



Food Waste Recycling

Action Guide

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Getting Started

You'll need:

- Food waste collection service with Cedar Grove ([see Collection Service Details on page 8](#))
- External totes delivered and serviced weekly by Cedar Grove
- Internal collection supplies for compost, recycling and garbage/landfill waste streams: containers and appropriate lids, liners and signage
- Zero Waste Supplies: compostable flatware, plates, cups

Before you begin

Everyone should reflect on how they dispose of trash (stop), learn more about how to sort their waste into the proper internal collection containers (think), and take action- know where your central receptacle is and sort your waste into the proper internal collection containers (sort)

Compost Champion should attend the compost champion orientation, be prepared to the support staff and community members at your facilities meet our recycling goals, ensure your site has all the tools and supplies needed to be successful. [See list of Compost Champions on page 10.](#)

Custodian/Pool Operator should ensure your facility waste stations are set up correctly, make sure you have all of the tools and supplies you need.

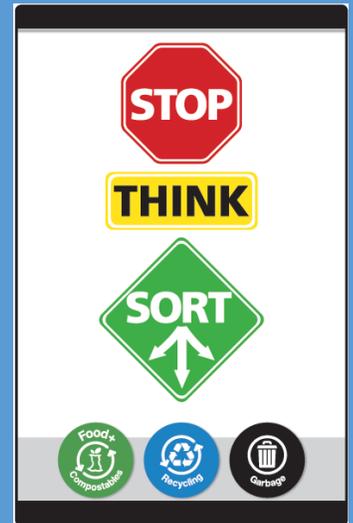
This a self-serve recycling program. All staff members are responsible for the disposal of their own waste into the proper internal collection containers.

First steps toward success

You'll need to complete the following steps to set your facility up for a successful start on your conservation journey.

1. **Ready:** Convene staff and other facility tenants to decide where to place your central internal collection containers, devise a plan for transporting waste to the appropriate internal collection container, and decide how you will evaluate your success.
2. **Set:** Pick up your compost care package. Assemble the care package contents and your internal collection containers into a waste station. Provide staff and tenants with sorting education.
3. **Go:** Start recycling and evaluate your success.

Stop, Think, Sort



It's still a pretty new thing, putting your compostable items, used napkins and food in the food waste containers that are now available at your facility.

Thanks to those new food waste containers, Seattle leads the nation in keeping single-use compostables out of the landfill.

When you take a moment to stop, think and sort your waste into the right bin, you're helping to keep 6,000 tons of leftovers and packaging out of the landfill each year. That's a 100-car garbage train we no longer need.*

Container Specifications

Internal Collection Containers



Food Waste/Compost



Description	Length	Height	Volume	Width
Slim Jim®	20.0 in	30.0 in	23 gal	11.00 in

Signage: Seattle Public Utilities FC-XX FOH STD
Label: Rectangle or circle

Description	Length	Height	Volume	Width
Slim Jim®	20.0 in	30.0 in	23 gal	11.00 in

Signage: Seattle Public Utilities FC-XX FOH STD
Label: Rectangle or circle

Food Waste Transporter



Description	Length	Height	Volume	Width
Slim Jim®	20.0 in	30.0 in	23 gal	11.00 in

Signage: Seattle Public Utilities FC-XX RECYCLE STD
Label: Rectangle or circle

Clean Recycle



Description	Length	Height	Volume	Width
Slim Jim®	20.0 in	30.0 in	23 gal	11.00 in

Signage: Seattle Public Utilities FC-XX GARBAGE STD
Label: Rectangle or circle

Landfill/Garbage



Full Waste Station

Resources

Seattle Public Utilities,
Order Form

<http://www.seattle.gov/util/forbusinesses/solidwaste/foodyardbusinesses/commercial/wasteposterorderform/>

Seattle Public Utilities,
Multiple Languages

http://www.seattle.gov/util/MyServices/Recycling/BldgOwnersManagers_Recycling/HelpResidentsRecycle/index.htm

