

APPENDIX F: FOOD WASTE AUDIT GUIDE

STEPS TO A FOOD WASTE AUDIT

STEP 1: DEVELOP GOALS FOR YOUR AUDIT

- Developing goals will help guide your classification system and the type of audit you should perform
- Goals could include:
 - > Determine my largest driver of food waste
 - > Determine my largest volume of food waste

STEP 2: GATHER MATERIALS

For most audits, you will need:

- A large space/table for sorting
- Buckets for each category
- A scale
- Gloves, other protective outerwear
- Samples (bags of food) to measure from every outlet (e.g., banquet kitchen, restaurant) and tagged by outlet. For more details on a sampling plan refer to the [Food Loss and Waste Protocol \(FLW\)](#): Appendix A, Section A2
 - > Samples should include food that is both fed to guests (e.g., plate waste) and not fed to guests (this would include plate and prep materials, sent to any destination, including for animal feed, composted, or poured down the drain)

STEP 3: SORT AND SEPARATE FOOD WASTE

Use the goals you outlined in Step 1 to determine the categories you would like to sort the food waste into. The FLW Protocol has additional suggestions

on categories (e.g., food versus inedible parts). For sorting efficiency, lightweight packaging can remain on food, but remove heavier packaging. Examples of categories for sorting include:

- Plate waste
- Spoiled food (e.g., over seasoned food, moldy produce, expired milk)
- Still edible food
- Inedible parts of food (e.g., pits, bones, rinds)

STEP 4: WEIGH AND RECORD

Gather all bags or bins of underutilized food by category (e.g., restaurant outlet or location of waste). Bags and bins should include food waste from plate and prep material that would be sent to any destination, including for animal feed, composted, or poured down the drain). Weigh each category and make notes on reasons for waste (if possible to discern), type of waste and any other comments that will help inform strategies for prevention using the audit results. Take detailed notes and photos of the piles to help you remember what was in each category and why it likely ended up there. Consider doing occasional guest surveys to better inform the reasons for waste.

STEP 5: ANALYZE

Use the recorded results to analyze how standard operating procedures (SOPs) along all stages of the flow of food are contributing to waste, and take steps to update these SOPs to minimize overproduction. Instructions on how to scale your results to estimate the scope of the issue at your property can be found in the FLW Protocol: Appendix A, Section A3.

