



**SMM Data Management System
User's Manual:
Food Recovery Challenge**

Sustainable Materials Management

Food Recovery Challenge



CHANGING HOW WE THINK ABOUT OUR RESOURCES FOR A BETTER TOMORROW

I. Introduction	4
II. Registering for the Food Recovery Challenge	4
For New Re-TRAC Connect Users	4
Registration Page:	4
Creating a Re-TRAC Connect Account:	5
Account Activation:	6
For Existing Re-TRAC Connect Users	7
Login:	7
Joining the Food Recovery Challenge:	8
III. General System Navigation	10
Dashboard	10
Registering Additional Organizations	11
Editing Account Information	13
IV. Completing Food Recovery Challenge Forms	16
Legend	16
Participation Agreement Form	17
Baseline Data Form	22
Baseline Data Requirements:	23
Entering/Submitting Baseline Data:	23
Additional Sections	26
Baseline Goals Form	28
Baseline Goals Requirements:	29
Entering/Submitting Baseline Goals:	30

Annual Data Form	32
Annual Data Requirements:	33
Entering/Submitting Annual Data:	34
Additional Sections	36
Annual Goals Form	38
Annual Goals Requirements:	39
Entering/Submitting Annual Goals:	39
V. Appendix	42
<hr/>	
Food Waste Prevention and Recycling – Summary Activities	42
Diversion Category Definitions	42
Food Waste Prevention and Recycling – Detailed Activities	42
Specific Action Definitions	42

I. Introduction

The **Food Recovery Challenge (FRC)** asks participants to reduce as much of their food waste as possible – saving money, conserving resources, helping communities, and protecting the environment. FRC is part of the EPA’s [Sustainable Materials Management \(SMM\) Program](#), which seeks to reduce the environmental impact of materials through their entire life cycle, including how they are extracted, manufactured, distributed, used, reused, recycled, and disposed of.

The SMM Data Management System, hosted through Re-TRAC Connect™, gives FRC participants the ability to track data and measure their progress. This guide offers in-depth instructions on how to navigate the system and details regarding the FRC requirements and data forms.

II. Registering for the Food Recovery Challenge

Whether you’re registering for the FRC as a **new** or **existing** Re-TRAC Connect user, this step-by-step process will help you get started. FRC participants must register to participate in the FRC; create an account; and activate their account.

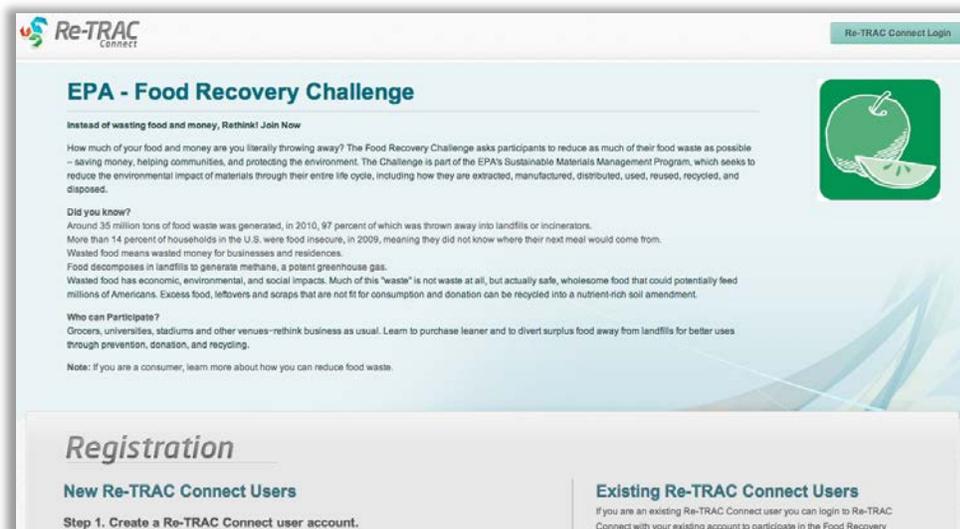
For New Re-TRAC Connect Users

Registration Page:

To register for the Food Recovery Challenge, go to:

<http://www.epa.gov/epawaste/consERVE/smm/foodrecovery/joinnow.htm>.

