



Name of Program: Kitchen Waste and Tray

Name of School: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

\_\_\_\_\_

| START DATE | TASK  | NAME | NOTES  | DONE |
|------------|---|------|--|------|
|            | Set initial meeting(s) with CNS, admin, custodial and kitchen staff to gather and disseminate information |      | <a href="#">Download Form 1</a>  |      |
|            | Collect data of current disposal process in lunchroom   |      |  |      |
|            | Obtain prices for polystyrene trays, compostable trays and identify the difference                        |      |  |      |
|            | Decide whether to include breakfast trays at the start of this program                                    |      |  |      |
|            | Identify approximate difference in cost between polystyrene and compostable trays                         |      | <a href="#">See Guide Pages 12 and 15</a>  |      |
|            | Identify initial financial backing  |      | <a href="#">See Guide Page 12</a>  |      |
|            | Procure trays and establish ongoing purchasing procedures   |      |  |      |
|            | Make necessary announcements to begin program   |      |  |      |
|            | Hire a compost hauler   |      | <i>You may request a list of haulers from your County Solid Waste Department</i> |      |

| START DATE | TASK  | NAME | NOTES   | DONE |
|------------|---|------|---|------|
|            | Develop a complete list of compostable kitchen items  |      | <i>Hang list in the kitchen above the compost bin</i> |      |
|            | Place compostable trays in the kitchen compost bin  |      |   |      |
|            | Monitor for any issues, and resolve   |      |   |      |
|            | Present findings of waste diverted  |      |   |      |
|            | Schedule an interest meeting for school staff, PTA and parents to consider expansion of program |      |   |      |