

CITY FOOD SCRAP RECYCLING LANDSCAPE ASSESSMENT CONSULTANT SCOPE OF WORK

Goal of Food Scrap Recycling Landscape Assessment: The goal of this assessment is to understand the current food scrap recycling capacity available locally (including both collection and processing infrastructure), as well as needs, opportunities, and barriers related to expanding food scrap recycling. This analysis will inform our organics recycling-related efforts in this city and help provide guidance for city government on policies and programs to reduce wasted food and more effectively recycle food scraps.

Food Scrap Recycling Landscape Assessment Tasks, Deliverables, and Timeline

A. ***Task 1: Identify and map existing composting and anaerobic digestion (AD) facilities in the region and collect information about what materials they accept and how much they currently process, as well as potential to expand food scrap processing at each facility. Include information related to capacity of existing anaerobic digesters at wastewater treatment facilities that either accept food waste or could potentially be retrofitted to include food waste. To the extent feasible, include community composting and on-site organics recycling projects.***

Deliverable: Map and written report appropriate for sharing with outside parties.

Important data points by facility include:

- *Maximum throughput allowed by permit* – combined data will yield an estimate of the maximum processing capability of the existing organics recycling infrastructure;
- *Average annual throughput* – combined data and comparison to previous bullet will show where additional organics recycling capacity currently exists;
- *Whether current permit allows for food scrap processing and the maximum percentage allowed* – combined data will yield an estimate of the maximum current processing capability for food scraps;
- *Whether facility is interested in implementing or expanding food scrap processing* - combined data will yield an estimate of future processing capability for food scraps.

Some of this data may be collected at the state level. BioCycle magazine hosts an online clearinghouse of composting facilities that may also be useful (www.findacomposter.com). Where data gaps exist, consultant may survey each of the processors.



B. ***Task 2: Identify existing organics recycling collection infrastructure, including residential and commercial routes, haulers, transfer stations, subscription programs, and dropoff locations, as well as needs, opportunities, and barriers related to expanding collection infrastructure. Include information on contract requirements or other city policies or practices related to collection. Clarify where feasible the requirements of each collection service (e.g. food scraps only, compostable serviceware or other organics permitted).***

Deliverable: Written report (and map if feasible) appropriate for sharing with outside parties.

C. ***Task 3: Identify and map potential large generators of wasted food in order to identify a consistent source of feedstock available for processing.***

Deliverable: Written report and map (can be combined with map from Task 1) appropriate for sharing with outside parties.

Maps made available to the city or other stakeholders can help in linking major generators with recyclers who are currently under capacity. Maps also provide useful planning data in that they enable a city to assess the location of processing “gaps” relative to major generators and can help haulers design future collection routes.

D. ***Task 4: Identify opportunities and barriers related to expanding organics recycling, including identifying potential new facilities or investors, potential processing facility locations, and needed funding, as well as local or state policies or other factors which might influence organics recycling expansion. Include possible expansions of community or other smaller-scale projects. Where feasible, identify potential stakeholders including potentially affected communities.***

Deliverable: Memo outlining results of the analysis conducted above, including a prioritized set of 4-5 areas for strategic engagement, associated rationale, action steps, and, where feasible, rough cost projections.

This task should be completed after the previous tasks, and should include input from local stakeholders. Because organics recycling infrastructure planning is often a regional effort, this task will likely include reaching out to neighboring cities, as well as county and state agencies, to explore opportunities to initiate or expand organics recycling beyond city borders. Evaluate current policies related to waste that may facilitate or impede organics recycling and wasted food reduction, including policies related to both residential and commercial sectors, and including policies at both the local and state level.



Examples of relevant policies:

- **Tipping Fee.** What is the current landfill tipping fee? How does this compare to tipping fees at organics management facilities?
- **Financing.** How is garbage collection currently financed? Is there potential for residential collection to implement Pay-As-You-Throw or other unit-based pricing for garbage service?
- **Collection Frequency.** How often is residential garbage collected? Is there potential to transition to every-other-week service or other limitation on garbage service in order to expand or implement recycling/organics collection more frequently?
- **Prevention Funding.** Is there potential to enact a trash disposal surcharge that funds prevention efforts?
- **Commercial/Multi-Family.** Are businesses and multifamily buildings required to recycle organics, to submit organics/recycling collection plans to the city, and/or to have adequate space for onsite organics/recycling collection? If not, could they be? What other regulations or policies pertain to commercial food scrap recycling?
- **Collection Services.** Are recycling/organics collection offered to all residential and commercial trash subscribers? If not, could they be? What, if any, requirements exist for private haulers?
- **Market Development.** Are there regulations or policies requiring the use of compost products on city properties for landscaping, for new construction of municipal facilities, or elsewhere?

E. **Timeline and Protocols:**

- All work should be completed by a date to be agreed with our organization (preferably within 60 – 90 days of project launch).
- The above deliverables should be submitted sequentially over the course of the contract period on a schedule to be agreed between the selected consultant and our organization.
- Deliverables should be submitted in draft for client review with our organization's feedback incorporated before the materials are submitted for final acceptance by the client.
- For each task in which stakeholder interviews will be conducted, the consultant should provide a list of intended interviewees to our organization for confirmation before beginning the interview process.

