

# ECOSAFE~6400™

COMPOSTABLE\* PLASTIC TRASH BAGS



An ASTM D6400 Technology

# Source Separated Waste Diversion Managers Overview

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## Overview

### Garbage gone but not forgotten!

Most of our garbage is sent to landfills, dumps or municipal incinerators. With more and more people producing more and more waste, landfills are filling faster than new sites can be found for them. Landfills create new types of waste. As garbage decomposes, moisture filters through it producing a toxic liquid known as leachate. Modern landfills are designed to reduce the amount of moisture that reaches the garbage, and many have a system to collect and treat the leachate.

Decomposing garbage also produce two greenhouses gases: waste decomposing in the presence of oxygen (aerobic biodegradation) produces carbon dioxide and waste decomposing without oxygen (anaerobic biodegradation) produces methane. Methane is an invisible, odorless, and highly flammable gas. It is 20 times more potent a greenhouse gas than carbon dioxide. Anaerobic biodegradation is prevalent in landfills and goes on for years and years. At some big landfill sites in Canada, methane is now being collected and burned to produce energy.

Water and oxygen are required to break down garbage. But water and oxygen are in short supply deep in a landfill, so decomposition takes place very slowly. In fact, when researchers cored down into a landfill in the United States, they discovered newspapers over 30 years old still in readable condition!

Incinerations are sometimes used to burn solid waste under controlled condition. They reduce the stress on landfills, but they create other environmental problems. The ashes must be disposed of, either at a landfill, or, if they are toxic, at a hazardous waste facility. Burning garbage also produces acid gases, carbon dioxide and toxic chemicals that must be treated with expensive air pollution control equipment to avoid contributing to acid rain, ozone depletion and air pollution.

Reducing the waste destined for landfilling will help mitigate some of the problems associated with landfills, it's good for the environment and it's simply the right thing to do.

## **The Successful Waste Diversion Program**

Implementation of successful waste management programs requires a combination of good policy, good management practices and good execution. Strong and committed leadership with a commitment to an inclusive process that finds a delicate balance between the disciplines required to achieve the desired rates of diversion and addressing the concerns and needs of all stakeholders.

The successful separation of the waste streams into recyclables and trash will enable your company to manage each of the waste streams in a manner that addresses stakeholder concerns while at the same time managing their behavior in ways that support the diversion objectives.

**Blue Bin:** Frequent collection of co-mingled recyclables (glass, plastic, paper, aluminum, cardboard) helps avoid the accumulation and storage (with their trash) of the often bulky recyclables. The result will be an immediate reduction in the amount of trash destined for landfills.

**Green Bin:** Frequent collection of food waste contained in tied-off bags will reduce odors and the chance of vector infestation. Provision of bins and acceptance of compostable liners address the "Yuk" factor for the collection of source separated food waste and greatly increases the level of participation.

**Grey Bin:** Minimization on trash in the waste stream can be achieved by removing compostable organics from the stream and moving trash collection to less frequent intervals.

### **Desired Result:**

No recyclables and no organics in the trash lead to an immediate reduction in the amount of trash being transported to the landfill with the resulting cost saving for trash disposal and, most importantly, a much lighter footprint left on the environment; the key objective to a Sound Environmental Stewardship Program.

### **Caution:**

This document provides general information on how to plan and implement a successful source separated organic recycling program. **Please check with the local waste hauler and processor servicing the facility to establish exactly what can be diverted and recycled in your area.**

## Critical Success Factor - #1

### 1. Willingness of Company to...

- a. Create policy for Sound Environmental Stewardship.
- b. Force culture change throughout the organization.
- c. Ensure full and active support of all Senior Executive at all levels.

## The 3 R's - Reduce, Reuse, and Recycle,

Recycling is just one way to reduce waste. To be really effective, we have to incorporate the 3Rs, *Reduce, Reuse, and Recycle into our daily routine.*

**Reduce** - Reducing the amount of waste we produce is by far the most effective way to battle the flow of garbage into the landfill. Packaging makes up about half our garbage by volume, one-third by weight.

Waste prevention, or "source reduction," means consuming and throwing away less. It includes:

- Purchasing durable, long-lasting goods;
- Seeking products and packaging that are as free of toxics as possible;
- Redesigning products to use fewer raw materials in production, have a longer life, or are used again and again after its original use.
- Try to find products that have little or no packaging.

Source reduction actually prevents the generation of waste in the first place, so it is the most preferred method of waste management and goes a long way toward protecting the environment.

**Reuse** - Reusing is even better than recycling because the item does not need to be reprocessed before it can be used again.

**Recycle** - Recycling turn materials that would otherwise become waste into valuable resources. In addition, it generates a host of environmental, financial, and social benefits. Materials like glass, metal, plastics, and paper are collected, separated and sent to facilities that can process them into new materials or products.

Recycling is one of the best environmental success stories of the late 20th century. Recycling, including composting source separated organics, diverted millions of tons of material away from landfills and incinerators in 2003 with the resulting reduction in the production of methane, the most potent of the greenhouse gases. Curbside collection programs serve roughly half of the Canadian population. Curbside programs, along with drop-off and buy-back centers, resulted in a diversion of about 30 percent of the nation's solid waste in 2001.

### **There is a 4<sup>th</sup> R, Recovery**

Finally, Recover energy from waste that cannot be used for something else. This fourth R is difficult to put into practice by individuals or corporations, and is geared more toward industry.

### **Did you know?**

- Landfill sites account for about 38% of Canada's total methane emissions. Methane is 20 times more potent a greenhouse gas than carbon dioxide.
- 17 million Canadians (nearly 2/3 of us) have access to recycling.
- In 1990, about 459,000 tonnes of materials were recycled in Canada.
- In the 1990's, each Canadian threw away about one tonne of waste material every year!
- About 1/3 of our waste is paper and paperboard. Another third is yard and kitchen waste. The rest is divided among glass, metals, plastics, textiles, wood and other materials.
- If we all work at reducing our own waste, together we will make a BIG difference.

