



MODEL EXECUTIVE ORDER ON MUNICIPAL LEADERSHIP ON FOOD WASTE REDUCTION

* For a version with commentaries: *Model Executive Order on Municipal Leadership on Food Waste Reduction, with Commentaries*. For background information and supplemental resources: *Model Executive Order on Municipal Leadership on Food Waste Reduction Background Memorandum*.

EXECUTIVE ORDER NO. ____ SUBJECT: MUNICIPAL LEADERSHIP ON FOOD WASTE REDUCTION

OUTLINE

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I, [Mayor Name], [Mayor Title], by virtue of the power and authority vested in me, do hereby find, direct, and order as follows:

1.0 Findings:

- 1.1 WHEREAS, it is estimated that as much as 40 percent of the food supply in the United States goes uneaten and more than two-thirds of wasted food is sent to landfills and incinerators, where it typically represents the largest component of disposed waste; and
- 1.2 WHEREAS, food waste disposed of in landfills emits methane, a potent greenhouse gas that contributes to climate change; and
- 1.3 WHEREAS, the natural resources used to produce food, such as water, also are wasted when food is wasted; and
- 1.4 WHEREAS, more than [percentage] of adults and children in [Municipality] are food insecure, lacking a reliable source of food to support a healthy and active lifestyle; and
- 1.5 WHEREAS, the amount of food wasted in the United States is worth approximately \$444 billion per year; and
- 1.6 WHEREAS, reducing food waste and diverting it from landfills mitigates climate change, conserves natural resources, provides food to individuals experiencing food insecurity, saves money, extends the useful life of landfills, and produces beneficial products such as soil amendment, the [Municipal Government] hereby adopts the following measures.

2.0 Purpose: It is intended that this Executive Order No. ____ will:

- 2.1 Reduce the amount of food wasted throughout [Municipality's] municipal operations,
- 2.2 Highlight to businesses, residents, and other community members in [Municipality] the importance of reducing food waste, and
- 2.3 Demonstrate food waste reduction measures that businesses and other entities may voluntarily replicate.

3.0 Definitions:

- 3.1 **Compost:** A product that results from controlled aerobic, biological decomposition of biodegradable materials, including food waste, and is typically used as a soil amendment.
- 3.2 **Food:** Any raw, cooked, processed, or prepared substance, beverage, or ingredient used or intended for human consumption.
- 3.3 **Food scraps:** A subcategory of food waste, referring specifically to discarded food that is best suited for recycling (through means such as composting and feeding animals) and is ideally composed only of inedible or non-donatable food components.
- 3.4 **Food waste:** Uneaten food and inedible parts, excluding packaging, that are landfilled, incinerated, disposed of down the drain/sewer, dumped, spread onto land, anaerobically digested, composted, or used for animal feed.
- 3.5 **Food waste generation:** The amount of all discarded food waste regardless of its destination, including food waste that is later recycled, landfilled, or incinerated.
- 3.6 **Quasi-governmental entities:** Organizations that have both a public and a private component, such as convention centers that are municipally owned but privately operated.
- 3.7 **Semiautonomous entities:** Local government units that have a degree of independence from the municipality or other form of central or general-purpose government, such as K-12 public schools.
- 3.8 **Shall:** An imperative that indicates actions are mandatory.
- 3.9 **Surplus food:** Food (including inedible parts) that is not sold or used for its initially intended purpose and that is suitable for donation.

4.0 Food Waste Reduction Target:

- 4.1 The [Municipal Government] hereby adopts a goal of reducing food waste in [Municipality] by 50 percent by 2030, consistent with the federal goal set in 2015.
- 4.2 The food waste reduction goal shall be met through food waste prevention measures including education; food rescue/donation efforts that redirect surplus food to people; and food scrap recycling, for example by composting.
- 4.3 [Municipal Government] shall periodically report on progress toward achieving the food waste reduction goal.

5.0 Municipal Food Waste Reduction Measures: [Municipal Government] shall conduct the following activities and programs to prevent food waste; rescue/donate surplus food; and recycle food scraps in municipal buildings, properties, and operations:

- 5.1 Create a central entity for coordinating municipal food waste efforts by hiring or designating a City Food Waste Reduction Coordinator (“Coordinator”) and/or convening a cross-agency working group (“Coordinating Body”).
- 5.2 Develop and implement mandatory best practices for municipal buildings and properties. These practices shall include, but are not limited to, food scrap recycling practices such as:
 - 5.2.1 Requiring organic waste collection at all municipal offices, buildings, and municipality-leased properties;
 - 5.2.2 Providing organics recycling collection bins alongside trash bins in public spaces; and
 - 5.2.3 Ensuring that future municipal construction projects, including municipally owned affordable housing, provide room for organics recycling bins in collection areas such as communal spaces and loading docks.
- 5.3 Develop and implement mandatory best practices for municipal departments that regularly serve food. These practices may include, but are not limited to:

