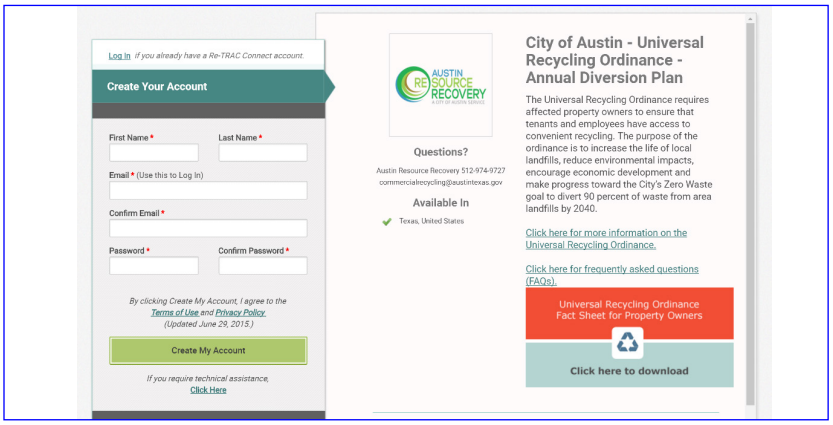
ORGANICS DIVERSION PLAN INSTRUCTIONS

STEP 1 REGISTRATION

www.austintexas.gov/odp



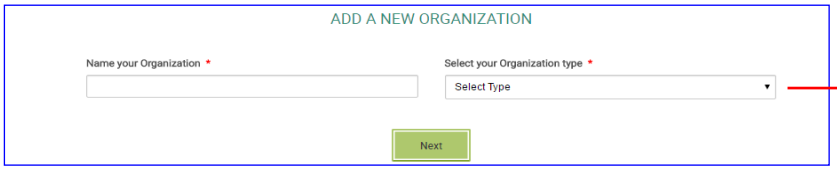
Check Your E-Mail
to Activate Account

Can't Find E-mail?

Check Junk Mail or Contact
support@re-trac.com

Click Join **when you have activated your account through email**

STEP 2 ADDING A BUSINESS

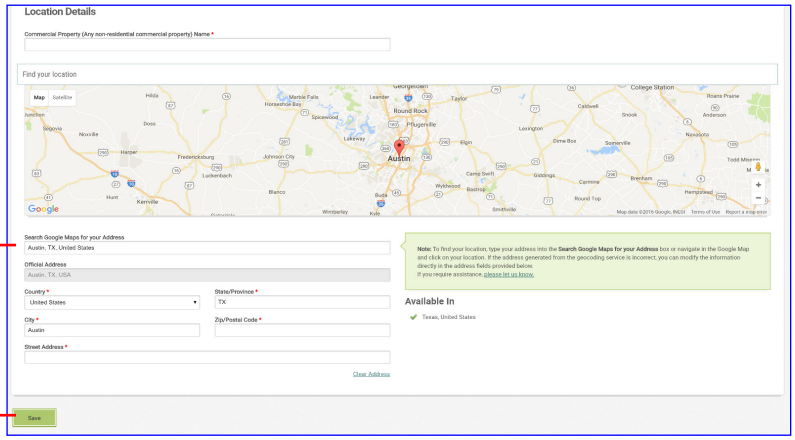


Enter the business name as "Organization".

Choose Commercial Property.

Type your business address in the box.
*Tab or click to move to next box.

