

# Part 2 –The Launch

## How to Operate

## How to Track

It's Launch Day!  
What happens on  
the first day?

and the first weeks...

## Reminder Announcements

Post Monitors at  
Sorting Stations

Run Training Prezis  
in cafeteria and on  
school website

Questions to ask from the beginning:

1. Is more training needed?
2. Are problems reported and solved?
3. Are we collecting data to track progress?
4. Do we need more pick-ups?
5. Do we need more monitors?
6. Are we getting the word out?
7. Students/staff think program works?

Identify immediate  
problems during  
Week 1 and 2

Find solutions to  
identified problems

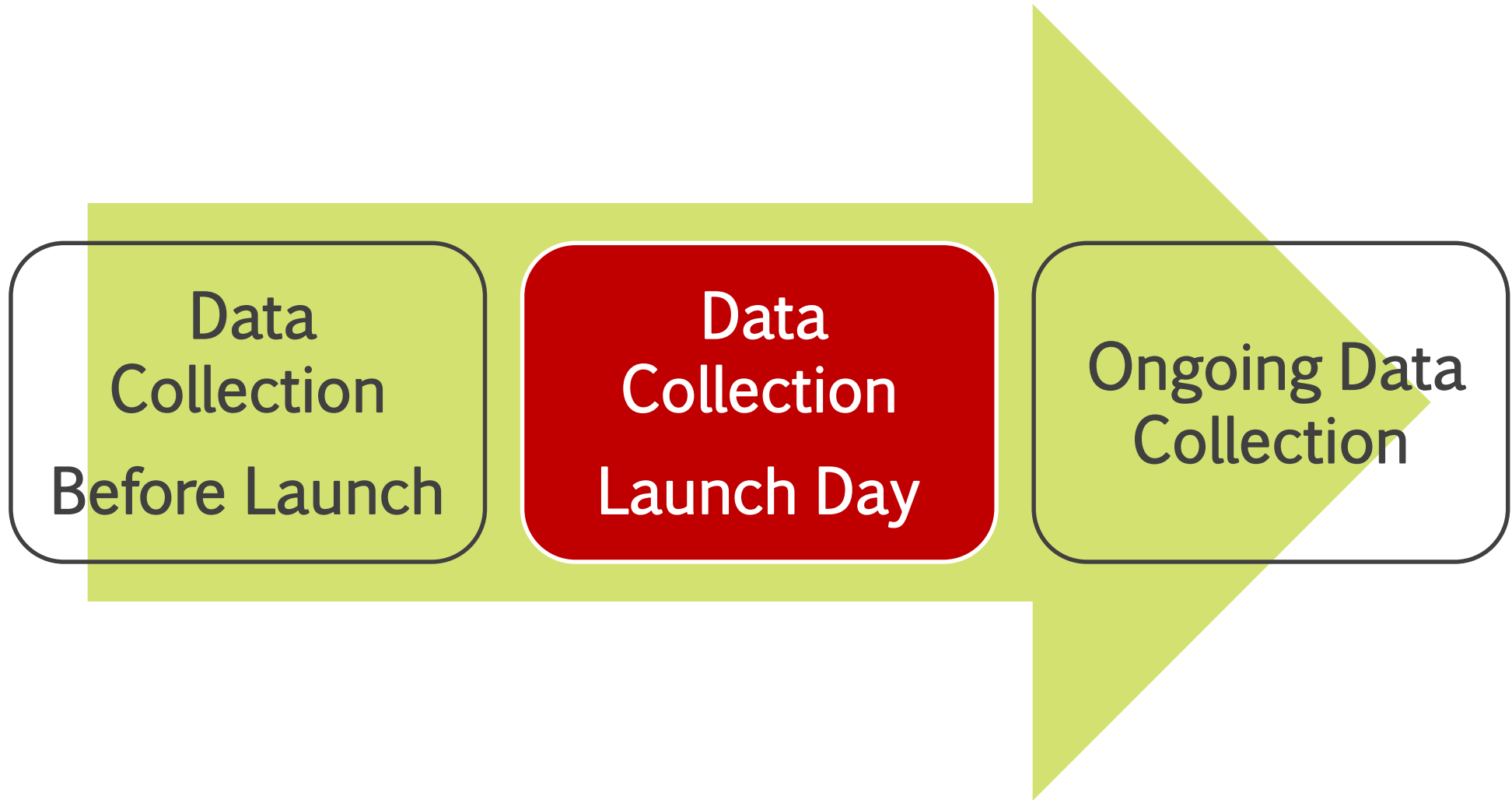
Data reports to show progress and  
motivate community