Follow the instructions within the **New Re-TRAC Connect Users** section.



Creating a New Re-TRAC Connect Account:

Choose your organization type.

Please select your organization type from one of the options below.

- › [College or University](#)
- › [Hotels, Resorts & Lodging](#)
- › [Medical Services](#)
- › [Other Organization](#)
- › [Food, Drug & Convenience Stores](#)
- › [Restaurants and Food Service Providers](#)
- › [Non Profit](#)
- › [Sports/Entertainment Venue](#)
- › [Food Manufacturing](#)
- › [Federal Government Agency](#)

Complete the **Account Information** section of the form.

Note: To find your location, type your address into the **Location Details** box or navigate in the Google map and click on your location. The system doesn't recognize suite numbers or P.O. boxes; when adding your address, please make sure you enter a physical address or an address without a suite number.

Registration

Please fill out the following registration information for EPA - Food Recovery Challenge:

Account Information

First name *

Last name *

Email (this will be your username) *

Confirm Email *

Password *

Confirm Password *

Location Details

College or University Name *



Click on the **Register** button when you have entered the required information.

Register

Account Activation:

You will receive an email similar to the one shown below. You must click on the link in the email to activate your account.

Note: If you don't see the activation email in your inbox, check your spam or junk mail folder for an email from support@re-trac.com.

support@re-trac.com 24 May, 2013 11:12 AM
To [Your Email Address]
[\[kabtest.connect.re-trac.com\]](http://kabtest.connect.re-trac.com) environment] Re-TRAC Connect Account Activation.

Thank you for creating a Re-TRAC Connect account. You are now registered in the following program(s):

1. EPA - Food Recovery Challenge

Please click the link below to activate your account. Once activated you will be redirected to your Re-TRAC Connect home page.

<http://kabtest.connect.re-trac.com/activate/OtzegO7gdC33xxeGPtC>

If you do not see your Re-TRAC Connect home page upon clicking the above link, please copy and paste the link into the address bar of your internet browser.

The activation link provided is good for a period of three (3) months.

If you require assistance to activate your Re-TRAC Connect account, or if you have questions or comments, contact us by replying to this email. We will respond to your email within two business days.

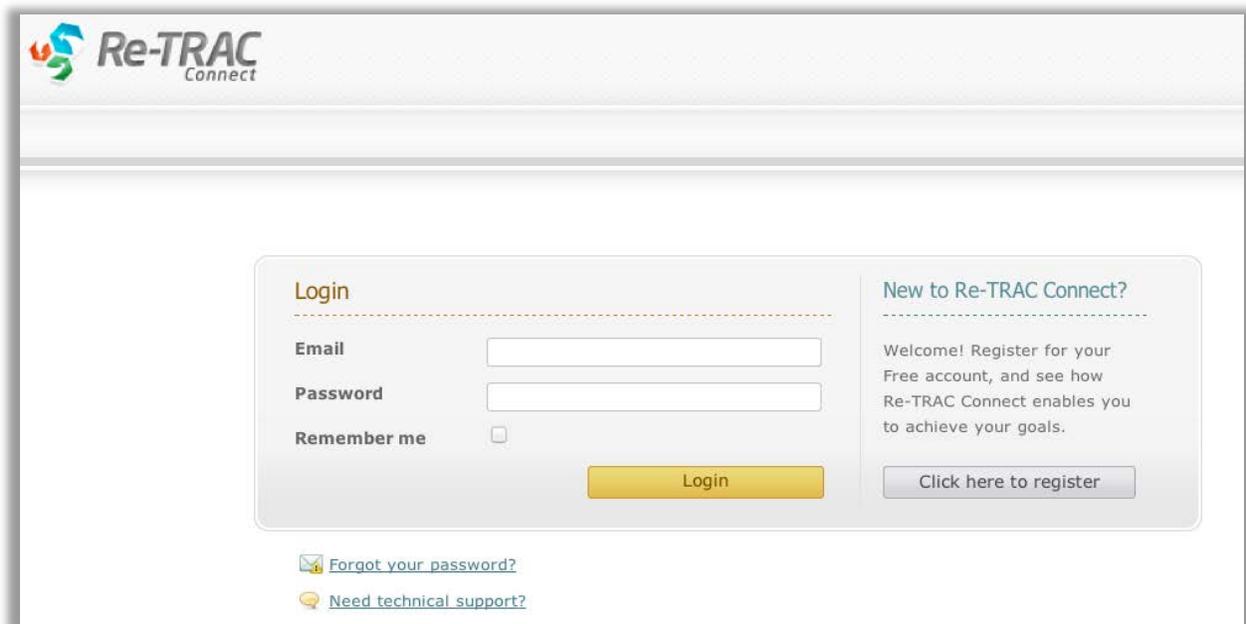
Sincerely,
The Emergineers
Re-TRAC Connect: <http://www.connect.re-trac.com>

