

# QUICK START GUIDE

RECOMMENDATIONS	ADDITIONAL INFORMATION
<b>1</b> PERFORM A WASTE AUDIT.	<p>Performing a waste audit is an effective way to learn more about the type of materials your organization generates as waste. During a waste audit, the auditor investigates the sources, composition, weight, volume, and destinations of the materials that your organization generates, most of which are likely to be recyclable or compostable.</p>
<b>2</b> CONDUCT AN INVENTORY OF EXISTING WASTE INFRASTRUCTURE.	<p>Evaluate how compostable items are currently managed. If you already collect compostables, evaluate how that collection is coordinated alongside recycling and garbage collection. Determine what infrastructure, resources, and staff time are currently devoted to waste management. Consider the available budget, infrastructure, staff time, and space available (in concourses, loading docks, etc.) for an expanded program.</p>
<b>3</b> IDENTIFY AN ORGANICS HAULER AND VERIFY ORGANICS COLLECTION REQUIREMENTS.	<p>Determine whether your existing waste hauler can handle your organic waste, or locate another hauler. Ask your hauler whether there are certain types of organics the company does not accept, whether there are requirements to put organic waste in special containers or leave them in a particular location, etc.</p>
<b>4</b> NEGOTIATE A COMPOSTING HAULING CONTRACT AND PLAN A COMPOSTING BUDGET ACCORDINGLY.	<p>Negotiate a composting hauling contract and integrate this into your overall waste budget. Ask your hauler to clearly break out the different costs in the contract, including hauling and landfill disposal fees.</p>
<b>5</b> MAP OUT ADDITIONAL COMPOSTING RECEPTACLE AND SIGNAGE NEEDS.	<p>We recommend co-locating recycling, compost, and garbage bins in all locations where feasible, and providing clear and consistent signs for each type of disposal. Brand all signs. Clearly and visibly identify acceptable items for all receptacles; it helps to use a combination of images and words.</p>
<b>6</b> WORK ON CONVERTING CONCESSION SERVICWARE TO COMPOSTABLE PRODUCTS AND TEST COMPOSTABLE SERVICWARE WITH YOUR COMPOST COMPANY.	<p>We recommend that all bioplastics be certified as compostable to ASTM 6400 standards, or ASTM 6868 standards for coated paper/board. Prioritize waste-based compostable packaging where feasible (e.g., bagasse or wheat/rice straw). Verify that any compostable serviceware you choose is compatible with your compost company's processes and specifications.</p>
<b>7</b> TRAIN CONCESSIONAIRES AND OTHER STAFF ON COMPOSTING PROCEDURES.	<p>Make sure all concessionaires and staff, including facilities, purchasing, food service, housekeeping, and security personnel, and security personnel, are trained about composting procedures, and solicit their ideas for implementation. For collection of back-of-house food waste, train all relevant staff on what they should separate for compost collection. Also train front-of-house staff in how to guide fans to use the correct waste receptacles.</p>
<b>8</b> MEASURE YOUR WASTE GENERATION/DISPOSAL.	<p>We recommend working with your hauler to gather recycling and waste data. Use your league's data tracking systems where available, consider tools such as EPA's WasteWise, and/or develop your own measurement system.</p>
<b>9</b> CONSIDER SPONSORSHIP.	<p>Investigate potential sponsors from waste, food, or other industries (including current vendors) that may be interested in aligning their brand with your composting initiatives. Involving sponsors and vendors may bring funding, infrastructure, products, and advertisements/publicity to your composting program.</p>
<b>10</b> EDUCATE AND INVOLVE FANS IN YOUR INITIATIVE.	<p>Informed participation by fans in your composting program is essential for its success. Through signs, announcements, volunteer opportunities, and social media, encourage fans to learn about and participate in your initiative.</p>