



*Municipal Leadership on Food Waste Reduction Reporting Template*

# [Name of Municipality] Municipal Department Food Waste Reduction Annual Report

This annual report is required pursuant to Executive Order No. \_\_\_, Municipal Leadership on Food Waste Reduction. The report for Reporting Year [20XX] is due to the Office of the Mayor no later than [Month, Day, Year].

## I. CONTACT INFORMATION

Name of Department: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Title: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

## II. FOOD WASTE PREVENTION

*Note that, for purposes of this report, “prevention” refers to activities that decrease the amount of food waste (including surplus food and/or food scraps) generated, regardless of the destination of the surplus food or food scraps (e.g., landfill, composting, surplus food donation). Food rescue and food scrap recycling are addressed later in this form.*

### A. Qualitative description of strategies employed to prevent food waste:

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**B. Estimated amount of food waste prevented (lbs.):**

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**C. Methodology used to generate prevention estimate in II.B. (above):**

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**III. SURPLUS FOOD RESCUE/DONATION**

*Note that, for purposes of this report, “rescue/donation” refers to donations of safe, surplus food to organizations which redistribute this food to people who are food insecure.*

**A. Qualitative description of strategies employed to rescue/donate surplus food:**

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**B. Estimated amount of surplus food donated (lbs. or meals):**

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**C. Methodology used to generate donation estimate in III.B. (above):**

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#### **IV. FOOD SCRAPS RECYCLING**

*Note that, for purposes of this report, “recycling” refers to activities that repurpose food scraps into soil amendments or animal feed, such as composting or anaerobic digestion.*

##### **A. Qualitative description of strategies employed to recycle food scraps:**

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##### **B. Estimated amount of food scraps recycled (lbs.):**

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##### **C. Methodology used to generate recycling estimate in IV.B. (above):**

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#### **V. ADDITIONAL INFORMATION**

##### **A. Please describe any challenges associated with implementing the activities listed above in sections II.A., III.A., and IV.A. Please state whether challenges are ongoing or have been resolved. If resolved, please explain how.**

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