## Data Collection Before Launch

- Trash Audit
- Trash bag survey
- Dumpster fill estimate

## Data Collection Launch Day

- Trash bag survey
- Weigh total food waste
- Recycling bag survey
- Dumpster fill estimate

## Data Collection Ongoing

- Trash Audit
- Trash bag survey
- Weigh total food waste
- Recycling bag survey
- Dumpster fill estimate



# Cafeteria Share Table

A Good Way to Reduce Food Waste

# What is Maine DOE policy on cafeteria share tables?

## Update from Walter Beesley, DOE Dir. of Child Nutrition

Q. Many schools have a sharing table but worry they are breaking some code by doing that. Many schools won't follow this practice at all for that reason. If this practice could be adopted by schools, sharing tables would create an opportunity to cut down on waste. What is the real story?

A: A product that is sealed, milk, fruits once served to a student are the student's property. They cannot be returned to the kitchen per Maine Food Code. Many schools utilize a sharing table that is not managed by Food Service. Products that are sealed can be offered to other students at no cost. Open items must be discarded.

Oranges and bananas are examples of acceptable fruit. Apples and pears are examples of questionable fruit because the student eats the peelings.

# Day-to-Day Tasks

- Identify contact for in-house problem solving.
- Work with students to maintain monitoring schedule for ongoing success.
- Work with Haulers to set pick-up schedule.
- Work with students, Custodial and Food Service Staff and Haulers to address any problems.
- Post data results (website/Facebook/ newsletter).
- Work with students to create incentives and challenges, and set short-term goals to engage and motivate community.
- Ask for feedback from staff/students after launch. Work together to make adjustments as needed.

## Administration and Staff

## Day-to-Day Tasks

- After breakfast/lunch, empty and rinse out Liquids Bucket.
- After breakfast/lunch, empty contents of Food Waste Bucket into Green Food Waste Tote (re-use or discard plastic liner). Cover food waste with layer of newspaper.
- Before each meal, make sure each Sorting Station has:  
1) Clean Liquids Bucket, 2) Empty Blue Recycling Tote (with liner) or empty recycling bag in metal folding frame, and  
3) Empty 10-gallon Green Bucket with plastic liner for Food Waste.
- Store Blue Recycling Tote/bags of recyclables and Green Food Waste Tote until designated pick-up day.
- Put Blue Recycling Tote/bags of recyclables and Green Food Waste Tote out for pick-up according to agreed-upon schedule.
- Report any problems promptly to Principal and designated trouble-shooter.

## Custodial Staff

### Day-to-Day Tasks

- Set up container to collect plastic, metal cans and pans, glass, cardboard and paper.
- Set up container to collect food scraps from meal prep.
- Place containers in location that maintains traffic flow in kitchen and makes it easy to collect materials.
- Work with Custodial Staff and students to set up a system for emptying all containers after meals.
- Report any problems promptly to Principal and designated trouble-shooter.

## Food Service Staff

### Day-to-Day Tasks



- With Staff support, students manage program.
- Areas of responsibility include
  - Training and Monitoring
  - Re-training if needed
  - Identifying and reporting problems
  - Helping Custodial and Food Service Staff
  - Collecting data
  - Backyard composting
  - Maintaining a campaign of support for program

## Student Service Learning

Day-to-Day Tasks

- Posted at Sorting Stations to reinforce training, answer questions about How-To-Sort, and identify problems that need solving.
- Report problems promptly to Principal, Custodial Staff and designated trouble shooter.

TIP: Monitors wear gloves and aprons as needed. They use tongs to remove any items placed in the wrong bin and keep the area around the sorting station clean.