Seattle Public Utilities,
Video

<http://www.seattle.gov/util/MyServices/Recycling/ApartmentResidentsRecycle/RecyclingVideos/index.htm>

Seattle Public Utilities,
Label Rectangle

http://www.mediafire.com/view/3i9py4x6iiqmv5/Food%2BLogo_Rectangle.pdf

Seattle Public Utilities,
Label Circle

http://www.mediafire.com/view/a4j5qjz8os6vj3j/Food+Logo_Circle.pdf

Pest and Odor Control

Keeping your collection bins and food waste cart clean are key to preventing problems. If pest problems do occur, more frequent bin washing should resolve the problem. Make sure that all wash water is disposed of in the sanitary sewer, not down a storm drain. Keeping garbage and recycling enclosures clean and free of debris helps deter pests as well. Prevention is the best way to avoid odors, insects and rodents. Follow the tips below to deal with existing problems and prevent future ones.

Odor & Fly Control

- Empty internal collection container If at all possible, keep the cart in a shady area out of direct sunlight.
- Bag food waste in approved compostable bags.
- Line the bottom of your internal collection container with newspaper.
- Sprinkle baking soda in your internal collection container and cart.
- Spray the inside of your internal collection container and cart lid with a vinegar/water solution.
- Rinse internal collection container and after each use.
- Control odors by occasionally adding a layer of shredded paper into your collected food waste.

The materials collected in your food waste container are already present in your garbage. If you don't normally have pests or odor issues, then you are less likely to have problems when you collect food waste separately.

Preventing Maggots

- Fly larvae (also known as maggots) appear after flies have laid their eggs on food scraps, most often with meats. It only takes a few days for them to hatch.
- If you see larvae and eggs in your bin or cart, they can be easily eliminated by pouring boiling or very hot water with a mild fragrant detergent over them.

Preventing Rodents

- Keep grounds clean and free of clutter.
- Wrap food waste in paper or use only approved compostable bags.
- Keep the cart lid closed at all times.

Everyone Pitch In!

This is a self-serve recycling program. All staff members are responsible for disposal of their own waste into the correct internal collection containers.

Collecting and Recycling Food Waste

Internal Procedures

This is a self-serve recycling program. All staff members are responsible for disposal of their own waste into the correct internal collection containers. Facility custodial, maintenance or pool operator staff are responsible **only** for emptying the central internal collection container during their routine service of central internal collection containers.

Food Waste and Compostable Items

Each staff member is responsible for transporting their personal or program generated food waste and compostable items to your facility's central internal collection container on a daily basis. In most facilities, the central internal collection container will be located in the kitchen. In facilities without kitchens, the central internal collection container will be located in staff quarters.

In areas or programs that produce a large volume of food waste and compostable items, items may be collected and stored in a transporter bin with a lid and kept in a program area or staff quarters throughout the day. The designated program or administrative staff person must transport any food waste and compostable items to the central internal collection container before the end of their shift or program. These containers should be kept clean by the designated program to reduce odor and pests.

Recycling food waste and compostable items is responsibility of all staff. Each staff member is responsible for transporting their personal or program generated food waste and compostable items to your facility's central internal collection container on a daily basis. Facility custodial, maintenance or pool operator staff are responsible **only** for emptying the central internal collection container during their routine service of central internal collection containers.

Recyclable Items

Each staff member is responsible for transporting their personal or program generated recyclable items to one of your facility's internal collection containers for recyclable items as soon as they are done being used. Recycling clean glass, paper, and plastic items is the responsibility of all staff.

Landfill Waste

Each staff member is responsible for transporting their personal or program generated landfill waste to one of your facility's internal collection containers for landfill waste as soon as it is generated. Disposing of personal or programs generated waste is the responsibility of all staff.

Where Does it Go?

Food Waste Compostables



Food+ Compostables

Food



Food Soiled Paper



Uncoated Paper Plates

Approved Compostable Packaging



NO Plastic. NO Metal. NO Glass.