For Existing Re-TRAC Connect Users

Login:

If you have an existing Re-TRAC Connect account (through your participation in the Game Day Challenge, RecycleMania, the Federal Green Challenge, etc), **you will need to opt into the FRC by going to: <http://connect.re-trac.com>**.

Enter your email address and existing Re-TRAC Connect password and click on the **Login** button.



Re-TRAC Connect

Login

Email

Password

Remember me

[Forgot your password?](#)

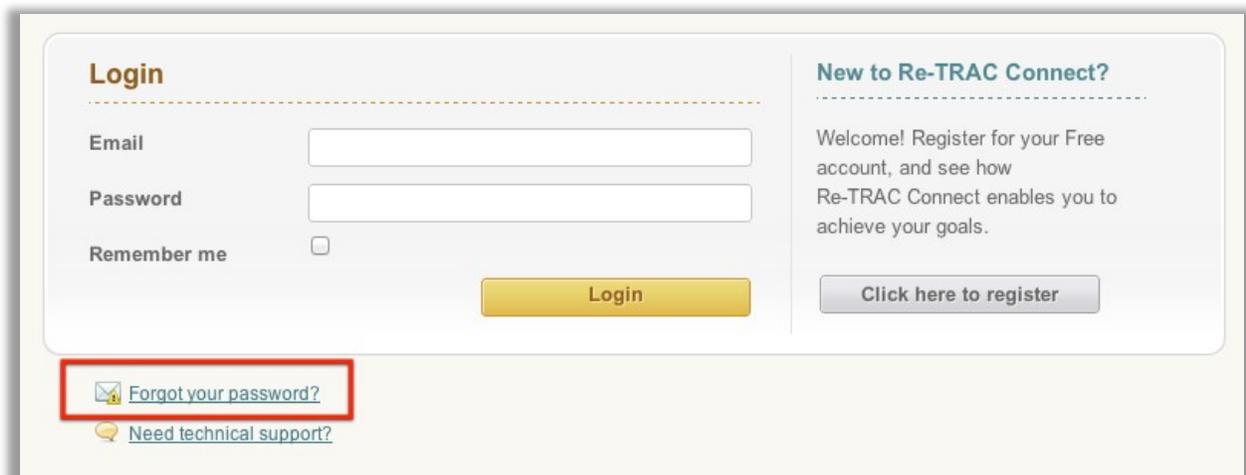
[Need technical support?](#)

New to Re-TRAC Connect?

Welcome! Register for your Free account, and see how Re-TRAC Connect enables you to achieve your goals.

[Click here to register](#)

Note: If you have forgotten your password, you can create a new one by using the **Forgot your password?** function on the login page.



Re-TRAC Connect

Login

Email

Password

Remember me

[Forgot your password?](#)

[Need technical support?](#)

