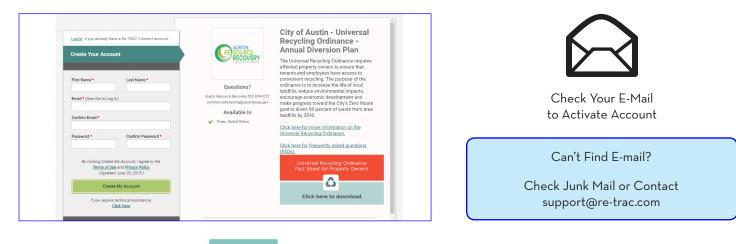
ORGANICS DIVERSION PLAN INSTRUCTIONS

STEP 1

REGISTRATION

www.austintexas.gov/odp



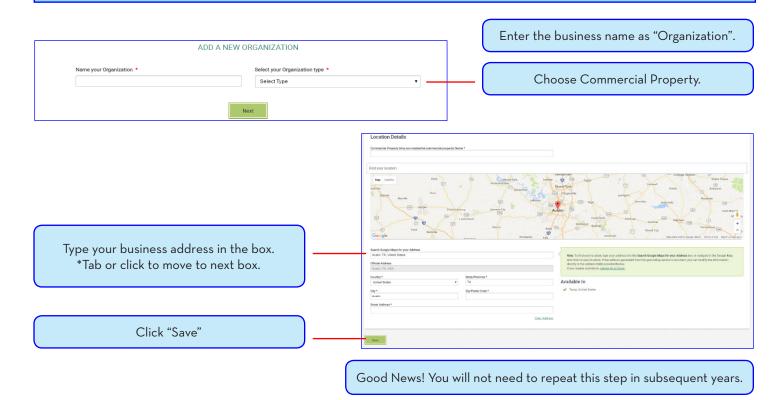


Click

when you have activated your account through email

STEP 2

ADDING A BUSINESS



STEP 3 OPENING ORGANICS DIVERSION PLAN

My Organizations Property Name Commercial Property (Any non-residenti 200 Congress Avenue, Austin, TX 78701,			Add At	Go ⊋		Click Go
		27 or email at <u>CommercialRecycling@AustinTex</u>	a <u>s.gov</u> if you ne	ed your plan un	locked.	lf you are reporting after October 1, 2016, you are reporting for the year 2017
Guidance Survey - Not sure what forms you Austin Annual Diversion Plan Organics Diversion	need to fill out? Start here		2017	2016 ©	 2015 € 	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

Submit to Program

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)

Save

· Landscape trimmings and floral decor

ORGANICS DIVERSION PLAN	Business Information
	Business Name: *
BUSINESS INFORMATION:	Business Address: *
	Food Permit Number (Click to view Sample Permit number): * Example: 2016000111
Please include suite number.	If you have additional food permit numbers to enter, please click 'Add' below.
	Add
Enter square footage of permitted space.	Permitted Square Footage.*
(e.g. a hotel would only enter the square footage for	To retrieve your Property ID number, click on the link for your county:
space for the business with the food permit, not the	Travis Central Appraisal District Williamson Central Appraisal District
entire hotel square footage)	Property ID #* Travis County example 123456, Williamson County example R123456
	Contact Name: *
	Contact Title: *
	Contact Phone Number:*
	Contact Email: *
	Type of Business: * - Select - •

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? *	Please select yes or no for each questio and indicate additional details when prompted.			
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				
	р	· · · · · · · · · · · · · · · · · · ·		
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) 	these qu	sses must answer yes to all three of lestions to be in compliance with the diversion requirements of the URO.		
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	If no, click the link for resources for signage			
Training/Meeting/Workshop		or educational materials.		
Website				
Other				