### **Critical Success Factor #2**

**Willingness to forge meaningful partnerships between:**

1. Company Executive
2. Facility management
3. Waste Hauler
4. Waste Processor

## **Source Separated Organics Diversion**

As waste disposal costs rise and the need to improve our environment becomes increasingly more important, commercial, industrial and institutional operators are looking for alternatives to reduce disposal costs through recycling more of their waste. Much of the waste after recycling cardboard paper and plastic is comprised of non-recyclable biodegradable materials including discarded food, waxed and wet cardboard, paper, renderings, soils and plants. Recycling these wastes through composting can be a lower cost alternative to disposal and it makes a lot of sense for operators.

The most successful organics diversion and composting programs are sustained through a fundamental cultural change in employer/employee behavior. Learning to separate compostable materials from trash is critical to assuring maximum benefit from composting. Compostable materials are a renewable resource and if properly separated, can save your company money. The finished end-product of composting, a chemical free soil amender, is very good for the environment.

The new culture of "separating compostable waste" from "trash" requires constant reinforcement to achieve desired results. Going hand-in-hand with the necessary culture change is the need for continual monitoring or quality control over the program by designated associates. Your company will be assured of the desired results if each facility consistently delivers clean, quality material to local composting facilities.

There are three parts to organics diversion:

- Yard waste – almost all waste materials resulting from the maintaining of lawns and gardens are ideal for composting.
- Pre consumer food waste – a significant amount of the waste materials produced in food preparation facilities not recyclable can be successfully composted.
- Post consumer food waste – a considerable amount of consumer consumed food materials not recyclable can be successfully composted.

## **Organic Diversion Can Save Money**

Landfill tipping fees continue to rise as landfills become full, some will close. Costs will continue to rise as land appropriate for landfills become more difficult to find, more difficult to permit and more costly to construct.

Typically, landfill tipping fees are much higher than tipping fees at commercial compost operations as there is commercial value in the finished compost.

Over 33% of the materials currently disposed of in Canadian landfills are organic materials that can be easily and safely composted. The benefits of Organic diversion:

- Extending the life of the landfill,
- The reduction of methane gas, a potent greenhouse gas, in our environment, and
- The production of environmentally friendly compost products, all this without leaving any harmful residues.

## **Organic Diversion is Good for the Environment**

Most importantly, diverting organic waste to compost facilities produces a finished end-product that is very good for the environment. Although many equate the benefit of compost use to lush green growth, caused by the plant-available nitrogen, the real benefits of using compost are long-term and related to its content of living-organic matter.

The features and benefits of quality compost use are:

- Improves the soil structure, porosity and density creating a better plant root environment.
- A great soil amender.
- Reduces the need for chemical fertilizers.
- Improves moisture retention, reduces water loss and leaching in many soils.
- Improves plant quality.
- Helps plants grow better and survive longer.
- Reduces erosion, plant disease, helps control weeds, and stabilizes soil pH.

Organic diversion and composting is good for the environment and is simply the right thing to do!



### Critical Success Factor #3

#### Project must have Clarity of Mission

1. Vision with clear goals and objectives
2. Measurable standards
3. Identified benefits
4. Total commitment – ongoing amidst objections and hurdles

### **Steps to Implement an Organics Diversion Program**

1. **Availability of Commercial Composting** – you must determine if commercial composting of food waste organics is available in your area.
2. **Gain Executive Management Approval and Support** – this is by far the most important issue to ensure a successful recycling or organic waste diversion program. The program must have the enthusiastic support and mentorship of the company executive.
3. **Appoint a Program Manager** – who will oversee the Organics Diversion Program for your facility. The program manager will be responsible for monitoring all diversion activities, training new associates, retraining associates and regularly reporting results of the diversion program to all associates, management and stakeholders. It is important to choose an individual for this position who has a genuine interest and passion for recycling. This will go a long way to ensuring a successful program. It is also meaningful to appoint a recycling support person to assist the program manager and conduct the daily monitoring in the absence of the program manager.
4. **Compile Current Waste Generation Data** – using the waste audit form in this document, modified to fit your needs. Completing this form will provide a baseline to measure your program's future improvements and to calculate additional costs and/or savings. To complete the form you need to include your current waste hauler, review your waste management contracts and invoices. You will be looking for the amount of waste generated in the previous year and associated waste handling costs.

5. **Conduct a Site Visit or Facility Tour** – Review your current waste management system and explore how best to incorporate organics diversion and recycling of products not currently being recycled. To expedite your initiative, it may be helpful to engage an individual or consultant with expertise in organics diversion. At the very least you must include a waste hauler who collects organics for commercial composting.
6. **Cost Benefit Analysis** – complete an analysis using the cost benefit analysis form attached to this document. Common systems for collection and storage of compostable organic waste involve a compactor, individual rolling bins or “toters” as well as dumpsters. Completing this analysis will enable management to look at the additional cost of implementing either type of system and the potential operating expense savings that can be realized. This data will determine the costs and benefits of implementing a program. Many local governments have mandated the diversion of compostable organics from their local landfills. This alone may drive your need to develop a program.
7. **Locate a Hauler** – To transport compostable organics from your facility to a composting facility you will need a hauler. Locating a hauler who already works effectively with a compost facility, or one who is willing to establish a new working relationship with all stakeholders. First, discuss your program with your current waste hauler to establish if they have the equipment and relationships to handle compostable organics. While it is usually less costly to “tip”, or dispose of compostable organics at a composting facility instead of at the local landfill, compostable organics can be more difficult to haul than regular trash. Not all haulers have the equipment, the relationships or the motivation to haul organics. Some composting facilities offer hauling services or know of an organics hauler they can recommend.
8. **Composting Facility** – a composting facility is a processing facility that accepts source separated organic (SSO) materials, blends them with other organic materials and produces compost, a soil amendment material that is sold commercially as an alternative to chemical fertilizers. These facilities could be farms, landscapers, commercial or municipal composting facilities. Where appropriate, contact the facility directly to determine if they provide hauling services or can recommend a hauler currently hauling to their location.