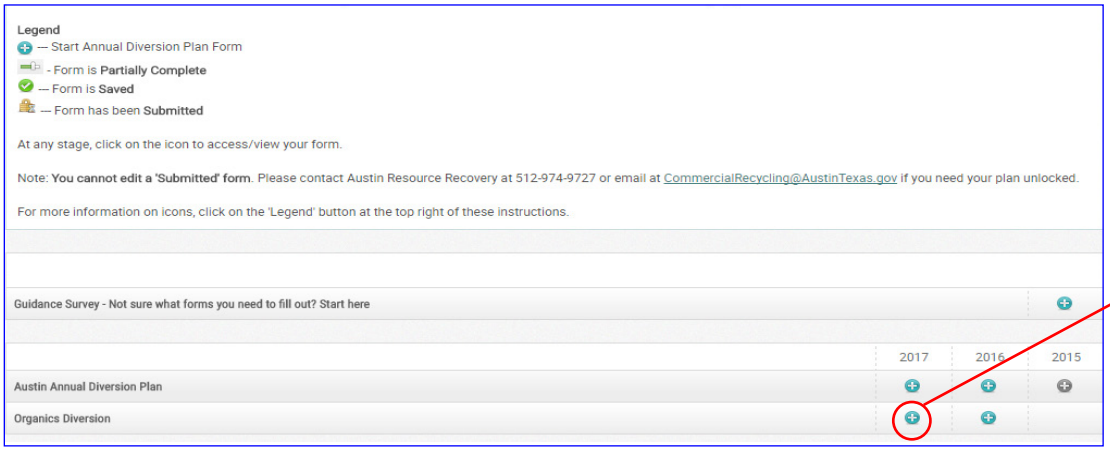
Click "Save"



Good News! You will not need to repeat this step in subsequent years.

STEP 3 OPENING ORGANICS DIVERSION PLAN

Click Go



If you are reporting after October 1, 2016, you are reporting for the year 2017

Click the 2017 blue icon.

STEP 4 COMPLETING ORGANICS DIVERSION PLAN

BEFORE YOU START, HERE ARE A FEW HELPFUL HINTS AND DEFINITIONS:

Hints

- Save information before you leave the page – the save button is found at the bottom of the page

- You can save information and come back at a later time
- You must "submit to program" to complete the plan

- To make edits to a submitted plan, contact Austin Resource Recovery: 512-974-9727, commercialrecycling@austintexas.gov

Definitions

Organics Diversion Plan (ODP) is a yearly requirement of the Universal Recycling Ordinance for all affected businesses. It captures how each business is complying with the URO by documenting organics best practices.

Diversion means the act of redirecting material from disposal for a higher or best use. Examples include but are not limited to recycling, composting, donating, reusing, reducing, redesigning, repurposing or repairing.

Permitted Square Footage is the space within the business required to have a food permit. (e.g. kitchen, prep space) Good rule of thumb is those spaces within the business that are subject to inspection by a health inspector.

Partial Property is when you are reporting for one business, tenant, or building within a parcel containing multiple businesses, tenants, or buildings.

Organics Diversion is Organic material recovered, collected or diverted from solid waste stream, a substantial portion of which will decompose in a managed compost operation. Excludes textiles, hazardous or medical waste and grease trap residue (brown grease).

Organic Material generally includes -

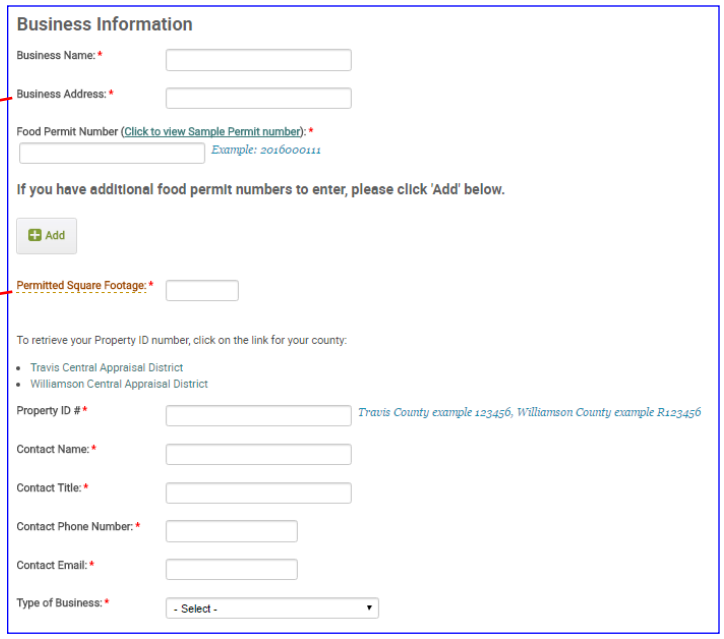
- Meats, fats, and dairy
- Vegetables, fruits, and grains
- Paper towels (including bathroom) and paper napkins
- Food soiled paper, cardboard or waxboard (e.g. pizza boxes, paper cups, paper food containers, coffee filters, tea bags)
- Landscape trimmings and floral decor

ORGANICS DIVERSION PLAN

BUSINESS INFORMATION:

Please include suite number.

