

## How to Conduct a Food Waste Audit

To be approved for an exemption, you are required to conduct an organics waste audit for two consecutive weeks showing that less than **20 gallons of organic waste is produced per week**. If you share a garbage dumpster with other businesses, the waste audit must include all businesses that share the dumpster.

Below are steps to conduct the audit:

### Step 1: Provide Three Separate Bins at Communal Areas and Document Start Date

- Note the size of each bin (i.e. 5 gallon bucket)

### Step 2: Label Each Bin as Garbage, Organics, and Recycling

- Organics- food scraps and food-soiled paper (coffee filter, tea bags)
- Blue Bin- paper, bottles, cans, cardboard, large plastics
- Garbage- plastic bags, milk cartons, wrappers



### Step 3: Take a Photo of Each Container When Full (before disposal)

- Before taking any waste to the garbage or recycle bin, take a photo of the contents in the bin and make note of the date



### Step 4: Send Photos and Calculations of the Audit after two weeks to [Recycle@folsom.ca.us](mailto:Recycle@folsom.ca.us)

- For example: If your 5 gallon organics bin gets full more than 4 times per week (20 gallons), you are not qualified for an exemption*
  - Organics in the garbage during the food waste audit can disqualify the exemption request*