checklist

Feasibility of on-site Composting (USEPA)

The following six steps should be taken when determining whether or not your facility should initiate an on-site composting program. The following survey can help determine if the right tools are in place to initiate a program.

Step One: Determine composting requirements/ Select a composting system/method

Step Two: Determine inside collection procedures

Step Three: Determine inside collection procedures

Step Four: Educate

Step Five: Monitor the program

Step Six: Get out your story

STEP ONE A: DETERMINE COMPOSTING REQUIREMENTS	
How much capital is available to initiate a site?	
Are there sufficient resources to manage the site?	
Is there any existing on-site equipment that could be used for composting?	
How much space is available for composting? Can this space be expanded if needed?	
Could your compost handle the volume of spent grains generated at your brewery?	
What will be composted with the food service organics? Wood chips? Leaves and yard trimmings? Animal bedding? Manure?	
What other materials are on-site that could be composted – food, yeast, yard trimmings, straw, manure, etc.	
What other sources of organic waste outside the institution (grocery and other produce, food processing, biosolids, yard trimmings, manure, straw, etc.) could be composted at your site?	

What are the local or regional regulations or permits needed for compost at your brewery?	
Are there state or local standards for the finished compost product?	
Is there a sufficient on-site use for the finished compost?	
Is there a use or market outside of the brewery for the compost?	
STEP ONE B: SELECT A COMPOSTING SYSTEM/METHOD	
Types of on-site composting methods: • Windrow • Static Pile • Aerated Static Pile • Containerized/ in-vessel Systems • Vermicomposting	
How much material do you expect to compost each day?	
What are the permitting requirements for the site, selected composting methods, and expected feedstock?	
What are the state and local regulations for on-site composting?	
What capital, physical space, labor, and equipment (front-end loader, etc.) are available for composting?	
How will the selected composting methods fit the expected end market?	
STEP TWO: ARRANGE FOR ORGANICS COLLECTION	
Who will be responsible for collecting and separating the compost?	
Will hauling be done within the brewery, or will hauling be contracted out?	
How might your current hauling contracts be affected by composting?	
Will any material be brought to your site from outside of the brewery?	
Can frequency of waste collected for disposal be cut back?	
How will composting affect the number, size, and arrangement of outside storage containers?	
How will composting affect collection frequencies?	

In addition to spent grain and food scraps, what other organics will be collected for composting?	
Is co-collection an option (that is, could trash be collected with another recyclable) to reduce collection frequencies?	
STEP THREE: DETERMINE INSIDE COLLECTION PROCEDURES	
Who is responsible for monitoring the program inside?	
Are any changes in size or number of inside containers needed for separating compostables?	
Who will take the compostables to the outside containers?	
Is the procedure for separating recyclables and compostables posted in a central employee area?	
All inside containers are either labeled, color-coded, or in some way designated for recycling, composting, trash, etc.	
Are there any changes in container liners that need to be communicated to employees?	
STEP FOUR: EDUCATE	
What are each employee's responsibilities?	
Who in the organization is responsible to coordinate education and training for employees?	
How, and how frequently, will employees receive training?	
STEP FIVE: MONITOR THE PROGRAM	
Can inside separation be made more efficient by either location or size of containers?	
Is the outside compostables bin overflowing before it is collected or can compostables be collected less frequently?	
Can frequency of waste disposal be reduced?	
Is recycling of other materials still being maintained?	
Are there a lot of "mistakes" in the separated organics? How can this be reduced?	
Is employee turnover high, requiring continued reeducation?	
Get employee input on improving the program.	

STEP SIX: GET OUT YOUR STORY	
Widely communicate the composting program internally and to customers with posters or on your website.	
Pitch or write an article for local newspapers, environmental publications, trade association, newsletters, etc.	
Have a "composting day" where employees and the community are educated about composting (this may include a tour of the composting facility).	
Solicit local news coverage (radio and TV).	
When the compost is ready for the end user, considering issuing a local press release to showcase your composting efforts.	