9. **Select Organics Collection System** – Determine if your facility will use a compactor or toter system, the two most common practical solutions. Dumpsters are sometimes used as well. Determine if it is appropriate to use compostable bags to line the bins or collect the organic waste. This decision may well be made based on the type of equipment used by your hauler or how the compost facility accepts their material. The amount of space your facility has to operate a successful program may determine the type of collection system you use. Capital investment will also play a major role in this decision.
10. **Sign Contracts** – with haulers and composter. Make sure the composter is “permitted” to accept food waste.
11. **Purchase Equipment and Suppliers** – work with all stakeholders to determine the appropriate equipment that must be purchased for your program. For building sanitation and associate health and welfare it is recommended that compostable bags be used to line bins and waste collection containers. Despite the increased costs of compostable/biodegradable bags, they reduce the “yuk” factor for your associates. This will increase the voluntary participation in the program, minimize contamination, reduce insect infestations and reduce bin cleaning costs. This is also the time to start to plan, produce and purchase laminated signs and waterproof vinyl stickers to market the program throughout the facility. It is important to customize this material with company logos to form the link between the program and the company’s corporate commitment to sound environmental practices.
12. **Conduct Staff Training** – Effective staff training results in a permanent culture change that is critical to program success. Thorough training must be completed before the program is started, when new associates are hired and at least once a year as a refresher, similar to other company annual compliance training sessions. An associate feed back program helps participation and the continual improvement to the programs.
13. **What Gets Measured Gets Done** – it is important to continually measure results of the program in some objective manner, ensuring all products are recycled properly. Results must be communicated throughout the organization. If measurement is not monitored and communicated, waste contamination in the collection process will be a problem. Associates participating effectively must be recognized in some manner, perhaps in a company newsletter or other company awards programs. Those not participating effectively must be identified, spoken to and sent for re-training.

14. **Place Equipment** – with all the preparation work in place, placement of all the fully labeled and signed collection equipment must be in their proper, visible, easy to access locations for separation and collection of recyclables and organics.
15. **Program Kick-off** – start the program with a meaningful company event. Make sure the company executive participate in the program kick-off to demonstrate their support for the program. Make sure the company executive can speak enthusiastically of the meaningful impact the program has on the environment, the image of the company and in the community. Program announcement letter on company letterhead individually personalized and addressed to every associate, perhaps distributed with pay cheques ensure every associate is informed. Vendors and outside stakeholders should also participate in the event.
16. **Continual Monitoring** – organic diversion programs do not run by themselves, they need constant and continual attention. A long-term commitment will be necessary to ensure the cultural change at your facility has occurred. Frequent audits are a necessary part of a successful program.
17. **Report to Senior Management** – about the success of the program from a cultural point of view as well as a cost savings point of view. Communicate diversion rates. As needed discuss changes that should be implemented to improve the program.
18. **Prepare and Report** – advertise successes; look for opportunities to generate positive PR both within and outside the company. Community and public relations are important to most companies. A well written report is an excellent source for general information.
19. **Continually Expand** – encourage employee participation and feedback and always look for opportunities to expand recycling in general within your company.

#### **Critical Success Factor #4**

##### **Program must have Sound Operational Standards**

1. Cleanliness – use of biodegradable bags and liners
2. Odor control, insect and pest control are absolute musts for the program to succeed.
3. Disciplined schedules

## Facility Collection System

A new organics collection system inside your facility should mirror the current trash and recycling collection system in order to help make the transition easy for company associates. The new organic collection system will become a fundamental and permanent part of your facilities' recycling initiative and a new waste minimization culture.

Organic collection tactics are basically the same if your facility is an office building, a shopping center or a supermarket.

Seventy-five percent of an average supermarket's waste stream is compostable material. Therefore, anywhere there is currently a trash bin you should consider placing an organics collection container. This also shows why there is significant need for the collection containers to be much larger than the trash bins. Trash bins can actually be eliminated or a smaller trash bin can be used, which will also help to reinforce the idea that compostable organics are valued and more materials should be recycled than sent to trash.

On average, the produce department in a typical supermarket will generate 50 percent of the store's waste. For this reason, making organics collection easy and accessible for the produce department associates should be top priority. This same concept can be used in an office building or shopping center environment. Organic collection should be made easiest for the area that produces the most organic waste. The departments you choose to include in your program will depend on your store/facility size, the size of your containers, and the materials your hauler and composting facility accept.

Priority departments:

- Produce
- Floral
- Bakery
- Deli
- Food services
- Restaurants

Others may include:

- Seafood
- Meat
- Cheese
- Grocery/frozen foods/dairy
- Prepared foods
- Office

All participating departments should be supplied with workstation organic collection containers. These containers can range in size from a one-gallon to five-gallon pails up to a 64-gallon toter. Larger capacity collection containers are not recommended due to safety considerations (i.e. food waste is very heavy, a 64 gallon toter can hold up to 300 lbs. of wet waste and can be difficult to handle should it tip over.) Walk through your areas or departments and decide what size and type of containers would work best. It is recommended that you keep the type and color of compost collection containers uniform throughout the facility so that facility associates can easily identify them. If a particular area or department needs a special type of container, you should at least be sure to keep the compost containers color-coded throughout the facility. Associates need to have easy and convenient access to the organic collection containers from their workstations to ensure program success.

