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FOOD SERVICE BUSINESS WASTE ROOM ASSESSMENT

This report is intended to be used with businesses to identify opportunities for improvement in their waste management rooms and to highlight areas currently out of compliance with the RMOW Solid Waste Bylaw.

Organization name:

Main contact name:

Main contact email:

Strata contact name:

Strata contact email:

Auditor organization: RMOW

Auditor name:

Audit Date:

Location: Waste Management Room

Section	No	Criterion	GREAT	OK	POOR	N/A	Comments/ Recommendations
Infrastructure, accessibility, & cleanliness	1.1	Bins are available for each type of material stream required to be collected	☐ *All required bins present*	☐ *3 or more streams present*	☐ *2 or less streams present*		*Required streams:* ☐ Organics ☐ *Mixed Containers* ☐ *Cardboard* ☐ *Mixed Paper* ☐ *Landfill* ☐ *Refundables* *Current streams:* ☐ *Organics* ☐ *Mixed Containers* ☐ *Cardboard* ☐ *Mixed Paper* ☐ *Landfill* ☐ *Refundables* *Bonus streams:* ☐ *Plastic film* ☐ *Glass* ☐ *Styrofoam*
	1.2	Bins are labelled with their corresponding stream name	☐ *Yes*	☐ *Some*	☐ *No*		
	1.3	Informational signage detailing acceptable content for each stream is visible and easy to understand *(consider text size, colours, content & graphics)*	☐ *Yes Additional detailed signage*	☐ *Yes Standard hauler signage*	☐ *No*		
	1.4	Ease of access and use for staff (considering height of bins, size and weight of bags)	☐ *Positive*	☐ *Some challenges*	☐ *Negative*		
Contamination	1.5	Organics	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	*Note: Contaminants are any item that is placed in the wrong stream or any item that is not disposed of properly (such as unrinsed recycling). Contaminants are based on individual items not groups of items such as bags.*
	1.6	Mixed Containers	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.7	Printed Paper and Paper Packaging	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.8	Corrugated Cardboard	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.9	Glass	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.10	Plastic bags & film/Flexible plastic	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.11	Styrofoam	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.12	Refundables	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
	1.13	Recyclable/organic items in Landfill waste	☐ *No contaminants*	☐ *5 or less contaminants*	☐ *More than 5 contaminants*	☐	
Wildlife Security	1.14	All wildlife attractants are secured	☐ *Yes*		☐ *No*		*Wildlife attractants include:* *- Fats, oils, grease, BBQ's* *- All waste streams* *- Citronella, bird seed, pet food* *- Vinyl and petroleum products* *- Natural fertilizers* *- Salt and mineral product*
	1.15	Room is clean enough to prevent wildlife encounters *(from rodents to bears)*	☐ *Yes*		☐ *No*		
	1.16	Appropriate bin capacity and collection frequency *(overflow?)*	☐ *No Overflow*		*Overflow*		

Other Comments (Note: use this space to comment on the Bylaw, ventilation, lighting, drainage and hazardous waste)

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Top LandfillŜŘ Items ȝ /2YYŜyűă

These are some of the main items currently standing in the way of your organization achieving zero waste along with solutions currently available to replace/eliminate them.

LandfillŜŘ Item		Problem / Solution

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Comments

Photo Log of Waste Management Room

Photo description:

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Photo description:

Waste Systems Scorecard: Follow Up Plan

(Actions & Communication)

Organization's name: Click or tap here to enter text.
Main contact's name: Click or tap here to enter text.
Main contact's email: Click or tap here to enter text.

Auditor's organization: Click or tap here to enter text.
Auditor's name: Click or tap here to enter text.

1) What are 3 changes you plan to implement within your operations as a result of this waste assessment and when do you anticipate starting/completing them?

Action 1: Click or tap here to enter text.
Start Click or tap here to enter text.
Finish Click or tap here to enter text.

Action 2: Click or tap here to enter text.
Start Click or tap here to enter text.
Finish Click or tap here to enter text.

Action 3: Click or tap here to enter text.
Start Click or tap here to enter text.
Finish Click or tap here to enter text.

2) **How will you distribute the information from your waste assessment throughout your organization?** *(What channel(s) will you use to communicate the results of this assessment to your organization, Who is the target audience for that method of communication, what is the main message you want to resonate with that audience and when will you accomplish this by?)*

☐ Meeting
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

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☐ Email
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

☐ Newsletter
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

☐ Presentation
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

☐ Notice board
Audience: Click or tap here to enter text.
Main Message:
Complete by: Click or tap here to enter text.