## Student Cafeteria Monitors

### Day-to-Day Tasks

- Works with Administration and Custodial Staff to set appropriate pick-up schedule and to resolve any problems with pick-up.
- Responsible for pick-up of full Green Food Waste Tote and drop-off of clean Tote according to agreed-upon schedule.
- Communicates any persistent problems with contamination (non-food items mixed in with Food Waste).
- Provides volume and/or weight report at agreed-upon intervals.

## Compost Hauler

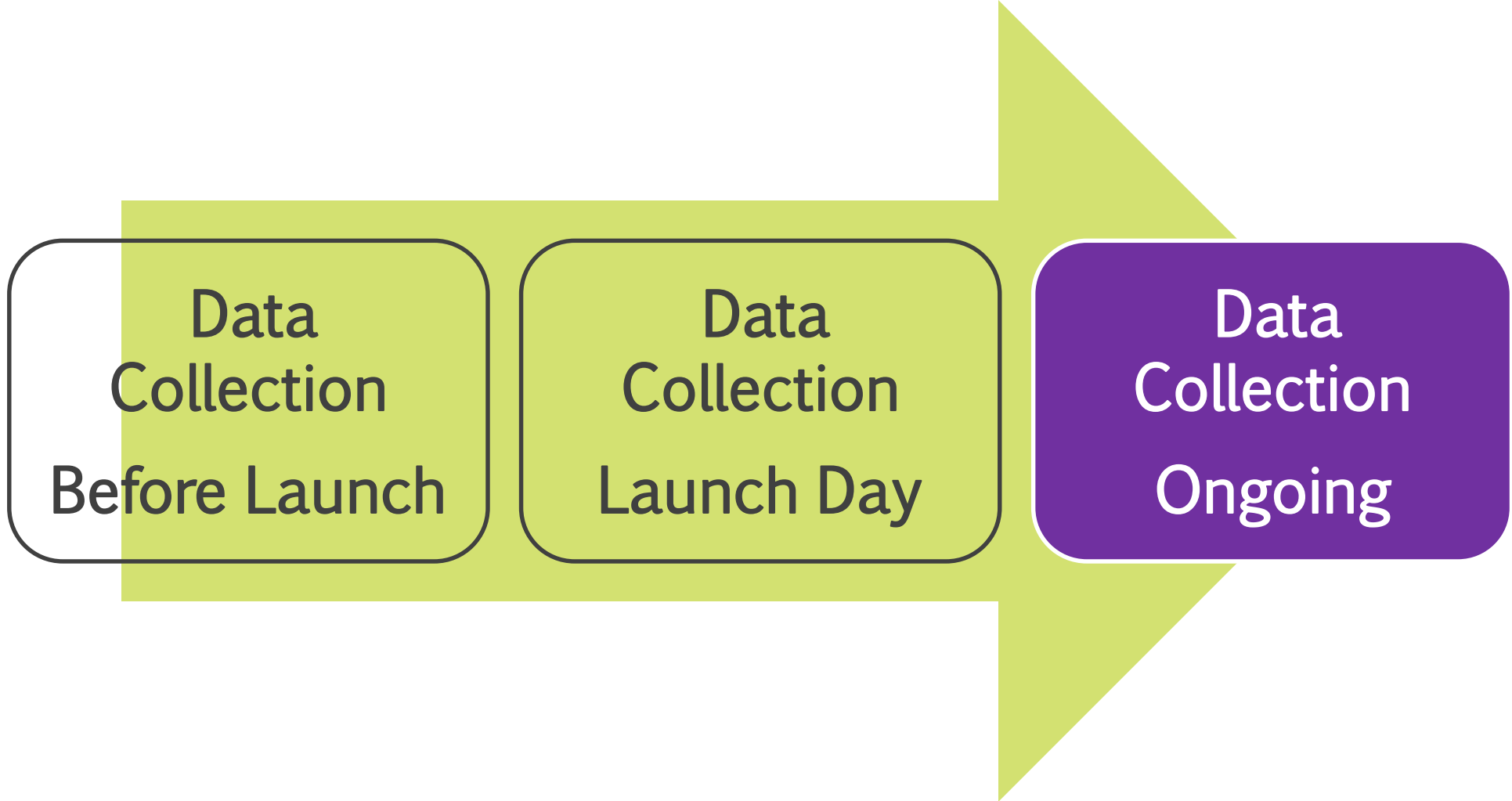
### Day-to-Day Tasks

- Works with Administration and Custodial Staff to set appropriate pick-up schedule of recyclables and to resolve any problems with pick-up.
- Responsible for collecting recyclables according to agreed-upon schedule.
- Communicates any persistent problems with non-recyclables mixed in with recyclables.

## Recycling Hauler

### Day-to-Day Tasks

Data Collection  
Ongoing





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# It's All About the Data

- To track progress
- Identify areas for improvement
- Set goals and rewards for school community
- In support of review of hauling contracts
- Grant applications
- “Trash = Money”

# Incentives & Challenges Goals & Rewards

\*Identify incentives, challenges, goals and rewards that match community

CHALLENGE TO BE THE BEST

\*Homerooms

\*Lunch Shifts

\*Grades

\*Clubs & Athletic Teams

\*Schools in District

**Motivate Community  
and  
Reward Success**

REWARDS

\*Gift Certificates

\*Community Service Requirement & Credits

\*Pizza/Ice Cream Day

\*Golden Recycling Bucket

\*Earth Heroes and Cafeteria Rangers

\*Service Learning Award

SET A GOAL(S) AND COMMUNICATE RESULTS

\*Reduce number of trash bags

\*Eliminate one dumpster

\*Collect contaminant-free compost

# Incentives and Challenges



Problem Solving:  
What are  
common barriers  
to success?



# Common Barriers and Possible Solutions

## Worries about Odor

- Increase number of pick-ups per week.
- Keep containers rinsed out. Use liners as needed.
- Keep lids closed on all bins when not in use and keep bins out of sun prior to collection.
