

# Action Steps to Reduce Food Waste

## 1. Identify key stakeholders

- a. District level includes Nutrition Services, Sustainability Office, Custodial, Principals, Student Green Teams, etc.
- b. Current waste hauler
- c. Local health department
- d. Hunger relief organization(s)/food banks

## 2. Ensure Nutrition Services Director, a major stakeholder, is on board.

## 3. Identify [priorities and projects](#), e.g., consider incorporating both food waste reduction and food recovery as part of scope. Example initiatives:

- a. [Offer vs. Serve](#) (Must elect to participate through State Board of Education)
- b. Reduce serving pan size to minimize food waste
- c. [Share Table](#)
- d. Food service provider compliance (RFP language)
- e. Use meal counts, student surveys, taste tests to better plan menus
- f. Measure plate waste and use data to inform menu planning
- g. Measure overproduction

## 4. Inform decision makers of any applicable Federal, State and local [laws and regulations](#). (Note some are supportive and others are restrictive.)

## 5. Plan implementation and collection strategies

## 6. Identify staff resources/involvement

- a. May need to evaluate procedures and time required for nutrition services department and staff
- b. Determine if there are union issues to be resolved

## 7. Develop draft policies and standard operating procedures (SOPs)

- a. Review pilot procedures with local health department (if applicable)

## 8. Pilot at a few school sites

- a. Principal informed and on board
- b. Train kitchen staff at pilot sites

## 9. Adjust policies based on pilot

- a. Get approval of policy from school district board (if needed)

**11. Get final approval of procedures from local health department (if applicable)**

- a. Update and/or develop specific Nutrition Services HACCP (Hazard Analysis Critical Control Point) procedures

**12. Develop program expansion plan/timeline**

- a. [Train](#) kitchen staff
- b. Provide student education on new procedures (if applicable)

**13. Provide [resources](#) to schools**

- a. [Meal poster](#) for cafeteria
- b. Information for teachers