**The Organics Bin**

Food scrap bins are collected nightly by the NYC Department of Sanitation and made into compost or renewable energy.

**What goes in the Food Scraps bin:**
- All leftover food, napkins, paper plates, compostable trays

**Keep out from the Food Scraps bin:**
- ALL foam, plastic bags, wrappers, juice pouches, ketchup packets, rubber gloves

**CUSTODIAL RESPONSIBILITIES**
- Work with SchoolFood staff to set up sorting stations
- Adhere decals to bins and post posters above bins
- Bring Food Scrap bins to curbside by 4:00pm, and bring them inside immediately after collection

**SCHOOLFOOD RESPONSIBILITIES**
- Work with custodial staff to set up sorting stations
- Empty, rinse, and return liquids bucket
- Wipe down stations as needed
- Line bins with appropriate garbage bags and tie single bags when bin is full
- Dispose of food scraps in designated kitchen bins

**SCHOOL STAFF RESPONSIBILITIES**
- Train students and staff how to sort
- Periodically check on signage and station conditions
- Reinforce students to clean up after themselves

**Everyone Counts: Manage Sorting Stations**

Locate the stations in a way that works for your cafeteria, but keep them in the same place every day so students can form a habit. Remove random trash or recycling bins that are not part of the station to avoid confusion. It is important that there are no contaminants in the Food Scraps bin. Please DO NOT double-bag.

**Missing Bin?** Notify your custodian engineer and ask him/her to contact the DDF

**Questions?** Contact your SchoolFood Manager, Custodian Engineer, or visit www.nyc.gov/organics
Management and Setup Tips

Your school will be participating in the Organics Collection Program. The goal is to collect the organic material from school cafeterias and kitchens in order to reduce the waste NYC sends to landfills.

Over 30% of the NYC waste stream is comprised of organics like food scraps, a resource that can be recovered and utilized. Students will sort recyclables and separate food waste prior to dismissal from the cafeteria.

Everyone Counts: Manage Sorting Stations

Cafeteria stations will have four different bins where students will sort their lunch waste.

Benefits of Cafeteria Sorting

- Reduces clean-up for SchoolFood, School Aides & Custodial Staff by reducing litter.
- Fosters an organized cafeteria routine & orderly environment.
- Reduces vermin & pest problems by having the food contained in a plastic bin with lid.

Impact of Collecting Organics

- Reduces the amount of trash going to landfills
- Decreases export cost of waste
- Generates renewable energy
- Reduces greenhouse gas emissions
- Develops a valuable commodity
- Creates local Green Jobs

By composting, parks, school and community gardens benefit

For more information contact:
The DOE Office of Sustainability
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