## Recycling requirements

# Education Requirements

## Post instructions

Instructions on separation requirements for food waste and food scraps must be posted in an area that is visible to all employees who manage waste. These instructions must explain which materials need to be placed in food waste recycling bins, collected separate from trash and managed by food-to-animal collection programs or organics recycling for composting programs.

## Track your training

All new employees and subcontractors who generate and manage wasted food and food scraps must be trained at least once a year. Include the person’s name, the organization they are employed by, the role they play managing the waste, and the date they received training. All training should include:

|  |  |
| --- | --- |
| Food-to-animal training | Organics recycling for composting training |
| [ ]  What is acceptable to put into food-to-animal waste collection bins[ ]  Where to store full food-to-animal waste collection bins | [ ]  What is acceptable to put into food waste collection bins[ ]  What a compostable liner is, where they’re stored, and that they must not be used for trash or mixed recycling. |

 [year] training for food waste recycling requirement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Organization | Organization’s role | Date of training | Signature  |
|  |  |  |  |  |
|  |  |  |  |  |