When full, workstation organic collection containers will need to be emptied by an associate, similar to your trash collection procedures. A designated compactor, dumpster, or area for the containers will need to be located at the back of the facility for this purpose. The organics hauler will then come to collect the materials from the container(s) on a predetermined schedule or on-call basis. It is important that this schedule is agreed upon before program start-up.

Special consideration for toter collection systems: If space allows and your hauler is collecting toters, the toters can be placed directly in departments, filled with organic materials, rolled to the back of the facility for pick up, and exchanged for empty ones as needed. The hauler and program manager should decide on designated areas for both empty toter storage and a convenient pick up location, such as the produce or receivers loading dock. Associate training is necessary to ensure that full toters will be available for pick up in the designated area and empty toters are easy to find. During the summer, toters should be emptied at least every other day. In the winter, two times a week is appropriate. When working with a hauler, you should confirm that the company has the flexibility of increasing pick-ups as needed.

**Top 3 Collection Tips:**

1. Color code collection containers.
2. Locate bins next to trash or eliminate some trash containers.
3. Be sure to involve all areas of the facility.

## Organic Material Collection Container Options

There are a variety of containers being used to collect organic material inside supermarkets/facilities. Because each facility is slightly different, you will have to review the store layout and decide which type of container will work best. We have included pictures on the next page of various containers that have proven to work well. It is highly recommended that you color-code your organic collection containers different from your trash containers and use matching educational materials throughout your facility. Making each of the organic waste and recycling collection containers color coded but uniform in size will assist in consistent recycling techniques.

Aspects to consider when reviewing collection container options:

- Size
- Space
- Capital cost
- Diversion amounts desired
- Compatibility with trash containers
- Color-coding
- Mobility
- Desired features such as lids, handles, and wheels
- Use of liner bags
- Ergonomic considerations
- Types of containers that your hauler and composting facility can accommodate

Recommended container types:

- Self-contained compactor (not a break-away)
- 64 gallon toter
- Round 20 gallon bin on wheels
- "Slim Jim" with handles, 16 or 23 gallon
- 1 to 5 gallon lined pail with lid and handle

### **Collection Container Tips**

1. Color-code all containers
  - a. Green – compostable organics
  - b. Blue – recyclables
  - c. Grey - trash
2. Create Uniform Signage

## Examples of Collection Containers

Self Container Compactor



Truck with Dumper  
for  
Rolling Toters



20-gallon rolling  
Container



64 gal Rolling Toter



1 - gallon lined pail with lid



Slim Jim Container





## Liner Bags

Liner bags are usually a requirement in all in-facility organic collection containers to reduce odor and improve sanitation and cleanliness. There are a variety of liner bag choices for organic collection. The major categories are “certified compostable” bags that can be composted along with the organic materials and plastic bags (virgin polyethylene) that must be de-bagged, separated and disposed of with the trash.

To determine what type of bags to use you will need to:

- Communicate with the hauler and composting facility to verify if there are any restrictions on the types of bags used.
- Find bags to fit the dimensions of the new collection containers. Bags should be tall enough to drape over the sides of the container rim. Please note that it is important that the bags do not collapse into the container because this leads to wasted bags and dirty bins. Test a few types to make sure they work appropriately.
- Identify if a rubber band is necessary to secure the bag in place (recommended).

If you are using liner bags, here is what you need to know about various choices of bags and bands to hold them in place:

### Certified Compostable Liner Bags

It is recommended that you check with your composting facility manager to seek approval for any liner bag you choose. Certified compostable liner bags are in compliance with the American Society for Testing and Materials (ASTM) specifications for compostable plastics D6400-04. They are designed to disintegrate or biodegrade quickly and safely when composted in a commercial facility. Many certified compostable bags look and feel like plastic, but often have a “starchy” texture. Usually they are manufactured using a starch-based polymer and some form of “long chain polymers (polyester),” and quickly breakdown (biodegrade) becoming absorbed into the soil. The primary advantage of using certified compostable liner bags is reduced odor and infestation at the facility and reduced labor by haulers and composters, in that they do not need to manually or mechanically separate the bags from the collected compostable material.

Regular plastic bags may not be allowed in hauler's loads or accepted at compost facilities. For the facility operator, appropriate bags help assure clean and sanitary conditions within collection containers and minimize the risk of contamination that may occur with the use of non-compostable (plastic) liner bags.

Important: When choosing certified compostable bags, look for a "certified biodegradable" label or approval symbol on each bag. The Biodegradable Products Institute (BPI) has the most up-to-date information on approved products that have been properly certified but it is also recommended that you verify your choice of bags with your composting facility. Next is a sample of the EcoSafe® labeling that shows BPI Compostable certification on their compostable Liner Bag:



## Compostable Paper Liner Bags

Paper liner bags, manufactured from Kraft paper, are available in limited sizes and quantities. Usually paper liner bags are used for smaller containers ranging in size from ½ to 5 gallons; however yard waste bags could be used as well. Paper liner bags may not hold liquids as well as other types of liner bags, and may be higher in cost.

## Plastic Bags

Plastic bags are a popular choice due to their low cost compared to certified compostable or paper bags. Check with your hauler and compost facility operator first to find out if non-biodegradable plastic bags are accepted. We do not recommend the use of regular plastic bags. Additional fees may be applied if the hauler or compost facility needs to manually remove the bags. They also create more solid waste. If you use plastic bags, it is recommended that you use clear bags or choose a color different from your trash bags. Make sure to select an appropriate size for your new collection containers and test them before program implementation. Contact your current supply vendor to see if they stock suitable bags for your program.

### **Bands to hold bags in place**

As mentioned above, bands may be a necessary tool for holding the bags (certified compostable or plastic) secure in the bins.

### **Permitted Food Residual Composting Facilities**

There may be different regulations applying to composting facilities that take in food residuals as opposed to just lawn, leaf and yard waste. It is recommended that you check with your local board of health or government agency that oversees the composting facility where your organic materials are going.

