

HENNEPIN COUNTY

MINNESOTA

Ordinance 13 self-inspection checklist

Date: _____ Employee: _____

Food waste diversion program	In	Out	Notes or corrective actions
Staff trained at least annually and training documented			
Food waste bins as accessible as trash in all back-of-house areas			
Food waste bins and dumpster/compactor in use			
No food waste in trash bins			
BPI certified single-use products			
Contamination			
Organics bins lined with BPI certified compostable bags			
No trash or food in recycling bins			
No trash or recyclables in food waste bins			
Organics dumpster restricts public access			
Waste bin labeling			
Waste bins of all types have labels			
Labels are visible and legible			
Labels have images or icons of what may be placed inside			
Labels color coded (trash: red, gray, or black; recycling: blue; organics recycling: green)			

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Additional guidance

This self-inspection checklist may be modified to meet your needs.

Employees using this log may mark which items on the list are 'in' or 'out' of compliance.

Businesses are encouraged to laminate their completed checklist and have a copy in each department where food waste and food scraps are produced.

Frequently using the checklist will help ensure your business remains in compliance with Ordinance 13 requirements.

Staff training and contamination resources

Staff training of your food waste diversion program is required annually and once upon hire for all employees. This training must be documented.

The purpose of the training is to minimize contamination and maximize the amount of food waste diverted from the trash. Businesses are responsible for monitoring and minimizing contamination occurring in the organics recycling.

Food waste recycling training log template, video training modules, and a paper guide on what can and cannot be placed in the food waste recycling bins may be found under the 'Education and training resources' tab at Hennepin's business organics recycling website:

www.hennepin.us/business/recycling-hazardous-waste/organics-recycling.

Labels

Free waste bin labels meeting Ordinance 13 requirements may be ordered using a label ordering form:

<https://environmental-resources.myshopify.com/collections/business-resources?ls=business-resources-hennepin>