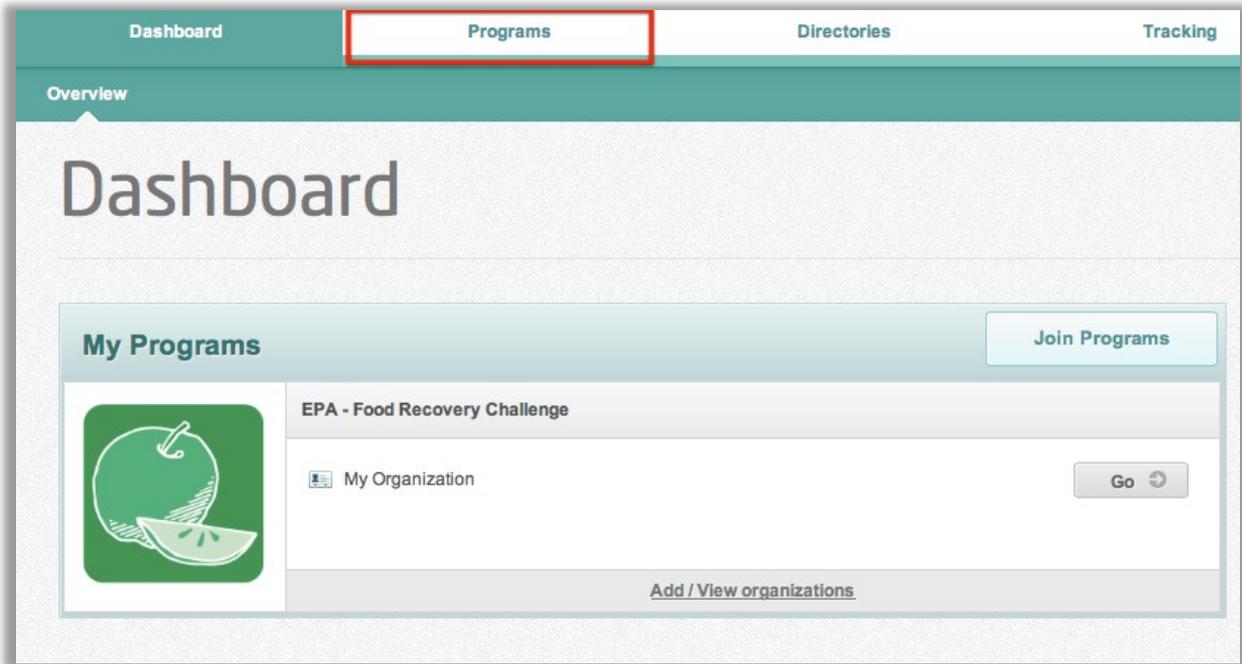
New to Re-TRAC Connect?

Welcome! Register for your Free account, and see how Re-TRAC Connect enables you to achieve your goals.

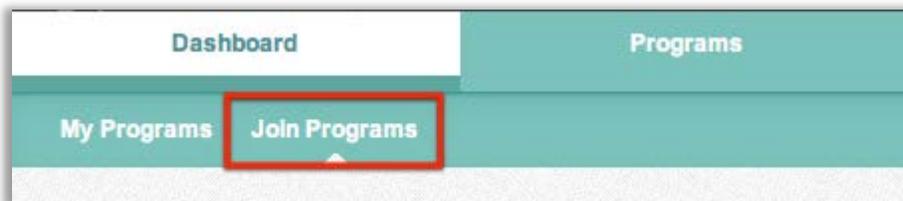
[Click here to register](#)

Joining the Food Recovery Challenge:

From your [Dashboard](#), click on the [Programs](#) link.



Then click on the [Join Programs](#) link.



Choose [EPA – Food Recovery Challenge](#) from the list of programs and click on the [Details](#) button.



Create an additional organization under your existing account by clicking on the [Next](#) button or by selecting a type in the [Add Organization](#) section.

EPA - Food Recovery Challenge

My Organizations

College or Universities

 Example University

Next

Program Description

Instead of wasting food and money, Rethink! Join Now

How much of your food and money are you literally throwing away? The Food Recovery Challenge asks participants to reduce as much of their food waste as possible - saving money, helping communities, and protecting the environment. The Challenge is part of the EPA's Sustainable Materials Management Program, which seeks to reduce the environmental impact of materials through their entire life cycle, including how they are extracted, manufactured, distributed, used, reused, recycled, and disposed.

Did you know?

Around 35 million tons of food waste was generated, in 2010, 97 percent of which was thrown away into landfills or incinerators. More than 14 percent of households in the U.S. were food insecure, in 2009, meaning they did not know where their next meal would come from. Wasted food means wasted money for businesses and residences. Food decomposes in landfills to generate methane, a potent greenhouse gas.

