



# Love Food<sup>®</sup> Not Waste

Eugene businesses turn food scraps  
into compost and crops.



## Employee Training Manual



## Love food. Not waste.

### Food costs money to purchase and prepare.

When it becomes food waste it also costs money to haul it away. By doing your best to minimize food waste and divert it from landfills to composting, you can reduce your operating expenses and help the environment. Think: "Reduce, Rescue, Recycle."

## REDUCE

Do you really need to purchase that much food?  
Will all of the food you prepare reach your customers?

## RESCUE

Consider local options for repurposing unused food.  
Can the unused food be donated to feed people?  
Animals?

## RECYCLE

Can the food go into composting bins?  
Can the food be collected (e.g., yellow grease)?

## Start with food waste prevention.

**Let's face it.** Food waste is a universal challenge in the food service business and it costs businesses a lot of money. The good news: you have an opportunity to minimize food waste, in turn lowering purchases – all without running out of food, sacrificing quality, or compromising on food safety. The key is to raise awareness about food waste among all front line team members. Just as you focus teams on food safety, sanitation, and customer service every day and get results, you can dramatically reduce food waste by getting people to think about food waste on a daily basis and work to avoid it. Resources on food waste prevention can be found at the LeanPath Consultants website ([www.leanpath.com](http://www.leanpath.com)) or check out the following book: "Greening Food and Beverage Services: A Green Seal Guide to Transforming the Industry."

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## Consider local options for repurposing unused food.

**Unused food is a valuable resource that can go to feed hungry people.**

Opportunities to donate food and to have food rescued are available through FOOD For Lane County or the Eugene Mission.

**FOOD For Lane County**

**541-343-2822**

**[www.foodforlanecounty.org](http://www.foodforlanecounty.org)**

**Eugene Mission**

**541-344-3251**

**[www.eugenemission.org](http://www.eugenemission.org)**

## Start food waste composting.

**One of the best ways to get your team members to think about food waste every day** is to require that all food waste and compostable items (paper plates, napkins or other food-soiled paper products) be placed in compost collection containers rather than the regular garbage. You'll not only get people thinking more about food waste, but you'll save money on your garbage bill while making a real difference in the environment. It all starts with you!

**This manual describes 4 fast and easy steps to start a successful food waste collection and composting program for your business.** Consider incorporating the information from this manual into your employee orientation materials. We also suggest you review compost expectations whenever you cover safety or sanitation reminders.

**Thank you for participating in this program!**

## Why bother?

### **You have a hand in helping our environment.**

When thrown away, food scraps end up in the landfill where they produce methane, a greenhouse gas emission 23 times more powerful than carbon dioxide. The release of methane into the atmosphere has a big impact on our environment.

**The same food scraps can be used to create compost**, a nutrient-rich soil amendment that is valued by home gardeners, farms and other businesses that contribute to the vitality of our community.

**Eugene throws over 20,000 tons of food waste into the landfill each year**, half of which comes from businesses. In collaboration with garbage haulers and local composting facilities, the City has developed this program to use food waste to create compost, instead of decaying in the landfill.

*Eugene businesses  
throw 10,000 tons  
of food waste into the  
landfill each year*

**Your daily efforts will determine the success of this program.** We look to you to love food, not waste.



# Contamination=Landfill

**Keep compost quality high by keeping out contamination.**

Food scraps are transformed into nutrient-rich compost by local composting facilities. This can only happen if composters receive food waste/compostables that do not have contaminants.

Materials that do not compost impact composting operations. Contaminated food waste from businesses can result in an unusable product that will be landfilled. Contaminants can also harm compost facility employees and composting equipment.



Food scraps can be turned into compost by local composting facilities, but contamination can increase the cost of service.



# MAKE IT EASY TO UNDERSTAND!

## STEP 1

### Check in before throwing in. No Glass, Plastic, or Metal

#### **Compostable serviceware products:**

Not all compostable plastics products are created equal. Some products labeled "compostable" may not actually break down in the current systems used by local composting facilities. Check with your hauler for current information on what specific products can be included in your food waste container.

If you are using compostable liner bags, take the following steps to transfer your compostable waste from the interior bins to the exterior roll carts:

- 1 Please use approved compostable products only.**
- 2 Dump organics from interior bins directly into exterior roll cart.**
- 3 Remove the empty compostable bag liner and toss into the same cart.**

Taking these steps will help the composting facilities identify any contaminants that would otherwise be hiding in the bags.

**Please review the next page on what can / cannot be composted.**

# What you **CAN** compost:

## FOOD ITEMS



Meat



Plate Scrapings



Bones



Dairy Products



Baked Goods



Kitchen Trimmings

## FOOD-SOILED PAPER



\* No shiny surfaces

Paper plates\*

Paper towels

Napkins

Placemats\*

Pizza boxes

Wood produce crates (no wire)

Coffee grounds and filters

## PLANTS

Yard debris

Plant trimmings

Floral waste

## What you **CANNOT** compost:

Liquids

Cooking oil

Paper coated w/ plastic or foil

Milk Cartons

Waxed Cardboard Boxes

Yellow & brown grease

Offal & byproducts from animal processing

Non-biodegradables (plastic, Styrofoam, etc.)

