

# COMPOST

## FOOD SCRAPS & YARD DEBRIS

**NO PLASTIC**

### Food Scraps and Wooden Utensils



### Uncoated Paper



### Yard Debris



### Collecting food scraps at work is easy! Here's how:

Set up centralized collection stations, using large or small collection containers.



A stylish compost pail.



A reusable kitchen container, or tall collection bin.

Visit [recyclefood.com](http://recyclefood.com) for a list of compostable bag retailers near your business.



Empty collected food scraps into your compost cart regularly. Your compost will be picked up weekly on your collection day.

### SPECIAL PROGRAMS

**Painted & Treated Wood  
Concrete, Rocks & Dirt are not allowed in your compost cart.**

Use King County's "What Do I Do With?" Lookup Tool to find alternative disposal and recycling solutions for your business: [kingcounty.gov/whatdoidowith](http://kingcounty.gov/whatdoidowith) or call 206-477-4466.



# Setting Up Compost in the Workplace

## 1 Form a Green Team

A Green Team is 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 might see:

- Waxed cardboard
- Coffee filters and grounds
- Food scraps and leftovers
- Plant and floral trimmings
- Napkins, paper towels, paper bags
- Wooden stir sticks and chopsticks

## 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

Visit [www.wmnorthwest.com](http://www.wmnorthwest.com) or call **1-800-592-9995** to set up workplace compost collection.

## 5 Coordinate collection with the janitorial crew and workplace staff

- Select and set-up indoor collection bins in kitchens, lunchrooms, garden centers and anywhere compost is generated.
- Label containers. Order educational posters and flyers at [wmnorthwest.com](http://wmnorthwest.com)
- Work with janitorial staff to set a daily collection schedule for collecting compostables from workstations.
- Meet the staff who are collecting compostables and make sure they understand how to recognize the dedicated compost bins and compostable bags.
- Monitor containers and procedures to keep compostables separated from garbage and recycling.

## 6 Educate and motivate staff

- Distribute guidelines to employees and janitorial staff, and post updates
- Grab attention with a launch event.
- Plan a fun kick-off event with information about the workplace compost program.
- 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 waste prevention, energy conservation and alternative transportation.
- Encourage and remind staff with periodic recycling tips and updates.
- Educate new employees about composting.
- Appoint someone to answer staff questions, manage the Green Team and oversee sustainability programs.
- Always mention composting practices in company promotional pieces.