Add Organization

Would you like to add another location?
Choose from the following types of organizations/events

- + Add College or University
- + Add Federal Government Agency
- + Add Food Manufacturing
- + Add Food, Drug & Convenience Stores
- + Add Hotels, Resorts & Lodging
- + Add Medical Services
- + Add Non Profit
- + Add Other Organization
- + Add Restaurants and Food Service Providers
- + Add Sports/Entertainment Venue

Click on the [Join](#) button to join the FRC and access the forms you will fill out.

Reports:

Select the reports that you agree to submit:

- Participation Agreement
- Baseline Data
- Baseline Goals
- Annual Goals
- Annual Data

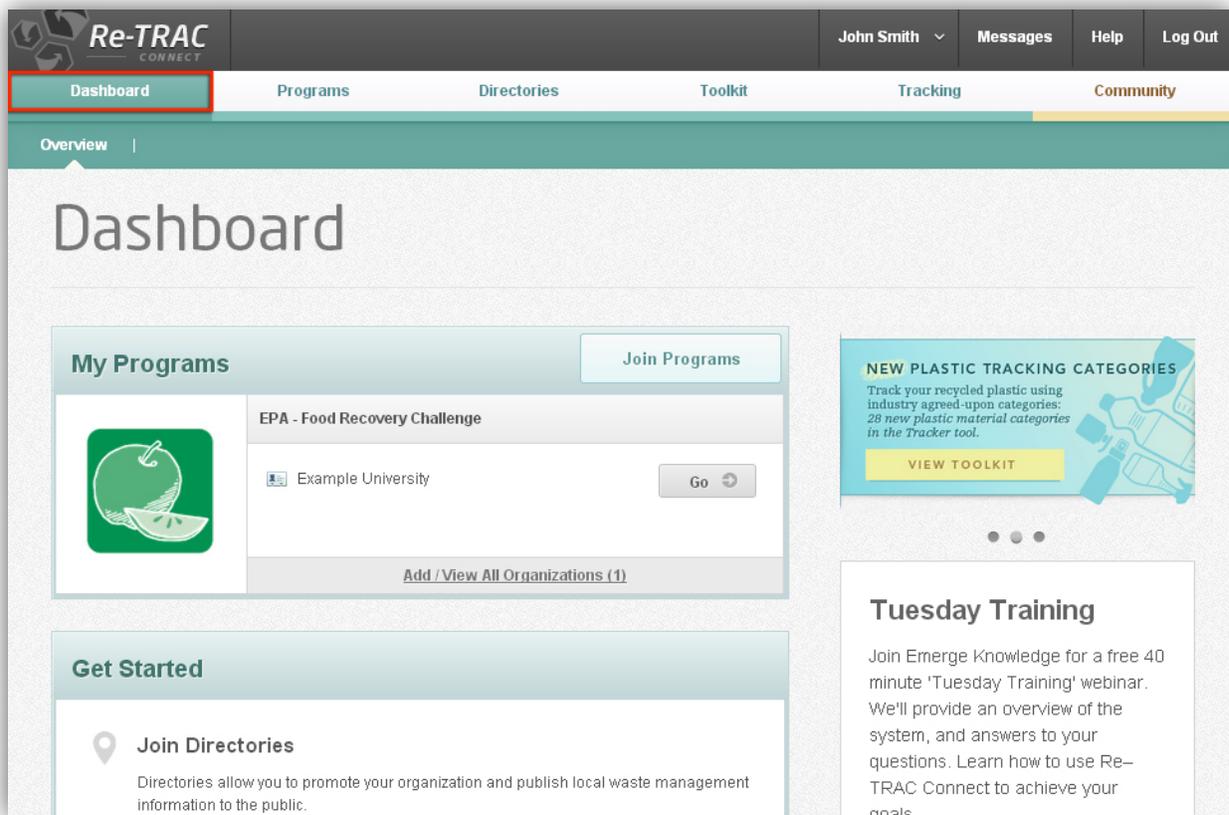
Join

III. General System Navigation

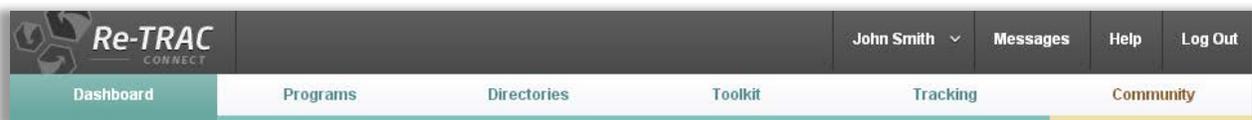
Once you've registered for the FRC, it's important to first become familiar with the general system navigations. This section provides useful information on how to navigate throughout the "home screen," register additional organizations, and edit your contact information.