### **Critical Success Factor #5**

#### **Education**

1. Entertaining implementation meetings
2. Incorporate into daily routines
  - a. Daily, weekly, monthly
3. Include in company staff training manuals
4. Implement retraining program for uncommitted associates.

## Organic Recycling Guidelines

### *Produce Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**



- Fruit and vegetable cull and trim
- Spoiled food products
- Wet and waxed cardboard
- Wood pieces
- Paper towels, paper and waxed paper

Place **All ORGANIC** materials in recycling containers marked  
**ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**



- Food packaging and wrap
- Plastic gloves
- Styrofoam, twist ties, rubber bands
- Wire
- Band-aids, tape, rope, twine

Place **ALL TRASH** material in regular trash container to be unloaded  
into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURES**

## Organic Recycling Guidelines

### *Floral Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**



- Plants, cut flowers, potting soil
- Plant trim ( stalks and leaves)
- Biodegradable plant pots
- Wet and waxed cardboard
- Wood pieces
- Paper towels, paper and waxed paper

Place **ALL ORGANIC** materials in recycling containers marked  
**ORGANICS**

#### TRASH COLLECTION

The following items are **TRASH**



- Plastic packaging and wrap
- Plastic gloves
- Styrofoam, twist ties, rubber bands
- Wire
- Band-aids, tape, rope, twine

Place **ALL TRASH** material in regular trash container to be unloaded  
into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**


## Organic Recycling Guidelines

### *Bakery Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ Bread, rolls pastry, muffins, bagels</li><li>➤ Batter, dough</li><li>➤ Coffee grounds and filters</li><li>➤ Wet and waxed cardboard</li><li>➤ Wood pieces</li><li>➤ Paper towels, paper and waxed paper</li></ul>
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Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Wire</li><li>➤ Band-aids, tape, rope, twine</li></ul>
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Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**

## Organic Recycling Guidelines

### *Deli Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**



- Sandwiches, deli meat cheese
- Salad bar discards
- Cull and trim from food preparation
- Coffee grounds and filters
- Wet and waxed cardboard
- Paper towels, paper and waxed paper

Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**



- Plastic food packaging and wrap
- Plastic gloves
- Styrofoam, twist ties, rubber bands
- Wire
- Band-aids, tape, rope, twine

Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**

## Organic Recycling Guidelines

### *Seafood Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**



- Fish and seafood trim
- Spoiled food products
- Wet and waxed cardboard
- Wood pieces
- Paper towels, paper and waxed paper

Place **All ORGANIC** materials in recycling containers marked  
**ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**



- Plastic packaging and wrap
- Plastic gloves
- Styrofoam, twist ties, rubber bands
- Wire
- Band-aids, tape, rope, twine

Place **ALL TRASH** material in regular trash container to be unloaded  
into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**




## Organic Recycling Guidelines

### *Meat Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ Meat and poultry scraps and trim</li><li>➤ Spoiled food products</li><li>➤ Rendering</li><li>➤ Wet and waxed cardboard</li><li>➤ Wood pieces</li><li>➤ Paper towels, paper and waxed paper</li></ul>
--	--

Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Wire</li><li>➤ Band-aids, tape, rope, twine</li></ul>
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Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**


## Organic Recycling Guidelines

### *Cheese Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ Cheese scraps and trim</li><li>➤ Outdated cheese</li><li>➤ Spoiled food products</li><li>➤ Wet and waxed cardboard</li><li>➤ Wood pieces</li><li>➤ Paper towels, paper and waxed paper</li></ul>
--	--

Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Wire</li><li>➤ Band-aids, tape, rope, twine</li></ul>
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Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**


## Organic Recycling Guidelines

### *Grocery, Dairy, Frozen Food*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ De-packaged outdated, inedible, and spoiled food products</li><li>➤ Milk, milk products, juices (in paperboard cartons)</li><li>➤ Ice cream, yogurt, cottage cheese</li><li>➤ Eggs, <b>CARDBOARD</b> egg cartons</li><li>➤ Wet and waxed cardboard</li><li>➤ Wood pieces</li><li>➤ Paper towels, paper and waxed paper</li></ul>
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Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ <b>STYROFOAM</b> egg cartons</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Band-aids, tape, rope, twine, wire</li></ul>
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Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**


## Organic Recycling Guidelines

### *Prepared Food Department*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ Cull &amp; trim from food preparation</li><li>➤ Unused ingredients (flour, spices, batter, vegetable scraps)</li><li>➤ Outdated and spoiled food products</li><li>➤ Salad bar discards and scraps</li><li>➤ Wet and waxed cardboard</li><li>➤ Wood pieces</li><li>➤ Paper towels, paper and waxed paper</li></ul>
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Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Wire</li><li>➤ Band-aids, tape, rope, twine</li></ul>
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Place **All TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**


## Organic Recycling Guidelines

### *Administrative Offices*

Always **DE-PACKAGE** organics before recycling  
(remove all plastic, metal, glass, Styrofoam)

#### ORGANICS COLLECTION

The following items are recyclable **ORGANICS**


	<ul style="list-style-type: none"><li>➤ Paper</li><li>➤ Food discards &amp; de-packaged spoiled foods (banana peels, apple cores, sandwiches)</li><li>➤ Dairy &amp; frozen food (yogurt, ice cream)</li><li>➤ Deli meat, cheese</li><li>➤ Spoiled food products (de-packaged)</li><li>➤ Paper towels, and waxed paper</li><li>➤ Washroom paper towels</li></ul>
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Place **All ORGANIC** materials in recycling containers marked **ORGANICS**

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#### TRASH COLLECTION

The following items are **TRASH**

	<ul style="list-style-type: none"><li>➤ Plastic packaging and wrap</li><li>➤ Plastic gloves</li><li>➤ Styrofoam, twist ties, rubber bands</li><li>➤ Wire</li><li>➤ Band-aids, tape, rope, twine</li></ul>
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Place **ALL TRASH** material in regular trash container to be unloaded into **TRASH** compactor

**RECYCLE CARDBOARD BOXES FOLLOWING STORE PROCEDURE**

## **Questions and Answers**

A new program brings many questions. Below are answers to many of the common questions associated with composting. As you customize your program, you will want to capture any new questions that arise and include them in your training guide.

