RETHINK

- Look at what is in your trash – this is known as a waste audit. List the items, estimate their amounts (percent of total trash) and identify where they came from (i.e. supply vendors, in-house production).
- Look at your outside trash dumpsters. Note who your trash vendor is, and how often the containers are being emptied.
- Look at the trash receptacles inside the facility. This will give you an idea of employees' and customers' waste habits.
- Think about ways you could reduce, reuse, recycle or compost any of the trash items on your waste audit list.
- Know the requirements of Mass DEP’s commercial organics waste ban and other waste bans; including cardboard, mixed paper, bottles and cans).
- “RecyclingWorks” provides free waste reduction technical assistance to businesses, institutions, non-profits, and manufacturers. Call RecyclingWorks Hotline: (888) 254-5525.

REDESIGN

- Make sure that you are using an efficient number of collection containers for recyclables, food waste, and trash. Work with your hauler to schedule pickups when your bins are almost full.
- Advise your vendors about your intention to redesign your operations to reduce your waste. See if you can work together on this effort.
- Buy supplies from vendors that also actively reduce their waste or packaging.
- Identify any hazardous wastes your business might be generating, and look for non-hazardous substitutes to use. Hazardous products are ignitable, corrosive, reactive or toxic.
- Use deconstruction methods instead of demolition when renovating.

REDUCE

- Order food shipments in bulk to reduce shipping packaging and deliveries.
- Utilize meal planning strategies to reduce “back-of-house” food waste, such as improving food storage and using “root-to-stem” cooking techniques.
- Train employees with methods to reduce “front-of-house” food waste, like offering smaller portion sizes.
Go paper free in at least one facet of the business (customer payment, inventorying, etc).
Offer reusable dishes and silverware in lieu of disposable counterparts.
Reduce the amount of waste given to customers (receipts, bags, etc).
Buy off-spec or imperfect produce at a lower cost to use in dishes.

REUSE

- Use washable/reusable storage containers, preparation dishes, and serving dishes.
- Use washable tablecloths and napkins.
- Donate kitchen food scraps to animal feed programs and give away prepped, untouched food to charities.
- Use food scraps like lemon peels in other recipes.

RECYCLE and COMPOST

- Recycle shipping materials and non reusable paper, like pallets and boxes.
- Give customers a single-stream recycling bin for glass, cans, and plastic containers/bottles.
- Recycle cooking fats, oils and greases.
- Collect both front and back of the house food scraps and soiled paper products for composting or anaerobic digestion.
- Offer customers recyclable or compostable takeout containers or bags.

CLOSE THE LOOP

- Use post-consumer recycled paper products.
- Use/buy products that are made out of recyclable or compostable materials.
- Buy locally sourced produce.

EDUCATION

- Clearly label all collection receptacles.
- Train employees in Zero Waste policy and practices.
- Post signs and send emails advertising the waste policies of your organization.
- Evaluate/track the success rate of waste reduction measures by calculating diversion rates and weighing trash.