☐ Workshop
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

☐ Social Media
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

☐ Other
Audience: Click or tap here to enter text.
Main Message: Click or tap here to enter text.
Complete by: Click or tap here to enter text.

Next Steps for Waste Reduction in the Workplace

Tracking

- ✓ Track & analyze the weight of waste your business generates daily, monthly, annually (the more detailed the tracking the more information you have to make adjustments to your operations)
  - Tracking of waste can be done internally using a small "fish hook/luggage scale" as a task required every time staff empty a bin or in some situations can be done using data provided by the hauler (only applicable if your garbage room is **not** shared)
  - Tracking of reduction efforts can be done through purchase recaps

Audits

- ✓ Conduct a thorough waste composition audit of your businesses activity to determine your current diversion rate and highlight opportunities for improvement (can be done internally or contracted out)
- ✓ Conduct a Waste Audit with staff members to demonstrate key areas of contamination
- ✓ Conduct small visual inspection audits weekly or bi-weekly and distribute results amongst team to provide insights on how well trained the staff are and opportunities for improvement (ex. paper towel commonly placed in paper recycling instead of organics bin)

Zero Waste champion in the workplace or an internal "Green Team"

- ✓ Similar to a "Safety Rep" but for Waste
- ✓ This someone who is responsible for keeping up to date on current information/policies regarding waste, provides feedback and guidance on best practices to their colleagues and keeps management informed of key problem areas

Staff Engagement & Training

- ✓ Regular feedback given to staff on their waste reduction and diversion efforts (ex. Notice board announcements, comments during staff meetings, email updates, etc)
- ✓ Regular feedback received & acknowledged from staff regarding waste initiatives (ex. opportunities for improvement, major challenges, barriers to participation, etc)
- ✓ Build waste management and tracking duties into daily checklists
- ✓ Build time for conversations around waste/environmental initiatives into a regular component of staff meetings (ex. enviro tips at preshift meetings, etc)

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Purchasing policies

- ✓ Bulk ordering (no more tiny sachets)
- ✓ Compostable packaging: ASTM D6400 certified or BPI Certified (NO BIODEGRADABLE PRODUCTS- note this is different from "compostable")

Food Waste

- ✓ Tracking food spoilage and adjusting orders accordingly
- ✓ Reducing portion sizes based on customer/staff feedback
- ✓ Donating unused food to Whistler Community Services Society

Single-use items

- ✓ Switch from offering unnecessary products freely to not offering them at all or only offering them on request (popular campaigns include- straw free, plastic bag free, bottled water free)
- ✓ Keep items such as plastic cutlery and napkins stored behind the counter to avoid excessive waste and have staff distribute them as needed
- ✓ Additional fee for a take-away cup/box
- ✓ Discounts for people who bring their own reusable cup/box

Free Signage

Head over to AwareWhistler.org to download some free informational signage. Once at the website go to:
What we do → Zero Waste Initiatives → Free Waste Reduction Tools → Waste Minimization Tools for Commercial Properties

Signage is available for **all streams** and in a **variety of forms**; simple, detailed, small, medium, large, vertical, horizontal. It is intended to be used in commercial & residential settings from garbage rooms to customer facing waste stations. This signage was designed in partnership with the RMOW and is consistent with the signage used at the Whistler Waste Depots.

https://www.awarewhistler.org/businesswastesolutions/

Acceptable Compostable Logos- Compostable & Biodegradable are NOT the same!

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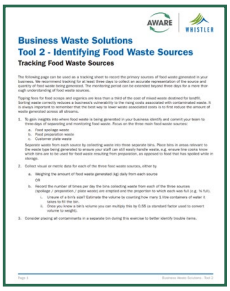
Other Resources Available

There are many other free resources available at AwareWhistler.org. Once at the website go to:
What we do → Zero Waste Initiatives → Free Waste Reduction Tools → Waste Minimization Tools for Commercial Properties
Resources available:

- ✓ A Solutions Guide for Recycling & Composting in Commercial Properties
- ✓ Tools for identifying & tracking food waste sources
- ✓ Ordering guides for improving your waste receptables
- ✓ Explanations of what can and can't go in your compost bin
- ✓ Explanations of what happens to your recycling



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