

# FoodCycle

## FOOD SCRAP RECYCLING

### How to Setup a Successful Program

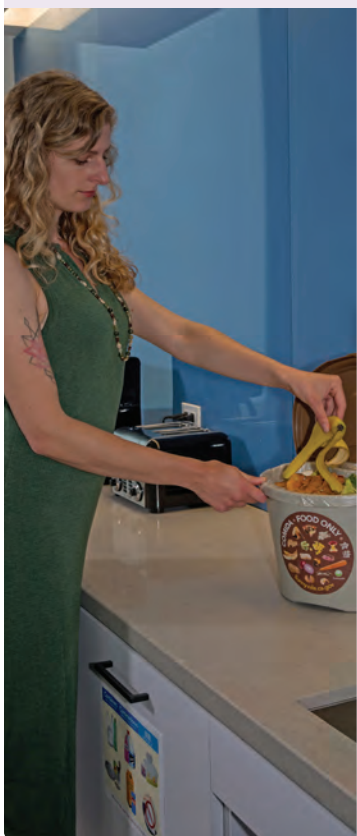
#### Employee Training is Key

It may seem complicated to set up a food scraps recycling program, but these simple steps will show your staff how. Use the helpful tips and talking points in this training guide to make learning quick and easy.

1

#### Plan Your Staff Training

- **Set up bins and signage.** See page 2 for proper setup. Download and print signs from [sswr.com](http://sswr.com).
- **Include all staff** that handle food disposal.
- **Train on location.** Use existing bins in your staff's normal work space. Bring up examples of food scraps staff handle regularly.
- **Identify a lead** on each shift who can answer questions and train new staff.



2

#### Explain Why Food Scraps Recycling Matters

- **Food scraps are rich in nutrients that can be put to good use, but only if they're separated from garbage.** Sunnyvale food scraps can become clean energy, fertilizer or animal feed ingredient.
- **It's state law – SB 1383 requires it.**



#### Need Help?

**Call Utilities Customer Service** at 408-730-7400 for help with billing, missed pick-ups, collection days or landscaped material (requires a separate bin)

**Call City of Sunnyvale Zero Waste Coordinator** at 408-730-7262 for free tools, resources and general problem solving

Watch how-to videos at [Youtube.com/SunnyvaleRecycling](https://www.youtube.com/SunnyvaleRecycling)



Sunnyvale

# 3

## Show Employees How to Setup and Use the Program

### How to Set Up Bins Correctly



- **Make it convenient.** Place bins in convenient locations for staff use.
- **Use colored bins.** Color-code the bins:
  - **Brown** = Food Scraps
  - **Blue** = Recycling
  - **Black or Gray** = Garbage
- **Keep it clean.** Use **clear** bags for **all** bins so it is easy to see and remove contaminants.
- **Post signage from website.** Post signage clearly above or on the sides of each bin.  
Go to [sswr.com/organics-collection](http://sswr.com/organics-collection) to download a poster.

### How to Maintain Bins Correctly

- **Don't overfill bags.** We recommend using smaller bins and bags. Food scraps are heavy!
- **Knot it.** Tie a knot to close each bag – no loose food in containers.
- **Keep lids closed.** Close external bin lids to keep litter and odors to a minimum.
- **Take full bags to outdoor food scrap collection containers.**

### Use Bins Correctly

#### ✓ YES

- **All food trimmings and plate scrapings**, including meats and shellfish, eggs and dairy, fruits, vegetables and bakery items.
- **Coffee filters** and **tea bags**.
- **Pits, peels, and shells.**
- **Spoiled or moldy food.**



#### ✗ NO THANKS

- **Liquids** (strain soups, solids can go into the food bin).
- **Grease/oil** (small amounts are accepted, large amounts need to be collected by waste-oil collection service).
- **Glass, metal, plastic** or other recyclables.
- **Garbage, plastic gloves, foil wrappers, plastic straws, plastic stir-sticks, produce twist-ties, produce stickers,** or other small contaminants.
- **Paper products such as napkins, plates, cups, bowls** (not even the compostable ones).



# 4

## Explain What Happens if the Food Scraps Bin Gets Contaminated

- **First time.** A warning will be issued after the first instance of contamination found.
- **Second time.** The driver will refuse to empty the bin until contaminants are removed and you'll pay a return trip fee to have it emptied.