

Composting at the office



Principle: start to compost and reduce organic waste at the office

This action promotes composting and the reduction of organic waste.

Composting represents the main reduction tool of non-consumable organic waste, which is about 30 % of the overall waste volume: in addition to environmental benefits, home composting allows to reduce the costs of separate waste collection and allows citizens to save money.

Composting is an easy measure that can be applied and replicated in different situations: employees of any company, public authority, or organization can start composting at the office but then also replicate this and start home composting.

General information



reduce



difficulty

Waste stream



reuse



environmental
impact



paper



packaging



recycle



cost



WEEE



organic

Objectives

Direct:

- ▶ Start a community compost facility at the office (in any company, public authority, organization, or school)
- ▶ Prevent organic waste to end in the mixed waste bin
- ▶ Raise people's awareness about composting and food waste prevention
- ▶ Teach people on how to make compost from organic waste
- ▶ Encourage people about composting organic waste and inform about benefit of compost for the soil

Indirect:

- ▶ Raise staff's awareness about the benefits of composting
- ▶ Encourage the staff to start home composting

Your tools to make this action

Leaflets about composting

- ▶ What is it?
 - Leaflets are useful tools to inform about the aim of the initiative and of home composting, explaining the importance through photos, figures and savings in environmental terms (avoided tons to dispose, less CO₂, etc.).
- ▶ How to use it?
 - The materials contain all the information for internal staff to promote and practice composting and reduce food waste. The leaflets will be used as communication material about the importance of composting.
- ▶ How to evaluate? Number of materials, number of people involved



Information board about composting

- ▶ What is it?
 - Panels are useful tools to inform about the aim of the initiative and of home composting, explaining the importance through photos, figures and savings in environmental terms (avoided tons to dispose, less CO₂, etc.).
- ▶ How to use it?
 - The materials contain all the information for internal staff to promote and practice composting and reduce food waste. The panels will be used in crowded place and in the composting sites to show the event, while the guidelines will be as real education material for the training attendees.
- ▶ How to evaluate? Number of materials, number of people involved



Training course on composting

▶ What is it? Half day training course to promote and teach how to compost our food waste. The courses will be led by experts and through power point presentations showing all the techniques and the benefits coming from the composting. The internal employees will be encourage to participate and the training course will be held in common room, such as the meeting room. You can follow the guidelines for composting training available EWWR site [here](#)

▶ How to use it?

- Theory and practice about composting. The public will be involved in theoretical and practical courses demonstrating the importance and the easiness of composting. There will be some designated persons responsible for the good implementation of the composting site. Everyone will throw organic waste in bins and the responsible will take care of the activities and the effectiveness of the process.

▶ How to evaluate? Number of persons involved



Roll up for community composting site

▶ What is it? A site prepared for community composting in a canteen or public office. The site will demonstrate the relevance of home composting through roll-up showing the implementation of the composting site. The site will be set up after the audit (initial assessment of the situation). The composting site will be used by:

- ✓ People who are in charge of dispose organic waste in the composters
- ✓ People educated with the training course who are in charge of the composting process: they are in charge of monitoring the compost on a daily basis, add dry materials, mix the compost and provide all the necessary to make a good compost from organic waste.

▶ How to make/use it?

- the roll-up will be used as guide to show the proper use of the site and the relevance of the project and of the composting activity.

▶ How to evaluate? number of roll-up.



Webpage

- ▶ What is it? A webpage that is set up on the organisation/school/company website and that illustrates the composting process with relevant suggestions and clues on the activity.
- ▶ How to make/use it?
 - The website for composting will offer a platform for the general public to get suggestions: simple uploads of articles and the demonstration of other composting sites' success will push general public to know more about composting.
- ▶ How to evaluate? Number of visit, number of comments and interactions in general.



Common information material

Guides about composting

- ▶ Guidelines are a tool useful to explain home composting thanks to more targeted information, examples and detailed description on composting process.
- ▶ How to use it?
 - The materials contain all the information to promote and practice composting and reduce food waste. The guidelines will be as real education material for the training attendees.



Preparing the action: Initial assessment of the situation

1 month before EWWR

A technical audit will be realized to have an overview about the waste produced. The person in charge for the initiatives should follow this guidelines to realize this audit that can allow to compare the data before and after the initiatives. The audit is a technical document that allows you to consider the existing situation about waste stream, with waste production data, and territorial analysis with similar existing event or initiatives. The audit will be realized one month before site's implementation containing the followings

- ▶ Study on the quantity of waste produced: you can sign the quantity of waste and organic waste before the action;
- ▶ Interviews to attendees: you should know the attitude and behavior of the employees involved to receive important suggestion on how to conduct your initiatives;
- ▶ Feasibility study on the estimation on the possible reduction targets, quantifying the amount of waste produced: you should also consider if there is some similar initiatives in you territory and their results.

The person in charge should realized this study with this data to compare the situation before and after the implementation of the composting site.