Effective January 2015, the City of Seattle's [ban on recyclables in the garbage](#) prohibits the disposal of food and compostable paper, including food-soiled pizza boxes, paper napkins and paper towels, in the garbage.

- Meat, poultry, fish, shellfish, bones
 - Egg and dairy products
 - Table scraps and plate scrapings
 - Fruits and vegetables
 - Bread, dough, pasta, grains
 - Coffee grounds, coffee filters, tea bags
 - Approved compostable serveware; only those items approved by our vendor
 - Kitchen paper towels
 - Restroom paper towels
 - Paper napkins
 - Pizza delivery boxes
 - Cardboard and paper (Wax okay)
 - Paper take-out cartons without plastic lining (to test for plastic lining, tear the item; plastic is usually visible along the tear)
 - Flowers and plants (no soil)
 - Paper bags and [approved biodegradable bags](#)
- Not acceptable for composting**
- [Milk, soy milk, and juice cartons](#)
 - Plastic, glass, clean paper items
 - [Produce baskets and netting](#)
 - [Paper take-out cartons with plastic lining](#)
 - [Styrofoam blocks](#)

Clean Recyclables

Since July 2014, the [City of Seattle's ban on recyclables](#) in the garbage has prohibited the disposal of recyclable items in the garbage. Please put lids into the trash and empty and rinse containers before recycling them.

- Plastic bottles, jars, and jugs
- Plastic dairy tubs (yogurt, sour cream, etc.)
- Glass bottles and jars
- Steel/tin cans
- Aluminum cans (do not crush)
- Aluminum Foil & Trays (clean, empty, do not crumple)
- Metal hangers
- Scrap metal (less than 2 ft. x 2 ft. x 2 ft.)
- Cookware (pots, pans, cookie sheets, etc.) made of ferrous metal (remove any non-metal parts)
- Milk, soy milk, and juice cartons
- Plastic cups (empty)
- Non-compostable paper cups (clean)

Not acceptable for clean recycling?

- [Compostable](#) items
- [Trash and other contaminants](#)
- [Plastic lids smaller than 3" in diameter](#)
- [Plastic dishes and utensils](#)
- [Broken glass](#)
- [Ceramic cups](#)
- [Plastic wrap](#)
- Plastic bags

Where Does it Go?



Recycling

Cans & Bottles



Empty Cups



Clean Plastic Containers & Lids



Paper & Empty Cartons



ITEMS MUST BE EMPTY AND CLEAN

Where Does it Go?

Landfill Waste Garbage



Garbage



Snack Bags

Wrappers



Condiment Packages



Plastic Disposable
Utensils



Caps



Soiled Foil



Foam Containers



Plastic Wrap



Foam Trays



Straws

Many items are recyclable or are not permitted in the garbage. Read the following information carefully to understand what goes in the landfill bin:

- Landfill waste from restrooms
- Latex or plastic gloves
- Non-recyclable materials
- Non-hazardous materials that are contaminated
- Broken items that are sharp or pointed; place pieces in a small box, label the box and seal it securely, and then place it in your garbage container

Not acceptable for the landfill

- Recyclable items
- Liquids
- Batteries
- Paint
- Chemicals and hazardous waste
- Fluorescent lamps
- Food Waste and Compostable Serveware
- Paper
- Cardboard
- Styrofoam blocks

Cedar Grove

To make changes to your facility's external toter size or pick-up frequency contact Cedar Grove Organics consultant, Casey Funke.

Casey Funke
(206) 491-5427

Caseyfunke@cgcompost.com

Collection Service Details

Cedar Grove Organics has been identified as our vendor for food waste collection service. Cedar Grove is locally owned and operated. This allows Cedar Grove greater flexibility and responsiveness in partnering with area businesses - providing customized options that serve your unique business needs with a coordinated approach that can save money and increase efficiencies.

Cedar Grove services include:

Flexible Service Options. Each facility has been issued the smallest external toter offered by Cedar Grove (32 gallon) to be serviced a weekly basis. If your facility produces a large quantity of food waste, if you are hosting a large event or experience peaks and valleys in your food waste production, you may require a larger toter. You also have the option to flex your toter service frequency in needed. Contact the Cedar Grove Organics consultant to flex your service as needed.

