

## Sample waste reduction, recycling & organics management work plan

Member activities	Outputs and Outcomes	Estimated number of hours
<p><b>FOOD DONATION:</b> Review current donor, agency and volunteer training materials used for Meal Connect (Food Rescue App) onboarding, become proficient in the use of the MealConnect platform and its reporting capabilities, and customize materials to local food rescue organization's region and activities.</p> <p>Identify new partners for participation and provide appropriate training.</p>	<p>Member will audit existing training materials and procedure for food donors, receiving agencies, and volunteers for content, best training practices, branding, etc. Member will have a thorough knowledge of the MealConnect functionality.</p> <p>Increase the number of partners participating in donation program.</p>	280 hours
<p><b>SUSTAINABLE PURCHASING:</b> Research current Environmentally Preferable Purchasing (EPP) policies and how reuse/reduction could be added to the current policies. Survey employees on knowledge of EPP. Research possible revisions. Provide reuse/reduction education to employees. Send out a post survey.</p>	<p>Member will increase education and diversion of waste by educating employees through new employee packets, emails, and Lunch and Learn opportunities.</p> <p>Member will give a presentation to the employee Sustainability Team.</p>	250 hours
<p><b>REUSE - Fix-It Clinic:</b> Establish a program for the community to work with volunteers on fixing household items, find and secure a location for events, recruit volunteers with varying expertise in repair (tailoring, electrician, mechanical, etc.), create surveys and a way to measure the weight of materials repaired, and advertise the events.</p>	<p>Member will secure a location and recruit volunteers (10) to host fix it clinic(s). At least 3 events will be held. At least 50 people will attend the fix-it clinics. Weight will be recorded of items that came into the fix-it clinic.</p> <p>Member will develop and administer a survey to participants about their experience, behavior change, and items fixed/not fixed.</p> <p>Member will create a manual on how to hold the fix-it clinics for future reference; manual will be shared with other counties that are interested in holding fix-it clinics.</p>	370 hours
<p><b>MULTI- FAMILY RECYCLING:</b> Create a database of multi-family facilities. Conduct surveys and mini waste sorts to develop 'pre-project' baseline, gather hauler data, create and distribute educational resources, provide on-site recycling system setup and troubleshooting to haulers and</p>	<p>Member will conduct mini waste sorts pre and post project to determine effectiveness/success of recycling initiative.</p> <p>Member will document results and submit quarterly and final project reports with data and narratives, including lessons learned that can inform and benefit other communities.</p>	500 hours

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residents. Conduct 'post-project' mini waste sorts to track success.  Mobilize volunteers to assist.	Plan to set up recycling programs in at least 4 multi-unit rental properties. Measure the number of multi-family units that begin single stream recycling and estimate tonnages.	