Bathroom paper towels (due to potential contamination)

# MAKE IT EASY TO FIND!

STEP 2

**Locate green interior food waste collection bin(s) in the following areas:**

**Encourage full separation of food waste by limiting the availability of garbage cans in areas without interior food waste collection bins.**

To gain the most from the program - make sure to have enough food waste bins to handle the amounts of waste being created AND do not put trash cans in areas without a food waste bin. Pair food waste bin(s) with trash or recycling bins.

Notes:

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**Prep  
Stations**



**Cooking  
Stations**



**Dish  
Stations**

# MAKE IT EASY TO LEARN!

STEP 3

**Add posters in highly visible locations to raise awareness and provide clear direction to your front line team.**

Make sure the green food waste collection bin(s) are clearly marked with signage:



**Place posters in high traffic areas such as the kitchen and the employee break room.** The posters show what materials can and cannot be composted. This is the most important thing for your team to know.

Notes:

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## RECYCLE

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Can the food be collected elsewhere (e.g., yellow grease)?

### All Food

Fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bakery items, cheese and eggshells

### Food-soiled Paper

Napkins, paper towels, tea bags, coffee grounds/filters, wooden crates and greasy pizza boxes

### Plants

Floral trimmings, tree trimmings, leaves, grass, brush and weeds

### Toda la Comida

Frutas, verduras, carne, pescado, mariscos, huesos, arroz, frijoles, fideos, pasteles y panes, queso, y cáscara de huevo

### Papel Manchado por Comida

Servilletas, toallas de papel, bolsas de té, posos/filtros para el café, cajas de madera y cajas grasientas de la pizza.

### Plantas

Recortes de plantas, podos de árbol, hojas, pasto, maleza y mala hierba



- Waxed cardboard
- Liquids, grease, cooking oil
- Bathroom paper towels
- Conventional to-go containers and disposable cups
- Plastic or styrofoam
- Glass
- Metal

### Food / Compostables ONLY

Containers must be on the curb, at a loading dock or otherwise accessible on collection day.



- Carton encerado
- Líquidos, grasa, aceite de cocinar
- Toallas de papel
- Contenedores desechables y vasos desechables
- Plástico o styrofoam
- Vidrio
- Metales

### ¡Solamente alimentos y compostables!

Se requiere que los cubos de basura están alcanzable en el día de recolección de basura.

Our Food Waste Hauler is:

Our Collection Schedule is:



For more information on the Love Food Not Waste program, contact your hauler or the City of Eugene at:

541-682-5652  
wasteprevention@ci.eugene.or.us

or visit online at:  
www.eugenerecycles.org



# MAKE IT EASY TO DO!

## STEP 4

### Start separating your food scraps!

**Kickoff your composting program with employee training.** Discuss the new effort at your pre-shift meeting and maintain lots of visibility every day while the teams form new composting habits. Post signs that say “composting begins today” to raise awareness.

**To maintain a clean, odor free environment in your facility,** expect to empty the contents of interior bin(s) on a regular basis more often than your garbage bins, and wash the bins and/or use bin liners.

- ✓ Compostable bin liners will be available from your hauler or foodservice supplies distributor.
- ✓ If space/facility limits easy bin cleaning and you do not want to use compostable liners, consider using paper bags or lining the bottom with newspapers.
- ✓ If you use traditional plastic bin liners recognize they are not compostable and cannot be tossed into your exterior cart with your food waste.

**Food waste is heavy,** so when interior bins(s) become approximately half-full of food waste, toss the contents into the exterior cart that is designated for food waste.

**Be sure to keep the bins clean**, just as you would any garbage container – this will minimize potential odors and avoid attracting pests.

### **Monitor your interior bin(s)/exterior cart!**

- ✔ Work with your hauler to adjust pick-up of exterior cart
- ✔ Check interior bin(s) and external carts for contamination with non-compostable items (e.g. plastic, glass, metal). Pull out these items and discuss with staff.



# MAKE IT FUN!

## STEP 5 Encourage employees to consistently participate in the program.

**With the implementation of any new program,** a manager/supervisor may face questions or low motivation from employees who are skeptical or concerned about how the effort may negatively impact their work. The key is to communicate that compost collection is not only an easy thing to do but a vital part of their job, and it offers each team member a great opportunity to be stewards of their environment and community.

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Here are 3 ways to make this program fun:

### 1 Designate a compost champion!

While participation from all employees is vital to the success of this program, we encourage you to select one team member to serve as a compost champion – an employee on each shift that will answer any staff questions, encourage participation, and ensure quality (e.g., monitoring bins for contamination!). Encourage employees to volunteer to be a compost champion during each shift.

**2****Monitor how much food waste has been separated for compost on a monthly basis.**

You can work with your hauler or contact the City for details and post it in your business's break room so employees can see how much food waste they have composted.

**3****Consider organizing a staff field trip.**

Visit one of the local composting facilities to see how your business's food waste turns into compost.

**Rexius****541-342-1835****[www.rexius.com](http://www.rexius.com)****Lane Forest Products****888-345-9085****[www.laneforestproducts.com](http://www.laneforestproducts.com)**

## We're here to help!

We want this program to be a success for your business and for the community. For questions or additional resources, please contact the City at:

[wasteprevention@ci.eugene.or.us](mailto:wasteprevention@ci.eugene.or.us)

or go to:

[www.eugenerecycles.org](http://www.eugenerecycles.org)

for more information. Questions about collection frequency or billing services can be directed to your hauler.



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**Eugene's Commercial  
Food Waste  
Composting Program**