### **What are organic materials?**

Organic materials (in the supermarket environment) include produce, inedible food, wet and waxed cardboard, paper, plants and flowers. Compostable materials are biodegradable, meaning they can be naturally broken down and made into soil.

### **What is composting?**

Composting is a process of consciously placing compostable waste in separate collection containers to minimize contamination and preserve the quality so the materials can be taken to a composting facility for processing. This process is also referred to as “source separation of organics” (SSO) because the materials are separated at the point of discard so that they can be recycled.

### **What is contamination?**

Contamination is when foreign materials make a recyclable or compostable material impure; for example, pieces of normal plastic mixed with food scraps.

### **Why are we separating organic materials?**

Composting saves money and reduces waste, which helps save our environment, natural resources, and landfill space. Of all the waste we generate in our store, approximately 75% is compostable. Compostable wastes contain rich nutrients used in the making of soil-like material called compost. Recycling these valuable materials back into the earth as soil amender is better for our environment and is usually a lower cost alternative to landfill disposal.

### **What is a composting facility?**

A composting facility is a processing facility that accepts source-separated biodegradable (organic) waste, blends it with other materials, and produces compost – a soil amendment that is sold as an alternative to fertilizers.

### **Organic material vs. trash... what's the difference?**

"Organic material" is biodegradable materials including produce, inedible food, wet and waxed cardboard, paper, plants, flowers, and wooden boxes (nails removed).

"Trash" is any non-recyclable packaging or any other non-organic waste material that must be disposed of as trash, such as rubber bands, tape, rope, and Styrofoam.

### **Is the role of the store associate really as simple as sorting organic material from trash?**

Yes. As simple as it sounds, the most important role of EVERY store/facility associate is to consistently assure that ALL designated organic material in your store's program is recycled every day. Keeping the organic material separate from recyclables and trash will assure the making of the highest quality contaminate-free soil, which will be applied as a "soil amendment" in your community.

### **Can I add liquid or grease?**

Liquids resulting from food preparation may be collected, provided all liquid is contained in a certified compostable bag. Keeping liquids stored in certified compostable bags will prevent dirtying the collection containers. Chemicals (floor wax and strippers, sanitizers, soap, etc.) **must not** be placed in compost collection containers. Grease from fryers is acceptable only at composting facilities licensed to process meats and meat products. Check with your recycling program manager to see whether your program can accept liquid or grease from food preparation.

### **Why can't we add meat?**

Unless your composting facility is licensed to process meats and meat by-products, you should refrain from collecting meats in your composting program. Licensed composting facilities, approved for meats, follow strict procedures to assure rapid processing of meats and have the proper facility design and equipment to handle the material appropriately. Check with your recycling program manager to determine the status of meat collection in your composting program.

### **What are renderings? Can they be included?**

"Renderings" refer to grease, meats, and meat by-products. Renderings are often collected separately and converted into animal food, cosmetics, soap, and other products. They can also be included in some composting programs if the facility is licensed

to process meats and meat products. Check with your recycling program manager to see whether your program can accept renderings.

### **Why does it smell?**

Food products and by-products rapidly breed bacteria when left at room temperature. This decaying food emits an odor. Large amounts of concentrated decaying food can produce offensive odors until introduced into a composting process where the raw organic waste is blended with other materials. To eliminate or minimize odors, be sure to properly sanitize collection containers, replace liner bags, and empty collection containers on a regular schedule. Supermarkets following these procedures have infrequent problems with odor.

### **What happens to the organic materials once they leave the store?**

All organic materials are quickly transported to an approved composting facility where the material is emptied onto a “pad,” followed by immediate introduction into a carefully managed compost pile – which, once processed, looks feels and smells like rich soil (also referred to as “soil amendment”).

### **What do I do if something compostable spills?**

The compostable material may be reintroduced to the compost collection container, being careful not to include any non-compostable material (plastic, glass, or metal). If a compostable material becomes contaminated with plastic, glass, metal or a hazardous material, it should be placed in the trash.

### **Why do we have to use special bags?**

Some composting programs require the use of compostable bags, especially if the bag is going to be placed directly in the compost pile at the composting facility. The use of compostable bags will ensure a clean, odor-free workplace. If your program specifies the use of such bags, it is most important to consistently use these bags in compost collection containers.

### **Why aren't more businesses composting?**

The composting of organic waste materials is a relatively new concept. Most communities have resisted engaging in composting initiatives because traditional waste removal costs and practices have become more prevalent and more attractive to all waste generators. Also, most waste-generators simply find it “easier” to just



“throw it away.” We have become a wasteful society and most businesses have ignored alternative recycling initiatives – until now.

### **Why has composting become so important?**

Composting is gaining support as a preferred waste disposal alternative because it usually costs less than landfilling or incinerating, is better for the environment, and results in the making of rich soil – a scarce commodity.

### **How can I help our company and lower costs?**

Whenever you throw anything away, STOP and THINK...

Is it **compostable?** (food, paper, flowers or soil)

- Place in separate collection containers marked “compostable”

Is it **recyclable?** (cardboard; paper; bottles, cans and plastic and metal containers; and aluminum)

- Place in appropriate collection containers

Is it **trash?** (rubber bands, tape, rope, Styrofoam)

- Place in separate “trash” containers.