- Remove Food Waste Bin from cafeteria at least once a day and empty contents into Green Food Waste Tote. Store Tote until pick-up.
- Place newspaper on top of each new layer of food waste in Green Food Waste Tote.
- Empty Liquids Bucket at least once a day.
- Bag up recycling at least once a day and move to storage area until pick-up.

## Not Enough Money for Equipment

- Approach schools and Public Works Departments in area for cast-off containers and bins.
- Approach PTO/PTA groups and local businesses for funding/sponsorship.
- If community is ecomaine partner, submit grant for funding.
- Hold district-wide bottle drive or other fundraiser.
- Collect CapriSun pouches to raise money through TerraCycle.

# Common Barriers and Possible Solutions

## Can't leave bins in cafeteria between meals (cafeteria is multi-purpose)

- Store bins in an area (closet, storage room, hallway) adjacent to cafeteria.
- Build rolling platform to move bins in and out of cafeteria quickly.

## Need more room for Recycling and Compost Collection Bins between pick-ups

- Increase number of pick-ups per week.
- Store outside. Designate area on delivery ramp or other location for bins, and secure bins if necessary.
- As trash volume decreases, replace trash dumpster with recycling dumpster.

# Common Barriers and Possible Solutions

## Training Students, Teachers and Staff

- Gather ideas from each stakeholder group (students, staff and faculty) to identify best training approach for school community.
- The lower the grade, the smaller the training group, and the more hands-on the approach.
- For K-5, training prezis, sorting game, hands-on walk through and Q&A, led by teachers and/or students.
- For 6-8 and 9-12, student volunteers go to each homeroom to introduce training prezis, conduct hands-on demo/sorting game, and Q&A.

## Not Enough Monitors

- Sign-up Service Learning schedule for students to serve as monitors.
- Provide incentives/challenges for participation.
- Include monitoring as option to fulfill your school's Community Service requirement and/or school credits.
- Each homeroom/athletic team/club signs up for weekly monitoring shift on a rotating schedule.

