

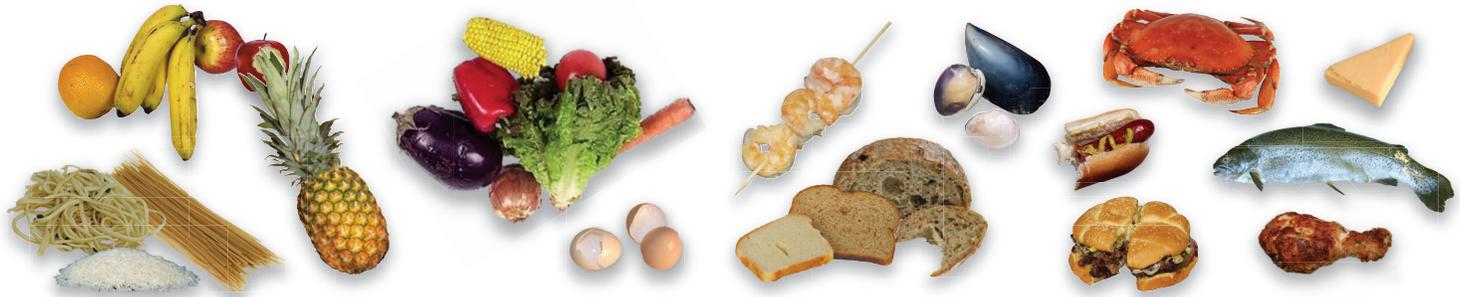


think green. **compost.**

# Food + Compostables Guide

## FOOD

Meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread, grains



## FOOD-SOILED PAPER AND APPROVED COMPOSTABLE PACKAGING\*

Coffee grounds and filters, tea bags, waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated take-out containers and paper plates, approved compostable containers and tableware, shredded paper (**Absolutely no plastic**)



## PLANTS AND FLOWERS

Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates



\*Visit [www.wmnorthwest.com/washington](http://www.wmnorthwest.com/washington) to find an up-to-date list of all approved compostable items.

## GARBAGE

Styrofoam, plastic wrap, utensils, caps, wrappers, produce baskets, rubber bands, bathroom waste



## RECYCLING

Clean cartons, cardboard, paper, glass bottles and jars, aluminum and metal cans, and plastic bottles, jugs, tubs and cups



For more information: [www.wmnorthwest.com](http://www.wmnorthwest.com) or call 1-800-592-9995.



# Setting Up Compost in the Workplace

## 1 **FORM A GREEN TEAM**

A dedicated group of employees will set up and monitor compost collection.

## 2 **DO A DEEP DIVE TO FIND COMPOSTABLES**

Take a good look at what's going into your garbage. Common compostables you'll see:

- Waxed cardboard
- Coffee filters and grounds
- Food scraps (fruit, meat, cheese)
- Plant and floral trimmings
- Pallets and crates

## 3 **CONTACT YOUR BUSINESS OR PROPERTY MANAGER**

Find out if compost collection is set up. If not, ask for collection and remind your manager that composting can reduce waste disposal costs. If service is set up, discuss how to increase visibility and participation.

## 4 **CONTACT WASTE MANAGEMENT**

Set up collection by visiting [www.wmnorthwest.com](http://www.wmnorthwest.com) or calling 1-800-592-9995.

## 5 **COORDINATE GREEN TEAM AND JANITORIAL SERVICE**

- Select and distribute collection containers to kitchens, lunchrooms, garden centers and anywhere compost is generated.
- Label containers. Order labels at [www.wmnorthwest.com](http://www.wmnorthwest.com).
- Work with janitorial staff to set a daily collection schedule for collecting compostables from work stations.
- Determine who'll collect compostables, and ensure that they're thoroughly trained.
- Monitor containers and procedures to keep compostables separated from garbage.

## 6 **EDUCATE AND MOTIVATE STAFF**

- Distribute guidelines to employees and janitorial staff, and post updates.
- Grab attention with a launch event.
- Send a memo encouraging participation.
- Set aside time for questions and answers.
- Schedule orientation sessions for individual departments.

## 7 **MAINTAIN AND EXPAND GREEN PROGRAMS**

- Have your Green Team meet regularly to evaluate progress.
- Implement other sustainable practices, including prevention, energy conservation and alternative transportation.
- Encourage staff with periodic composting tips and updates.
- Educate new employees about composting.
- Appoint someone to answer staff questions, manage the Green Team and oversee green procedures.
- Always mention composting practices in company promotional pieces.