### **How can I assure our store really adopts a new organics recycling culture?**

First and foremost understand why the company has chosen to compost biodegradable waste. Read the training manual and pay attention to the signs in each department. Watch others and remind them to practice proper separation of organic material from trash. If you have a question about the proper separation process or want to offer a suggestion for improving your store’s composting program, check with your supervisor or composting program manager.

#### **Critical Success Factor #6**

##### **Good Communication**

1. Strategic – with all key stakeholders
2. Operational meetings – successes and failures
3. Good signage, clarity of message
4. Feedback, Feedback, Feedback

## Waste Audit Form

Company _____ Location _____ Square Feet _____ # of Employees _____	Date Completed _____ Program Manager _____ Phone # _____ e-mail _____
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### Annual Hauling and Disposal Costs

Type of Waste	Tons per Year	Tip \$\$\$/ton	Total Tip Cost	Hauls per Year	Haul \$\$\$ per Haul	Total Haul Cost	Total Cost	Container Type and Size	Service Provider
Solid Waste									
Organics									
Cardboard									
Waxed Cardboard									
Office Paper									
Bottles & Cans									
Fluorescent Lamps									
Pallets									
Hard Plastics									
Plastic Film									
Other									
<b>Total</b>									

### Additional Annual Operating Costs

	Other Organics	Other Solid Waste	Other Recycle	Total Other Costs	Notes Descriptions
Equipment Rental					
Collection Container Replacement					
Collection Bags					
Signs/Labels					
Staff Training					
Other					
Other					
<b>Total</b>					
<b>Total Annual Operating Costs</b>					
<b>Cost per Ton</b>					
<b>Recycling Rate</b>					

## Cost Benefit Analysis for Compactor System Page 1

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

Type of Waste	Actual % of Waste Stream	Total Tons/Year	Tip \$\$\$ Per Ton	Total Tip Cost	Hauls Per Year	Dollars per Haul	Total Haul Cost	Total Handling & Disposal Cost
Solid Waste								
Organics								
Cardboard								
Waxed Cardboard								
Office Paper								
Bottles & Cans								
Fluorescent Lamps								
Pallets								
Hard Plastics (pails etc.)								
Plastic Films								
Other								
<b>TOTAL Hauling &amp; Disposal</b>								

Additional Operating Costs of Current Program (from waste audit form)	Organics Recycling Costs	Solid Waste Costs	Other Recyclable Costs	Total Additional Operating Costs
Equipment Rental				
Collection Container Replacement				
Collection Bags				
Signs/Labeling				
Staff Training				
Other				
Other				
<b>Additional Operating Costs</b>				
<b>Total Estimated Annual Operating Costs for Current Program</b>				
<b>Cost per Ton for Current Program</b>				

## Cost Benefit Analysis for Compactor System – Page 2

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

### Estimated New Hauling and Disposal Costs for Compactor Program

Type of Waste	Estimated % of Waste Stream	Total Tons/Year	Tip \$\$\$ Per Ton	Total Tip Cost	Hauls Per Year	Dollars per Haul	Total Haul Cost	Total Cost
Solid Waste								
Organics								
Cardboard								
Waxed Cardboard								
Office Paper								
Bottles & Cans								
Fluorescent Lamps								
Pallets								
Hard Plastics (pails etc.)								
Plastic Films								
Other								
<b>TOTAL</b>								

### Estimated New Hauling and Disposal Costs for Compactor Program

	Organics Recycling Costs	Solid Waste Costs	Other Recyclable Costs	Total Additional Operating Costs
Equipment Rental				
Collection Container Replacement				
Collection Bags				
Signs/Labeling				
Staff Training				
Other				
Other				
<b>TOTAL</b>				

**Total Estimated Annual Operating Costs for Current Program**

**Estimated Annual Operating Cost Savings for Compactor Program**

### Cost Benefit Analysis for Compactor System – Page 3

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

#### **Estimated Start-up Capital Costs for Compactor Program**

	Notes & Description	
Collection Containers		
Compactor		
Concrete Pad		
Utilities		
Other		
Other		
<b>TOTAL</b>		
<b>Total Estimated Annual Operating Costs for Compactor Program with Capital Depreciation (7 years)</b>		
<b>Estimated Annual Operating Cost Savings for Compactor Program with Capital Depreciation</b>		
<b>Estimated Annual Operating Cost Savings for Compactor Program Beginning Year 8</b>		
<b>Cost per Ton with Capital Depreciation</b>		
<b>Cost per Ton Beginning Year 8</b>		
<b>Recycling Rate</b>		

#### **Critical Success Factor #6**

**Promote Culture Change** – Sound Environmental Stewardship

1. Company Executive
2. Operational Management
3. Employees
4. Suppliers

## Cost Benefit Analysis for Toter System - Page 1

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

Type of Waste	Actual % of Waste Stream	Total Tons/Year	Tip \$\$\$ Per Ton	Total Tip Cost	Hauls Per Year	Dollars per Haul	Total Haul Cost	Total Handling & Disposal Cost
Solid Waste								
Organics								
Cardboard								
Waxed Cardboard								
Office Paper								
Bottles & Cans								
Fluorescent Lamps								
Pallets								
Hard Plastics (pails etc.)								
Plastic Films								
Other								
<b>TOTAL Hauling &amp; Disposal</b>								
<b>Additional Operating Costs of Current Program (from waste audit form)</b>					<b>Organics Recycling Costs</b>	<b>Solid Waste Costs</b>	<b>Other Recyclable Costs</b>	<b>Total Additional Operating Costs</b>
Equipment Rental								
Collection Container Replacement								
Collection Bags								
Signs/Labeling								
Staff Training								
Other								
Other								
<b>Additional Operating Costs</b>								
<b>Total Estimated Annual Operating Costs for Current Program</b>								
<b>Cost per Ton for Current Program</b>								