Enter square footage of permitted space. (e.g. a hotel would only enter the square footage for space for the business with the food permit, not the entire hotel square footage)



URO ORGANICS DIVERSION PROGRAM MINIMUM REQUIRMENTS:

To meet minimum requirements, Food Service Enterprises MUST:

Divert organic materials generated onsite from being sent to the landfill or incinerator on a weekly basis.

Does your business meet this requirement? *

(•) Yes ( ) No

Please select all organic materials reduced or diverted from business operations: *

- [ ] Meat and dairy scraps
- [ ] Non-meat and non-dairy scraps
- [ ] Paper towels (including bathroom) and paper napkins
- [ ] Food soiled paper or cardboard including but not limited to pizza boxes, paper cups, compostable food containers, coffee filters, and tea bags
- [ ] Floral décor and/or landscape trimmings
- [ ] Other material

Please select yes or no for each question, and indicate additional details when prompted.

Post signs that help employees correctly use the organics program, including:

- **Labelling collection containers**
- **Indicating materials accepted**
- **Using graphics**
- **Using English and Spanish (or other appropriate language)**

Does your business meet this requirement? *

(•) Yes ( ) No

Educate employees and tenants about diversion. Education must:

- **Describe organics program**
- **Use English and Spanish (or other appropriate language)**
- **Be provided annually and within 30 days of move-in or hiring**

Does your business meet this requirement? *

(•) Yes ( ) No

Type of education provided to tenants and employees (Check all that apply): *

- [ ] Email Communication
- [ ] Flyer/Handout
- [ ] New Employee Orientation
- [ ] Training/Meeting/Workshop
- [ ] Website
- [ ] Other

Businesses must answer yes to all three of these questions to be in compliance with the organics diversion requirements of the URO.

If no, click the link for resources for signage or educational materials.

URO Organics Diversion Options

Organics diversion programs should include a combination of the options outlined below. For questions, visit austintexas.gov/bizorganics or call 512-974-9727.

1. Documented Reduction: Has your business reduced purchasing or generation of organic materials over the last year? *

(•) Yes ( ) No

For more information about documenting reduction, visit austintexas.gov/bizorganics.

Please describe your Documented Reduction: *

2000 character limit

2. Food Waste Prevention: Has your business implemented a system with documentation to track and utilize food/beverage(s) to avoid unintended expiration? (See examples below) *

(•) Yes ( ) No

Examples could include:

- *Offer specials based on surplus inventory*
- *Offer free sides (based on inventory) with entrée purchase*
- *Downsize to smaller plates*
- *Remove self-service trays from cafeterias*
- *Offer smaller portions on menus*

Organics diversion programs should include a combination of these options. A minimum of **2** options is required to be in compliance.

3. Food Donation for People: Does your business donate food for human consumption? *

(•) Yes ( ) No

- Note: Keep documentation. Food donations may be tax deductible.
- Businesses and individuals donating food in good faith are protected by the Bill Emerson Good Samaritan Food Act
- Understand regulations and requirements for donating food

Please provide the total monetary value of donations, if available. $

Where did the food go? Please list three or more recipient organizations. *

FOOD TYPE	HOW MUCH?	VOLUME/WEIGHT	HOW OFTEN?	UNIT	CUBIC YDS/WEEK	
- Select -	0.0	- Select -	0.0	- Select -		Remove

Add

Complete the tables for sections 3 and 4 to document the quantity of food donated or use the links to learn more about food donation resources.