- 5.3.1 Measuring/benchmarking food waste generation;
 - 5.3.2 Donating surplus food;
 - 5.3.3 Eliminating trays and buffets;
 - 5.3.4 Implementing “offer versus serve” protocols;
 - 5.3.5 Offering variously sized portions; and
 - 5.3.6 Collecting food scraps for recycling.
- 5.4 Provide training and require food waste reduction measures as part of the special event permit application process. These measures may include, but are not limited to:
- 5.4.1 Forecasting demand for food items to avoid over-ordering for the event;
 - 5.4.2 Providing organics recycling collection bins at the event;
 - 5.4.3 Offering variously sized portions and flexible ordering options to attendees; and
 - 5.4.4 Prearranging for donation of surplus food after the event.
- 5.5 Where possible, implement existing municipal procurement laws and policies and adopt new policies to support reduction of food and packaging waste. Adopt corresponding modifications to prospective contracts and standard language contained in bid solicitation documents, including specifications, to the extent consistent with local and state law. Specific strategies may include, but are not limited to:
- 5.5.1 Preference for outside contractors and vendors that employ food waste reduction measures, such as those listed in sections 5.3 and 5.4 above;
 - 5.5.2 Procurement and use of food waste management software to reduce food waste;
 - 5.5.3 Procurement and use of compost for earth-disturbing activities.
 - 5.5.4 Procurement and use of food items with minimal packaging and waste, including procurement of food items in bulk and/or reusable containers rather than single-serving containers when possible; and
 - 5.5.5 Procurement and use of compostable and/or recyclable foodware if reusable foodware is not available or practicable.
- 5.6 Provide food waste reduction training in municipal education programs. This training could include, but is not limited to:
- 5.6.1 Education for municipal employees on best practices for food waste reduction in their offices;
 - 5.6.2 Education for municipal employees on best practices for food waste reduction in their own households;
 - 5.6.3 Targeted education for health inspectors, facility managers, and others whose roles relate to surplus food or food scrap generation, or engagement with those who generate surplus food or food scraps; and
 - 5.6.4 Food waste awareness community events sponsored by the Office of the Mayor to highlight municipal government practices that could be applied more widely, such as compost demonstration sites.
- 5.7 Offer municipal employee benefits that foster food waste reduction measures. These benefits may include, but are not limited to:
- 5.7.1 Rebates or discounted pricing for, or free provision of, kitchen food scrap bins and/or home composting bins;
 - 5.7.2 Rebates or discounted pricing for food scrap recycling collection services;
 - 5.7.3 Rebates or discounted pricing for subscriptions to services delivering groceries that do not meet typical cosmetic standards or are surplus;
 - 5.7.4 Free reusable food storage containers; and
 - 5.7.5 Free e-books or other materials containing recipes that incorporate leftover food and/or lesser-used food items.
- 5.8 Incentivize food waste reduction through a municipal employee or agency recognition program.

6.0 Municipal Department Strategies: [List municipal departments or agencies] shall:

- 6.1 Develop a strategy for preventing food waste, rescuing/donating surplus food, and recycling food scraps by [date] using a template developed in partnership with [the Coordinator, Coordinating Body, and/or other expert municipal staff]; and
- 6.2 Report annually to the Office of the Mayor on activities that address food waste in a report format developed in partnership with [the Coordinator, Coordinating Body, and/or other expert municipal staff], which shall include:
 - 6.2.1 A qualitative description of food waste prevention measures employed;
 - 6.2.2 A qualitative description of surplus food rescue/donation measures employed;
 - 6.2.3 A qualitative description of food scrap recycling measures employed;
 - 6.2.4 An estimate of amounts of food waste and surplus food diverted from disposal through prevention, rescue/donation, and recycling, by weight;
 - 6.2.5 A description of methodology used to generate the diversion estimate; and
 - 6.2.6 Any challenges associated with implementing the activities developed under section 6.1 above that had to be overcome since the last report or are ongoing.

7.0 Semiautonomous and Quasi-Governmental Entity Strategies: Semiautonomous and quasi-governmental entities are strongly encouraged to:

- 7.1 Develop a strategy for preventing food waste, rescuing/donating surplus food, and recycling food scraps by [date] using a template developed in partnership with [the Coordinator, Coordinating Body, and/or other expert municipal staff]; and
- 7.2 Report annually to the Office of the Mayor on activities that reduce food waste in a report format developed in partnership with [the Coordinator, Coordinating Body, and/or other expert municipal staff]. Items in the report may include, but are not limited to:
 - 7.2.1 A qualitative description of food waste prevention measures employed;
 - 7.2.2 A qualitative description of surplus food rescue/donation measures employed;
 - 7.2.3 A qualitative description of food scrap recycling measures employed;
 - 7.2.4 An estimate of amounts of food waste and surplus food diverted from disposal through prevention, rescue/donation, and recycling, by weight;
 - 7.2.5 A description of methodology used to generate the diversion estimate; and
 - 7.2.6 Any challenges associated with implementing the activities developed under section 7.1 above that had to be overcome since the last report or are ongoing.

ORDERED, EFFECTIVE and ISSUED:

[Mayor Name]

[Mayor Title]

[Date]