## Cost Benefit Analysis for Toter System – Page 2

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

### Estimated New Hauling and Disposal Costs for Toter Program

Type of Waste	Estimated % of Waste Stream	Total Tons/Year	Tip \$\$\$ Per Ton	Total Tip Cost	Hauls Per Year	Dollars per Haul	Total Haul Cost	Total Cost
Solid Waste								
Organics								
Cardboard								
Waxed Cardboard								
Office Paper								
Bottles & Cans								
Fluorescent Lamps								
Pallets								
Hard Plastics (pails etc.)								
Plastic Films								
Other								
<b>TOTAL (Hauling &amp; Disposal)</b>								

### Estimated New Annual Operating Costs for Toter Program

	Organics Recycling Costs	Solid Waste Costs	Other Recyclable Costs	Total Additional Operating Costs
Equipment Rental				
Collection Container Replacement				
Collection Bags				
Signs/Labeling				
Staff Training				
Other				
Other				
<b>TOTAL</b>				

**Total Estimated Annual Operating Costs for Toter Program**

**Estimated Annual Operating Cost Savings for Toter Program**

**Cost Benefit Analysis for Toter System – Page 3**

Company : \_\_\_\_\_

Square Feet : \_\_\_\_\_

Store Location : \_\_\_\_\_

# of Employees : \_\_\_\_\_

**Estimated Start-up Capital Costs for Toter Program**

	Notes & Description	
Collection Containers		
Other		
Other		
<b>TOTAL START-UP</b> (not reflected above)		
<b>Total Estimated Annual Operating Costs for Toter Program with year one start-up costs</b>		
Estimated Annual Operating Cost Savings for Toter Program year one.		
Estimated Annual Operating Cost Savings for Toter Program year two.		
Cost per Ton year one		
Cost per Ton Beginning year two.		
Recycling Rate		





## Year-end Waste Audit Form

Company _____ Location _____ Square Feet _____ # of Employees _____	Date Completed _____ Program Manager _____ Phone # _____ e-mail _____
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### Annual Hauling and Disposal Costs

Type of Waste	Tons per Year	Tip \$\$\$/ton	Total Tip Cost	Hauls per Year	Haul \$\$\$ per Haul	Total Haul Cost	Total Cost	Container Type and Size	Service Provider
Solid Waste									
Organics									
Cardboard									
Waxed Cardboard									
Office Paper									
Bottles & Cans									
Fluorescent Lamps									
Pallets									
Hard Plastics									
Plastic Film									
Other									
<b>Total</b>									

### Additional Annual Operating Costs

	Other Organics	Other Solid Waste	Other Recycle	Total Other Costs	Notes Descriptions
Equipment Rental					
Collection Container Replacement					
Collection Bags					
Signs/Labels					
Staff Training					
Other					
Other					
<b>Total</b>					
<b>Total Annual Operating Costs</b>					
<b>Cost per Ton</b>					
<b>Recycling Rate</b>					

## Plastics Solutions Inc. – Product Descriptions

There are several types of biodegradable and compostable plastics that are made specifically for different purposes. Depending on planned use and intended disposal (landfill or compost) they are all better environmental options to ordinary plastics that can persist in the environment for decades.

Plastics Solutions offers three materials. Each is manufactured to serve different purposes and all three degrade and biodegrade at different rates. They are safe and contain no heavy metals. Except for the time frame, the biological processes are the same returning the “organic carbon” in the materials back to the natural bio-cycle as a food source for microorganisms.

PSI products:

### **EcoSafe-6400 Compostable Plastic Trash Bags**

Compostable trash bags are specifically engineered for the collection of organic waste for disposal in a commercial compost facility. Heat and moisture accelerate degradation and all EcoSafe-6400 Compostable products meet the requirements of ASTM D6400-04 and carry the USCC/ BPI certification logo. These products will typically degrade in 10 to 45 days and biodegrade in less than 6 months.

### **EcoBio Biodegradable Plastic**

Specialty products and premium trash bags are manufactured with premium materials that degrade and biodegrade when disposed of in a landfill or if carelessly littered. Depending on available oxygen and microbial activity in the area of disposal, the materials will degrade in 3 to 4 months and fully biodegrade in approximately 24 months.

### **EcoDegradable Plastic Trash Bags**

Robust trash bags made with polyethylene resins and proprietary additives provide the same performance as ordinary plastic bags but totally degrade and biodegrade when disposed of in a landfill or if carelessly littered. Depending on available oxygen and microbial activity in the vicinity of disposal, the materials will degrade in 18 to 24 months and biodegrade in 24 to 36 months.

## Critical Success Factors

1. Ownership of the Program
  - a. Company Executive – Policy
  - b. Executive Management – Head Office
  - c. Operational Management – Facility
2. Key Partnerships
  - a. Company Executive
  - b. Facility Management
  - c. Hauler
  - d. Processor
3. Clarity of Mission
  - a. Vision with clear goals and objectives
    - i. Tonnes diverted
    - ii. Dollars saved
  - b. Measurable Standards
    - i. “What gets measured gets done”
  - c. Benefits
    - i. Operational
    - ii. Environmental
  - d. Total Commitment
    - i. Ongoing amidst hurdles
4. Operational Standards
  - a. Cleanliness – Bags and Liners
  - b. Schedule Discipline
  - c. Odor Control
5. Education
  - a. Implementation Meetings
  - b. Incorporate into Routines
    - i. Daily
    - ii. Weekly
    - iii. Monthly
  - c. Include in Staff Training Manuals
6. Communication
  - a. Strategic – key partners
  - b. Operational – meeting topic
  - c. Signage – clear and simple
  - d. Feedback, Feedback, Feedback
7. Culture Change
  - a. Company Executive
  - b. Operational Management
  - c. Employees
  - d. Suppliers