URO Organics Diversion Options Organics diversion programs should include a combination of the options outlined below. For questions, visit <u>austintexas.gov/bizorganics</u> or call 512-974-9727.							
1. Documented Reduction: Has your business reduced purchasing or generation of organic materials over the last year?*							
For more information about documenting reduction, visit austintexas.gov/bizorganics.							
Please describe your Documented Reduction: *	Organics diversion programs sl						
	a combination of these c	options.					
)					
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	n? (See examples below) *						
⊛ Yes							
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							
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 <u>Bill Emerson Good Samaritan Food Act</u>	Complete the tables for sect						
Understand regulations and requirements for donating food	to document the quantity of f						
Please provide the total monetary value of donations, if available.	or use the links to learn more						
Where did the food go? Please list three or more recipient organizations. *	donation resource	s.					
FOOD TYPE HOW MUCH? VOLUME/WEIGHT HOW OFTEN? UNIT	CUBIC YDS/WEEK						
- Select - • • 0.0 - Select - • 0.0 - Select -	▼ Remove						
Add							
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							
- enter granter grante							
Please describe:*							
6. Single-Use Materials: Has your business removed disposable/single-use materials? *							
 Yes No 							
What matalala have you atomad using (a.g. Sturform, disappeda action area and disappeda application).							
What materials have you stopped using (e.g. Styrofoam, disposable coffee cups, and disposable napkins)?*							
Select replacement: *							
elect replacement: *							
Recyclable materials (e.g. dishware, cutlery, etc.)							
Compostable materials (e.g. dishware, cutlery, napkins, biodegradable plastics, etc.)							

. Composting: Does you	r business have onsite or com	nmercial compost collection?	*						
Yes	No								
Are materials collected	I from front-of-house (post-co	onsumer)? *						ect service det	
) Yes	No			from the drop down menus. Note: if you a unsure of your service details, reference					
Are materials collected	I from back-of-house (pre-con	isumer)?*							
○ Yes	No					a service inv	provider.	act your servic	e
Program Type: *							providei.		
Onsite Compost	ing								
Commercial Cor	npost Collection (third party h	auler)							
Compost Service	Capacity								
TYPE	NUMBER	VOLUME	UNITS	SERVICE FREQUENCY	UNIT	CUBIC YDS/WEEK			
- Select -	• 0) 0.0	- Select - 🔹	0.0	- Select -	• 0.00	Remove		
Add									
Add									

						_				
Yes	○ No				ſ		- ·			
Describe methods to reduce, reuse or prevent organics from being buried or burned: *					Describe any other method of diverting					
							organic m	aterial in	your	· business.
									J	
5000 character limit										
Yellow Grease Collection: Dr	oes your business divert yell	low grease (fryer oil) from th	e landfill? Contact your hau	ler to determine what hanne	100					
				and to determine what happe	ns with your yellow gre	ase.*				
 Yes 	No No			ner to determine what happe	ns with your yellow gre	ase. *				
Yes TYPE	No NUMBER OF CONTAINERS	CONTAINER VOLUME	CONTAINER UNITS	SERVICE FREQUENCY	NS WITH YOUR YELLOW GRE	ase. *	CUBIC YDS/WEEK			
	-	CONTAINER VOLUME				rase. *		Remove		
TYPE	NUMBER OF CONTAINERS	0.0	CONTAINER UNITS	SERVICE FREQUENCY	UNITS		CUBIC YDS/WEEK	Remove		
ТҮРЕ	NUMBER OF CONTAINERS	0.0	CONTAINER UNITS	SERVICE FREQUENCY	UNITS		CUBIC YDS/WEEK	Remove		

SUMMARY

Summary	The Summary will indicate whether or not your business meets the requirments of the URO.
Total number of Organics Options reported:	
2	
Your business meets the URO Organics Diversion minimum requirements.	
If you're interested in expanding your zero waste efforts, visit <u>austintexas.gov/zwbizrebate</u> CommercialRecycling@AustinTexas.gov	. For more information call or email for assistance: 512-974-9727 or
	nmary number of Organics Options reported:
if you need assistance in implementing additional organics diversion options.	0

Your business does not meet the URO Organics Diversion minimum requirements. Please call or email for assistance: 512-974-9727 or CommercialRecycling@AustinTexas.gov.

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.							
Signature of Person Completing Form								
Name *								
Email Address * Example: name@example.com								
Phone Number *								
Please contact me about city-sponsored recycling, training or educational materials.								
⊛ Yes ○ No								
Certification *								
I certify that this information is accurate and valid to the best of my knowledge.								
Save Submit to Program								
	ice all data is complete and correct, use submit to							
	ogram button to complete and correct, use submit to Plan.							

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