5. Food Recovery: Does your company have a documented food recovery and reuse program? *

(•) Yes ( ) No

Examples may include:

- *A process to sort or repurpose rejected or off-specification food deliveries*
- *Sell 'imperfect' produce prior to composting*
- *Repurpose food as ingredients for new products (e.g. old bread for croutons)*
- *Sell day-old baked goods*

Please describe: *

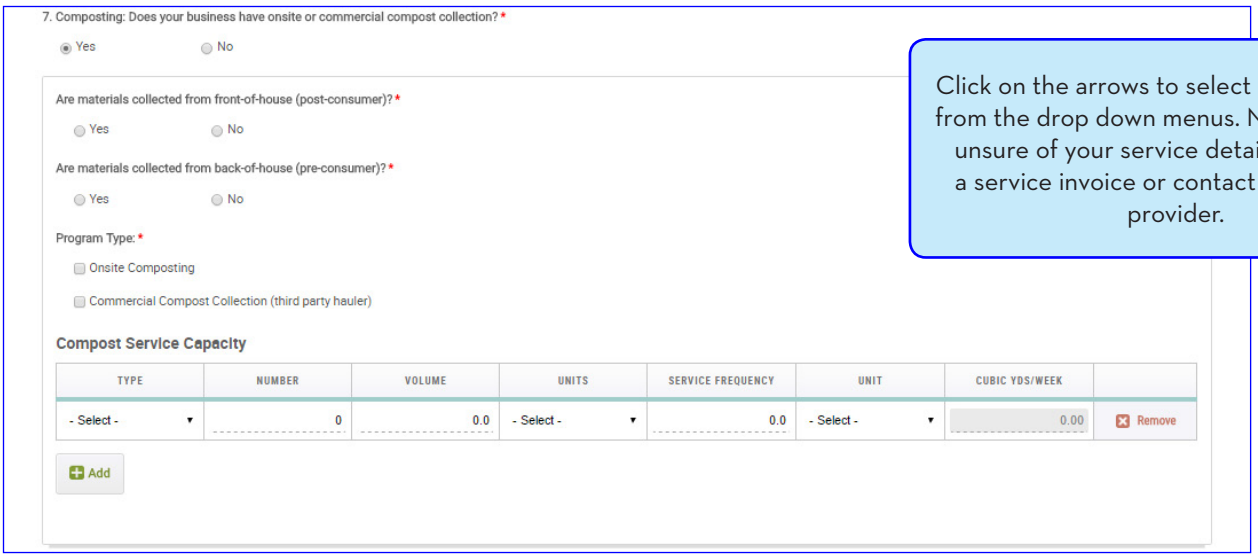
6. Single-Use Materials: Has your business removed disposable/single-use materials? *

(•) Yes ( ) No

What materials have you stopped using (e.g. Styrofoam, disposable coffee cups, and disposable napkins)? *

Select replacement: *

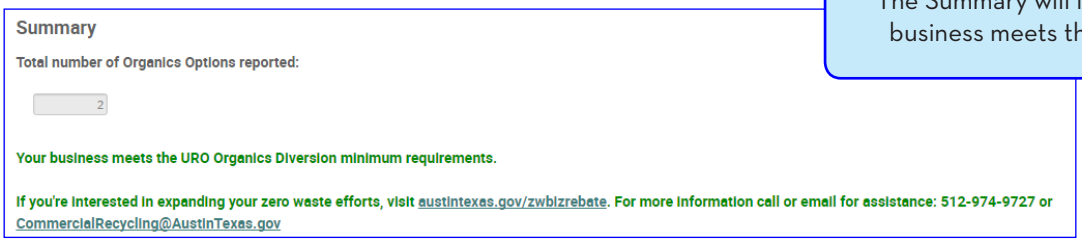
- [ ] Reusable materials (e.g. dishware, cutlery, napkins, condiment containers, etc.)
- [ ] Recyclable materials (e.g. dishware, cutlery, etc.)
- [ ] Compostable materials (e.g. dishware, cutlery, napkins, biodegradable plastics, etc.)
- [ ] Other



Click on the arrows to select service details from the drop down menus. Note: if you are unsure of your service details, reference a service invoice or contact your service provider.

