enforcement.

Sorting Line Monitors:

- ☐ Help ensure students place waste materials in the correct bins.
- ☐ Help make active use of share tables.
- ☐ Ensure diversion of unopened milk, fruit, and other appropriate foods for donation.

Students:

- ☐ Place waste materials in the correct bins before leaving the cafeteria.
- ☐ Participate in activities, (sign-making, line monitoring, etc.), to help support the waste diversion program.