## Hennepin County recycling requirements

# Reporting form

# This self-reporting form can be used to document your compliance with food waste recycling requirements under Ordinance 13.

Instructions

* Please answer all questions. If the question does not apply to you, leave it blank.
* Hennepin County will acknowledge your reporting form when it is received and request additional information if needed.
* Please send completed form and applicable attachments to:

|  |  |
| --- | --- |
| Emailbusinessrecycling@hennepin.us Use “Your business name – self reporting form” in the subject line of the e-mail.  | MailHennepin County Environment and Energy c/o Food waste recycling701 Fourth Avenue South, Suite 700Minneapolis, MN 55415 |

Getting started

My business had EIGHT or more cubic yards of trash per week or generated ONE ton or more of trash per week prior to implementing a food waste recycling program. See the see the [guide to determining commercial waste (PDF)](https://www.hennepin.us/-/media/hennepinus/business/recycling-hazardous-waste/organics/determine-commercial-waste-levels-guide.pdf) or go to [www.hennepin.us/businessorganics.](https://www.hennepin.us/businessorganics)see the [guide to determining commercial waste (PDF)](https://www.hennepin.us/-/media/hennepinus/business/recycling-hazardous-waste/documents/determine-commercial-waste-levels-guide.pdf?la=en&hash=6614781B6BD7C5B5FA8B5D5D96B99CCB836EFCC4). see the [guide to determining commercial waste (PDF)](https://www.hennepin.us/-/media/hennepinus/business/recycling-hazardous-waste/documents/determine-commercial-waste-levels-guide.pdf?la=en&hash=6614781B6BD7C5B5FA8B5D5D96B99CCB836EFCC4).

[ ]  Yes [ ]  No, if so, your business does not need to comply

My business is considered (check all that may apply)

[ ]  Restaurant [ ]  Grocery store [ ]  Food wholesaler, distributor, or manufacturer [ ]  Hotel

[ ]  Hospital [ ]  Sports venue [ ]  Event center [ ]  Caterer [ ]  Nursing and residential care [ ]  Office building with dining service [ ]  Farmers market [ ]  Food shelf or food bank [ ]  College or university with dining service [ ]  Shopping center [ ]  Airport [ ]  Golf club or country club
[ ]  Rental kitchen or a shared use commercial kitchen

Business Information

Name of individual submitting on behalf of business

Telephone Click or tap here to enter text. E-mail Click or tap here to enter text.

Minnesota registered business name Click or tap here to enter text.

Mailing address Click or tap here to enter text.

What is your food service establishment’s 9-digit IRS Tax Identification Number (EIN)? Click or tap here to enter text.

What is your food service establishment’s Permit Record Number issued by the Department of Health? Click or tap here to enter text.

Business Operating Information

Name of on-site manager at business location Click or tap here to enter text.

Physical address (if different from mailing address above) Click or tap here to enter text.

Business hours of operation Click or tap here to enter text.

Does your business operate under any other name(s) other than the registered business name or corporate name? [ ]  Yes [ ]  No

 If you answered YES, please list the other name(s) Click or tap here to enter text.

Does your business rent or own the building? [ ]  Own [ ]  Rent

If you did not answer own, does your business manage its own waste hauling services:

[ ]  Yes, we manage trash, recycling, and organics recycling

[ ]  No, the property manager/owner manages

Part 1. Food waste recycling service in place.

[ ]  Industrial composting (a compactor, dumpster, or carts are picked up by a commercial waste hauler)

Provider name: Click or tap here to enter text.

Cart, dumpster, or compactor size: Click or tap here to enter text.

Number of carts, dumpsters, or compactors Click or tap here to enter text.

Frequency of pick-up Click or tap here to enter text.

Compactor/dumpster/carts are large enough to ensure food scraps and waste food is not placed in the trash. [ ]  yes [ ]  no, if no has your hauler been contacted Click or tap here to enter text.

[ ]  Food-to-animal (a farmer provides service)

Provider name: Click or tap here to enter text.

Number of barrels: Click or tap here to enter text.

Frequency of pick-up Click or tap here to enter text.

Do you also do any of the following:

[ ]  Donation, if so, who is the service provider Click or tap here to enter text.

How many pounds of food are donated each week Click or tap here to enter text.

[ ]  Prevention, if so, what strategies does your business use to prevent wasted food? Click or tap here to enter text.

Part 2. Food waste collection containers are available in back-of-house and properly labeled.

Are there food collection containers in back-of-house areas?

[ ]  At all prep stations and in the dish washing area

[ ]  No. If no, please describe: Click or tap here to enter text.

Are containers appropriately sized for amount of waste?

[ ]  Yes, bins are large enough to ensure food scraps and waste food is not placed in the trash.

[ ]  No. If no, please describe: Click or tap here to enter text.

Do containers have color-coded labels that state the waste type?

[ ]  Yes, all bins are labeled

[ ]  No. If no, please describe: Click or tap here to enter text.

Part 3. Separation of food waste from trash and recycling in back-of-house operations.

Employees and subcontractors use the food waste collection containers for all food scraps and plate scrapings:

[ ]  Yes, all employees and subcontractors properly sort food waste to be placed in the correct bins

[ ]  No. If no, please describe: Click or tap here to enter text.

Upon inspection, do you find contaminants in the food waste containers (trash, recyclables)?

[ ]  No

[ ]  Yes. If yes, which are most common: [ ]  Plastic bottles [ ]  Glass [ ]  Metal [ ]  Gloves

 [ ]  Plastic-coated papers [ ]  Utensils or ramekins

Is there food waste in other trash or recycling containers? Click or tap here to enter text.

[ ]  No

[ ]  Yes. If yes, please describe: Click or tap here to enter text.

Part 4. Employee education and training

[ ]  A sorting guide has been posted in an area visible to employees and subcontractors.

Have all employees and subcontractors who work with food been trained on the food waste recycling procedures?

[ ]  Yes, for all employees and subcontractors who work with food

[ ]  No. If no, please describe: Click or tap here to enter text.

Does your business keep a record of employee training within the last year?

[ ]  Yes, for all employees and subcontractors who work with food

[ ]  No. If no, please describe: Click or tap here to enter text.

How were employees and subcontractors trained and what educational materials did you provide to employees and subcontractors to help them follow food waste recycling procedures? Click or tap here to enter text.

Mixed recycling

Part 1. Mixed recycling service in place.

[ ]  Mixed or single-sort recycling service (a compactor, dumpster, or carts are picked up by a commercial waste hauler)

Provider name: Click or tap here to enter text.

Cart, dumpster, or compactor size: Click or tap here to enter text.

Number of carts, dumpsters, or compactors Click or tap here to enter text.

Frequency of pick-up Click or tap here to enter text.

[ ]  Service for three types of materials

Material one: Click or tap here to enter text.

Material two: Click or tap here to enter text.

Material three: Click or tap here to enter text.

Part 2. Pair recycling bins with trash

Wherever there is a trash bin is a recycling bin immediately next to it?

[ ]  Yes, all trash bins are paired with a recycling bin next to it.

[ ]  No. If no, please describe: Click or tap here to enter text.

Are containers appropriately sized for amount of waste?

[ ]  Yes, bins are large enough to ensure mixed recycling is not placed in the trash.

[ ]  No. If no, please describe: Click or tap here to enter text.

Part 3. Label all bins

Do containers have color-coded labels that state the waste type?

[ ]  Yes, all bins are labeled

[ ]  No. If no, please describe: Click or tap here to enter text.