The audit will also describe how to set up the composting site:

- ▶ Choose a free space with garden
- ▶ Choose a free space attainable for all the employees
- ▶ Set up the composter: you can choose between composting bins or you can construct your own composter
- ▶ Choose a composter with right capacity (300 l more or less)
- ▶ Set up the composting site with bins and roll-up

To prepare the composting site and practice home and community composting you can follow the practical guide and the guidelines available on EWWR site [here](#)

After the realization of the audit, at least 3 weeks before the EWWR:

- ▶ buy small bins for the kitchen to collect the organic waste separately
- ▶ buy big composting containers
- ▶ buy dry materials to add to organic waste (such as pellet, chopped wood, etc.)
- ▶ develop the local composting site
- ▶ launch a call for people who would like to be in charge of the composting action, to create their own site

Preparing the action: development and production

3 weeks before the EWWR

All the communication materials will be realized and printed.

The composting site will be set up to encourage people to join in the project: the people in charge of the composting site will be selected on a voluntary basis, after the call. During the training course they won't take part only in the theory session but also in the practical one. For the internal employees, all this training will be held during the working hours.

Few days before the EWWR

The training courses will be held to teach the responsible person of the site about the good implementation of the activity. The courses will involve at least 15 people held by an expert with the support of a power point presentation.

The composters will be placed and the site will be prepared.

Implementing the action

During the EWWR

The composting site will be set up and the amount of waste composted will be measured during the week. Calculate the savings arising from the avoided collection. You can follow this scheme:

Number of people involved = kg/day of organic waste put into the compost bin (0,25 kg/day/person) = avoided collection kg.

You also quantify the CO₂ avoided from the collection system with the composting site. You can follow this scheme:

0,2 Kg/CO₂/km for a standard collection: you can consider that, with a composting site, you can avoid 1,2 kg/CO₂/Year/person, so concerning 1 week you can avoid 0,02 kg/CO₂/person

The person in charge of the composting site will take care of the compost and promote home composting, teaching about this practice: the composting site will be used by several people in charge of the disposal of organic waste. The selected ones will be responsible of add dry materials, mix the compost and take care of the correct amount of organic waste monitoring the right percentage of humidity.



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Targeted communication toolkit | Internal action

The amount of organic waste (kg or volume) will be registered on a public book stored in the composting site. The internal staff will be informed also with some e-mailing with some useful data, such as the quantity of food waste avoided and the compost produced.

Evaluation methodology

The composting site will be monitored on a daily basis, and all the organic waste introduced will be registered: the amount of waste will be added with the amount of dry materials introduced in the composters to calculate the reduction of the total amount due to the composting activity.

In order to evaluate the results of this action, you must consider the:

- ▶ Number of materials
- ▶ Number of waste composted
- ▶ Number of CO2 avoided
- ▶ Number of persons involved
- ▶ Number of person in charge of the composting site
- ▶ Amount of compost expected

The outcome of the initiative will be reported in comparison to the annual quantity of organic waste produced.

More information

▶ Examples of actions

- Composting in school (ES)
www.ewwr.eu/docs/case_studies/EWWR_2011-Case%20studies_School_Mallorca-Spain.pdf
- The zoo improves the Earth (ES):
www.ewwr.eu/docs/case_studies/EWWR_2012_Case%20Studies_Others_Catalonia.pdf
- "eRRRe al cubo", Ribadeneva Reduce y Recupera - Composting action at school (ES):
www.ewwr.eu/docs/case_studies/EWWR_2011-Case%20studies_Administration_Asturias.pdf

▶ European Week for Waste Reduction: www.ewwr.eu contact@ewwr.eu

▶ Other interesting links

- Good practices of home composting and community composting: Inventory of good practices regarding (bio-)waste minimization in , MINIWaste project, pp. 9-109:
www.miniwaste.eu/mediastore/fckEditor/file/Miniwaste_good_practices_inventory.pdf
- Club del Compost: [Club del Compost](#) is a project made by 3 Municipalities: Carmagnola, Cambiano and Santena, near Turin. The aim of the Club is to promote home composting as a means of reducing waste through three main initiatives:
 - 1) Communication and Information to all the people of the three municipalities, encouraging the entry of new composters;
 - 2) Training of master composters, volunteer staff who will be the leader of home composting in the municipalities;
 - 3) Pilot projects on Community composting in three areas.
- Horta de Formiga: It is Lipor's mission to raise awareness of the biowaste issue, by informing the population about the contribution of home composting to the solving of this problem and the role they can play in our planet's sustainable development. [Horta de Formiga](#) is made by different initiatives in order to promote home composting, such as: Home Composting, Organic Farming, Food Waste: "Dose Certa", Training, Library, HF Agenda, "Horta à Porta" Project, "Terra à Terra" Project, "Jardim ao Natural"



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Targeted communication toolkit

Internal action

Project (Garden in Natural Style)

- [Learn how to compost: Composting basics for beginners](#) - SodGod



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