Training. A Cedar Grove trainer will come to your place of business as often as needed to properly educate employees about the program at NO additional cost to you.

Containers. Your containers will be delivered approximately one week prior to the start of your service

Toter Sizes

24-GALLON EVR II



32-GALLON EVR II



48-GALLON EVR II



64-GALLON EVR II



96-GALLON EVR II



Compostable Products Pricing Matrix

Option 1: The most sustainable option is to purchase a few sets of durable products to be washed and reused.

Option 2: The next best option is to purchase compostable items.

Use the information below to select a vendor for your compostable products.

	Cash and Carry			Cedar Grove			Coastwide/Staples		
	Price	Qty	\$/1	Price	Qty	\$/1	Price	Qty	\$/1
Plates- 9 inch	\$43.50	500	\$.09	\$45.10	500	\$.09	\$84.93	500	\$.17
Bowls- 12 oz.	\$64.66	500	\$.13	\$67.65	1000	\$.07	\$132.06	1000	\$.13
Cold Cups- 12 oz.	\$54.69	680	\$.08	\$101.85	1000	\$.10	\$117.60	1000	\$.12
Hot Cups – 12 oz.	\$85.31	1000	\$.09	\$99.60	1000	\$.10	\$93.33	600	\$.16
Forks	\$29.89	500	\$.06	\$36.35	500	\$.07	\$67.05	1000	\$.07
Spoons	\$31.08	500	\$.06	\$36.35	500	\$.07	\$67.05	1000	\$.07
Knives	\$29.89	500	\$.06	\$36.35	500	\$.07	\$67.05	1000	\$.07
Liners- 30 gallon	\$78.39	185	\$.42	\$75.05	135	\$.56	\$82.84	150	\$.55

Compost Champions & Collection Schedule

<i>NAME</i>	<i>ADDRESS</i>	<i>COORDINATOR</i>	<i>PHONE</i>	<i>Route ID</i>	<i>Day</i>
Parks Administration	100 Dexter Ave. N	Prudence Miles	386-9098	801	Tuesday
SE Park District Shops	4420 S. Genessee Street	Peggy Pullen	386-1916	807	Sunday
Central East District Shops	2820 E. Ward Street	Jon Martin	684-4750	902	Monday
SW Park District Shops	7367 47th Ave. SW	Carol Baker	684-7457	807	Sunday
Westbridge Shops	4209 W Marginal Way SW	Ann Gorman	684-7090	809	Monday
Discovery Park	3801 W Government Way	Penny Rose	386-4250	804	Friday
Center City Park District	1403 W. Howe Street	Fred Schauer	386-4280	804	Friday
NE Park District Shops	5801 20th Ave. NE	Vera McDaniel	684-4955	902	Monday
Freeway Park	1215 8th Avenue	Fred Schauer	386-4280	801	Wednesday
Volunteer Park	1247 15th Ave E	Bridget Lamp	684-4568	809	Tuesday
Central District Shops	1400 E. Galer Street	Jon Martin	684-4750	809	Thursday
North District Headquarters	8061 Densmore Ave. N	Colleen Hackett	233-3971	805	Friday
So.District Headqtrs/Horticulture	1600 S. Dakota Street	Neka Kapesi	684-4111	801	Tuesday
Golden Gardens	8500 Golden Gardens Dr. NW	Patricia Synder		804	Tuesday
Helene Madison Pool	13401 Meridian Ave N	Marcia Nussbaum	684-4979	808	Tuesday
Rainier Beach Pool	8825 Rainier Ave S	Dee England	386-1944	803	Wednesday
Evans Pool	7201 E Green Lake Dr N	Quinn Murphy	684-0881	804	Tuesday
Ballard Pool	1471 NW 67th Street	Katrina Keller	684-4094	804	Tuesday
Colman Pool	8603 Fauntleroy Way SW	Teresa Faulkner	684-7494	809	Thursday
Mounger Pool	2535 32nd Av W	Joe Meyer	684-4708	804	Monday
Meadowbrook Pool	10515 35th Ave NE	Garrison Wan	684-4989	902	Tuesday
Queen Anne Pool	1920 1st Ave West	Robin O'Leary	386-4282	809	Friday
Medgar Evers Pool	500 23rd Ave	Brent Johnston	684-4766	801	Monday
Southwest Pool	2801 SW Thistle St	Matt Richardson	684-7440	807	Wednesday