# Common Barriers and Possible Solutions

## Student Buy-In

- Bring together Student volunteers to discuss program, including best training approaches for school. Service Learning, and monitoring schedule.
- Invite all students to make announcements, posters and videos to promote program.
- Include training and monitoring roles as one of the options for your school's Community Service requirement.
- Connect students with other school programs to get advice on how to launch and operate.

## Custodial Staff Buy-In

- Hold separate meeting just with Custodial Staff. Q&A to address concerns.
- Discuss program's impact on day-to-day activities, including benefits of hauling less trash, and role in managing program, including troubleshooting steps.
- Invite composting and recycling haulers to meeting to answer questions.
- Stay in communication regularly to address questions and problems.
- Connect staff with other school programs to get advice on launch, operations and trouble-shooting.

# Common Barriers and Possible Solutions

## Food Service Staff Buy-In

- Hold separate meeting just with Food Service Staff. Q&A to address concerns.
- Discuss program's impact on day-to-day activities, including collecting recycling/left-over food behind the line, and role in program, including troubleshooting steps.
- Invite composting and recycling haulers to meeting to answer questions.
- Stay in communication regularly to address questions and problems.
- Connect staff with other school programs to get advice on launch, operations and trouble-shooting.

## Teacher Buy-In

- Hold Q & A meeting to address concerns.
- Invite composting and recycling haulers to meeting to answer questions.
- Discuss goals and benefits of program.
- Offer incentives (stipend, school/community recognition) to support staff taking on program roles.
- Set up rotating staff schedule for different roles.
- Connect staff with other school programs to get advice on launch, operations and trouble-shooting.

# Common Barriers and Possible Solutions

## Traffic Jams at Sorting Stations

- Locate Sorting Stations back-to-back so that students can access sorting bins from two sides.
- Agree on dismissal strategies to prevent traffic jam.
- For example: Announce that tables will be dismissed soon. Give students time to prepare items on their trays for sorting (removing packaging and opening milk cartons).
- For example: Dismiss students one table at a time.

## Students eat meals in location(s) other than cafeteria

- Identify central locations for Sorting Stations.
- Multiple Stations needed.
- Eliminate as many trash barrels in area as possible. If possible, locate trash barrels only in Sorting Stations.
- Enlist students to create message to enroll community to support sorting and help Staff with bin transport.
- Incentive and Reward Program and student support/leadership even more important in this scenario.



# Common Barriers and Possible Solutions

## Expectation of Immediate Success

- Remind everyone 1) To ask questions to learn how to sort accurately and 2) It will take time for school community to master this “change of habit.”
- Post monitors at Sorting Station(s) to answer questions and reinforce training.
- Run training videos in cafeteria during meals.
- In the beginning, issue daily/weekly/monthly in-house updates of successes to motivate community.
- Send out in-house reminders during the same time-frame of steps that need to be improved.
- Provide updates in school newsletters and backpack mail to keep families filled in on progress.

## Passing On the Cape

- Plan for the time when the in-house Champion(s) will step down.
- To maintain momentum and become an accepted part of day-to-day school culture, the program can't be managed by the same person or group forever.
- Ownership for managing the Cafeteria Program must move from individual/small group to the entire school community - Administration, Staff, and students. Set a time-frame for this transition.

**Keep setting goals to motivate community**

**Keep  
Monitoring**

**Training Prezis in  
cafeteria and on  
school website**

**Keep asking these questions:**

- 1. Is re- training needed?**
- 2. Are problems being reported and solved?**
- 3. Do the data show that we are making progress or slipping backward?**
- 4. Do we need more pick-ups?**
- 5. Do we need more monitors?**
- 6. Are we getting the word out?**
- 7. Do students/staff think program is working?**

**Offer  
Incentives &  
Rewards**

**Keep Collecting  
Data**

**Keep sending out reports on program progress**

# Looking Ahead

- **Immediate Challenge**

Bring everyone up to speed on Why this program is important and How to sort accurately.

- **Long-term Challenge**

Achieve success by motivating community to stay invested in program.

## **The goal**

Shift this “change of habit” in cafeteria from a new program to accepted day-to-day practice that is the New Normal of school culture.

# Saving the Environment



**One Cafeteria At a Time**

Don't  
Trash It

Sort It!