

sorting it out

A Guide to Waste Reduction,
Recycling & Composting
in the Food Service Industry



RRFB
NOVA SCOTIA

www.rrfb.com
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1. Reducing Your Restaurant's Waste

A Good Investment!

Smart waste management is a positive step for any restaurant. Once you commit to reducing, recycling and composting your restaurant's waste, the benefits really add up!



Reducing Waste Is...

Good for Business

Environmentally conscious companies attract customers! Reducing waste can also increase staff morale and improve your bottom line.

Good for the Environment

Waste reduction decreases the amount of waste in landfills, conserves natural resources, and can prevent litter.

The Law

Many waste materials are banned from landfills in Nova Scotia. For a list of all banned materials, visit www.rrfb.com.

A few examples include:

- Food waste
- Steel, tin & glass food containers
- Refundable beverage containers
- Corrugated cardboard & newsprint
- Televisions & computers
- Used tires
- Waste paint
- Used oil
- #2 HDPE plastics

All businesses are responsible for proper waste separation and ensuring their waste is delivered to an appropriate facility (i.e. composting or recycling plant). In addition, restaurants are required to provide both interior and exterior multi-stream containers. Outdoor containers must be maintained to prevent litter.



TARGET: 300kg by 2015

Nova Scotia's goal is to reduce its waste to 300 kg per person per year by 2015. Food service owners, managers and staff all play an important part in meeting this goal!

2. Getting Started

Before you start reducing your restaurant's waste, you need to assess the situation and get the cooperation of staff. Follow these key steps to develop a successful waste reduction program:

1. Get Management and Employees on Board

Management and employee support is critical in implementing and maintaining your program—every step of the way!

Successful Restaurants:

- Integrate the program into company policy, procedures and philosophy
- Include recycling and waste reduction responsibilities in job duties and occupational health and safety training
- Involve employees in program design, implementation and evaluation
- Find a “champion”—a staff member to lead the program and inspire others!
- Set up a waste reduction or recycling team

Here to Help

Your regional waste reduction coordinator can provide *free* educational resources and guidelines on proper sorting in your area.

To get in touch with a coordinator near you, visit www.rrfb.com.

2. Conduct a Waste Audit

A waste audit identifies and quantifies the sources of waste from the food preparation area to the waste bins. An audit is an excellent starting point for designing a recycling and composting program.

3. Identify and Evaluate your Options

Once you have characterized the types of waste generated in your restaurant, gather information for a plan of action. Work with:

- Staff to determine items that you can reduce, reuse, recycle or compost
- Suppliers to learn about packaging alternatives
- Haulers to find out costs and types of services

Choose the best plan for your company and determine how to implement an effective program.

3. Before Sorting

You've identified the components of your restaurant's waste stream and are ready to cut it back...but where do you start? Chances are, you already have. The most important part of waste reduction is waste prevention—a concept many business owners understand because it cuts costs!

Consider:

- Purchasing in bulk where possible
- Reduced packaging for take-out foods and eat-in accessories
- Asking suppliers to reuse or recycle shipping boxes, pallets, bins, etc.
- Reusable mugs, cutlery, or dishes
- Discounts for customers who bring their own reusable mugs or bags
- Donating extra food to a local food bank
- Products made from recycled materials

4. Sorting Waste: Which materials go where?

Restaurant waste must be sorted into three main streams: garbage, organics and recyclables. Nova Scotia landfills no longer accept food waste or recyclable materials.

This page provides basic sorting guidelines for a typical restaurant. For more detailed information, please contact your local municipality.

ORGANICS

- | | |
|--|---|
| Leftover food | Wooden stir sticks |
| Waxed paper (e.g. bagel / burger wrappers) | Paper products soiled with food |
| Paper napkins | <ul style="list-style-type: none">• Boxboard (e.g. donut box) |
| Paper packaging from salt, pepper, sugar, etc. | <ul style="list-style-type: none">• Soiled paper bags• Paper tray liners |
| Tea bags | |

GARBAGE

- | | |
|--|-------------------------------------|
| Styrofoam™ (e.g. bowls, cups, food containers) | Aluminum foil wrap |
| Bottle caps | Plastic and foil condiment packages |
| Straws | Mini butter containers |
| Plastic cutlery | Milk creamers |
| Hot/cold drink cups and lids * | |

RECYCLABLES

CONTAINERS

- All beverage containers *
- Glass bottles
- Plastic bottles
- Juice cartons
- Milk cartons/jugs
- Metal food cans

PAPER

- Newspaper
- Paper bags
- Carry-out trays
- Office paper
- Cardboard

* May be compostable or recyclable in some areas. Contact your municipality for information.

* Beverage containers (excluding milk) can be returned to an ENVIRO-DEPOT™ for a refund.

5. Sorting Success

Separating your waste requires the cooperation of management, staff, and customers. Keep the following factors in mind for optimal participation in your program.

Who Sorts:

Will staff, customers, or a combination of both separate waste? A customer-based approach is effective when accompanied by education and a comprehensive waste reduction program. Staff collection and sorting of waste left on tables is an option that yields less contamination of bins.

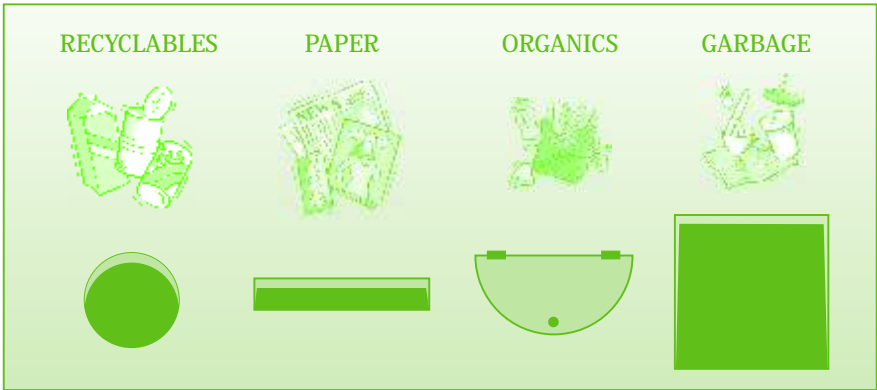
Bin Design:

Your source separation containers should be accessible, clean, and aesthetically pleasing. The colour of the bins and even the shape and size of their openings can improve their effectiveness. These basics of bin design promote the best results:

Materials	Shape of Opening	Size of Opening	Colour
Recyclables	Circle	Large enough for a 2 litre pop bottle	Blue
Paper	Rectangle	Large enough for a folded newspaper	Grey
Organics	Inverted semi-circle	28cm diameter	Green
Garbage	Large square	30+cm diameter	Black

Bin Tips:

- To avoid bin cross-contamination, leave the garbage opening uncovered. Also, put a lid on the opening for organics, hinged on the flat side.
- All bin openings should be easily accessible to everyone.
- Slant the top of the bin, so waste cannot be left unsorted.
- Line all containers with clear plastic bags so waste can be easily identified. When full, the organics must be emptied into the green bin and the bag put in the garbage.



Recommended bin design.

Bin Location:

Cluster bins together in a central, easily accessible location. Separating bins in different parts of a room can result in confusion and contamination.

A list of bin retailers and manufacturers can be found at www.rrfb.com.

Signs:

Mark containers clearly with signs indicating which items go where.

Signs should be:

- Descriptive, picturing 3 to 4 typical items
- Colour-coded
- Easily visible
- Standardized, if your restaurant is part of a chain

To order or download colourful, illustrated signs free of charge, visit RRFB Nova Scotia's website at www.rrfb.com.





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