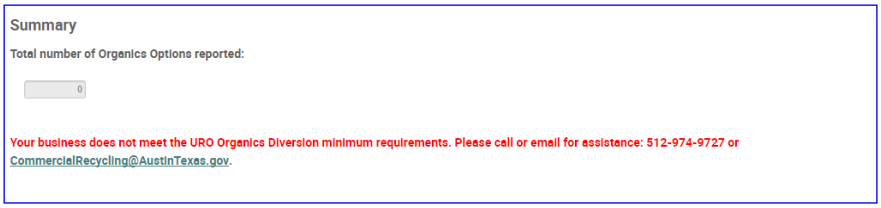
Describe any other method of diverting organic material in your business.

SUMMARY



The Summary will indicate whether or not your business meets the requirments of the URO.

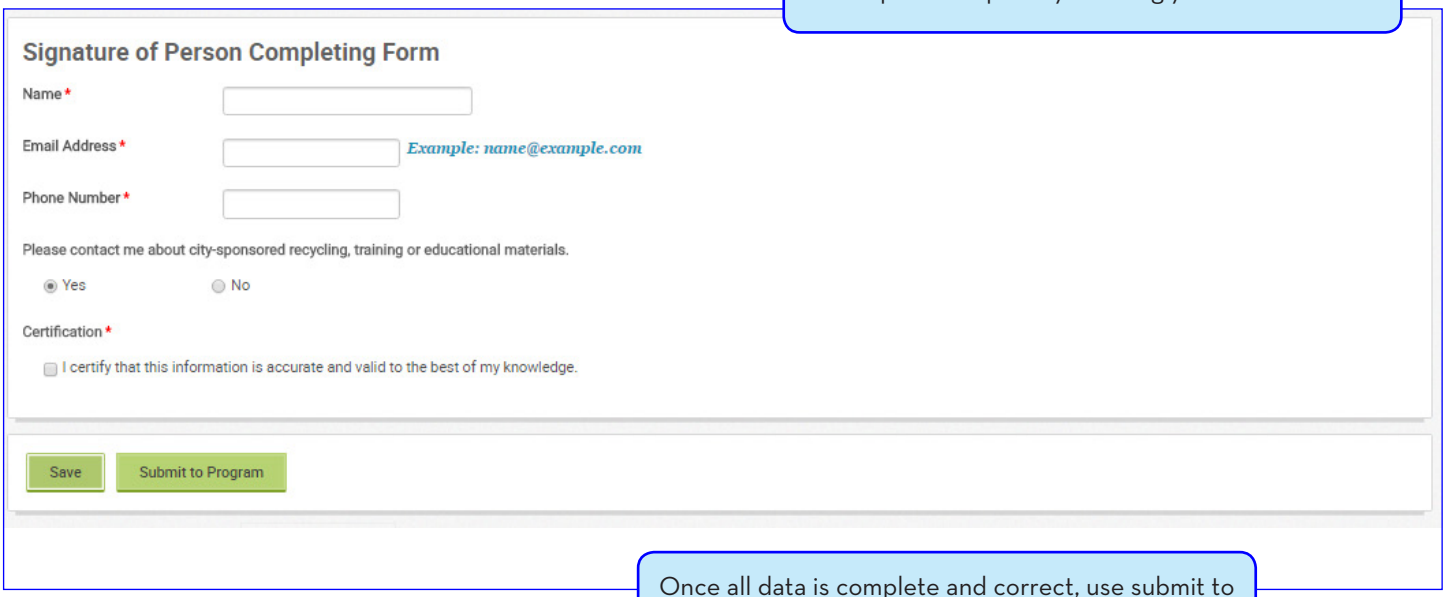
Please contact the Business Outreach Team if you need assistance in implementing additional organics diversion options.



STEP 5 SUBMIT THE ORGANICS DIVERSION PLAN

NOTE: THE ODP MUST BE SUBMITTED NO LATER THAN FEB 1st.

Complete the plan by entering your information.



Once all data is complete and correct, use submit to program button to complete the Organics Diversion Plan.