NAME	ADDRESS	COORDINATOR	PHONE	Route ID	Day
Green Lake Small Craft Center	5900 West Green Lake Way N	Tammy Oki	684-4074	805	Wednesday
Mount Baker Rowing and Sailing Center	3800 Lake Washington Blvd S	Leon Naff, Jr	386-1913	803	Thursday
Westbridge North	4209 W Marginal Way SW	Andy Bernard	684-4078	809	Monday
Magnolia Community Center	2550 34th Ave W	Terri Burns	386-4235	809	Tuesday
Green Lake Community Center	7201 E Green Lake Dr N	Jeff Skinner	684-0780	804	Tuesday
Ballard Community Center	6020 - 28th Ave NW	Tomijo McCarrier	684-4093	804	Tuesday
Loyal Heights Community Center	2101 NW 77th St	Monica Haugen	684-4052	804	Wednesday
Bitter Lake Community Center	13035 Linden Ave N	Cynthia Etelemak	684-7524	808	Tuesday
Laurelhurst Community Center	4554 NE 41st St	Cara Brown	684-7529	808	Monday
Magnuson Community Center	7110 62nd Ave NE	Brian Judd	615-0381	902	Thursday
Northgate Community Center	10510 5th Ave NE	Pati Maxwell	684-7068	902	Friday
Meadowbrook Community Center	10517 35th Ave NE	Bea Lorimor	684-7522	902	Tuesday
Ravenna-Eckstein Community Center	6535 Ravenna Ave NE	Tim Ewings	684-7534	804	Monday
Belltown Community Center	415 Bell St	Stephanie Williams	684-7245	901	Thursday
Montlake Community Center	1618 E Calhoun St	Rachel Bascomb	684-4788	809	Monday
Yesler Community Center	917 E Yesler Way	Donna Kirvin	684-4736	809	Thursday
Queen Anne Community Center	1901 1st Ave W	Dirk Hallingstad	684-4753	809	Friday
Garfield Community Center	2323 E Cherry St	Britt Lord-Jacobsen	386-4240	801	Monday
Miller Community Center	330 19th Ave E	Buch Buchanan	684-4753	809	Thursday
Delridge Community Center	4501 Delridge Way SW	Angie Ramirez	684-7524	807	Wednesday
Hiawatha Community Center	2700 California Ave SW	John Hasslinger	684-7441	807	Sunday
Alki Community Center	5817 SW Stevens St	Mark Hoffman	684-7430	807	Wednesday
High Point Community Center	6920 34th Ave SW	Shari Watts	684-7422	807	Wednesday
Southwest Community Center	2801 SW Thistle St	Mazvita Mara	684-7438	807	Wednesday
South Park Community Center	8319 8th Ave S	Giovannina Souers	684-7451	809	Thursday
Van Asselt Community Center	2820 S Myrtle St	Reco Bemby	386-1919	803	Wednesday
Rainier Beach Community Center	8825 Rainier Ave S	Martha Winther	386-1925	803	Wednesday
International District Community Center	718 8th Ave S	Ken Davis	233-0042	809	Tuesday
Rainier Community Center	4600 38th Ave S	Darin Olsen	233-0042	803	Wednesday
Jefferson Park Community Center	3801 Beacon Ave S	Doreen Deaver	684-7481	809	Wednesday

Happy Recycling!



Dawn Blanch
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Volunteer Programs Supervisor
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