Dashboard

The **Dashboard** is your "home screen" when you log into the data management system. In this screen, you will be able to view all the programs you participate in within the Re-TRAC Connect system, including EPA programs. For example, if you participate in RecycleMania or Game Day Challenge, they will appear in the **Dashboard**.

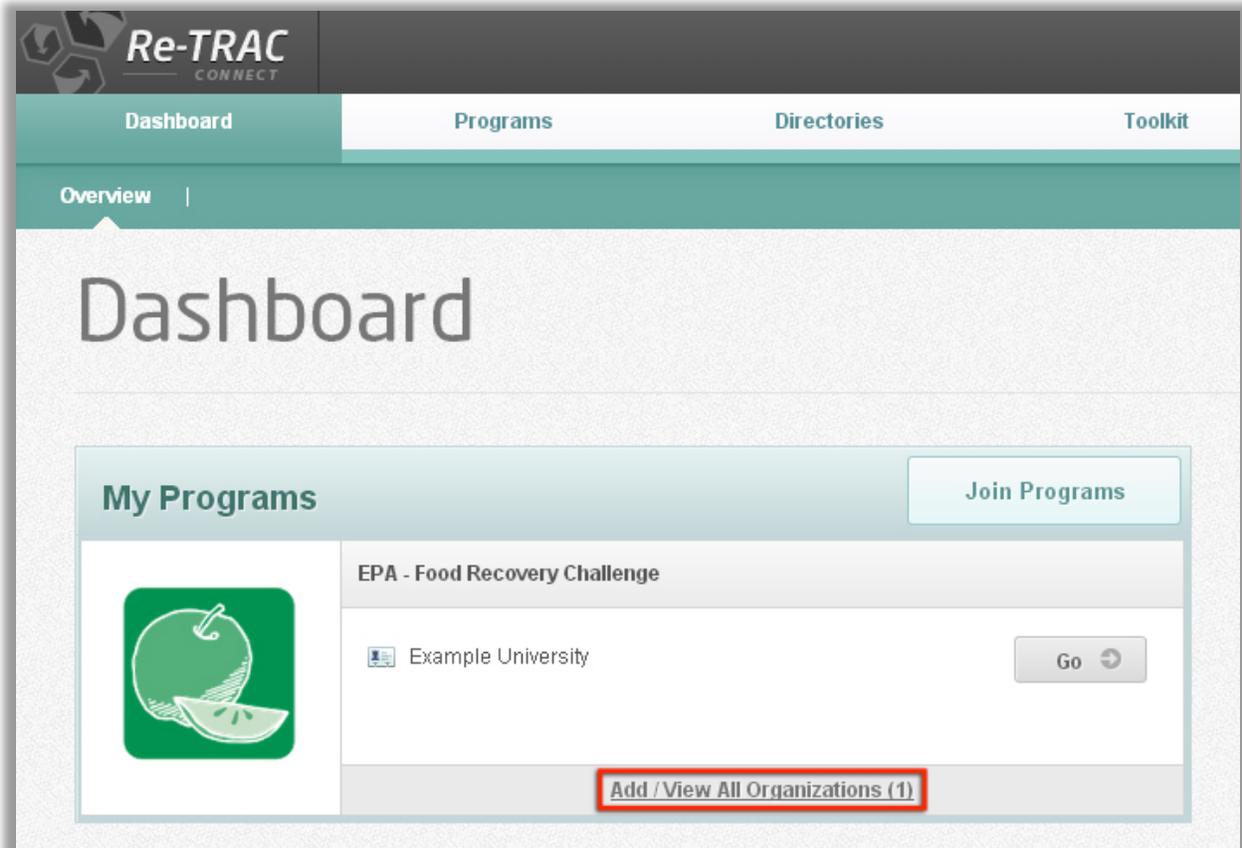


You'll also notice the **navigation toolbar**. This toolbar allows you to navigate to other Re-TRAC Connect features outside the FRC.

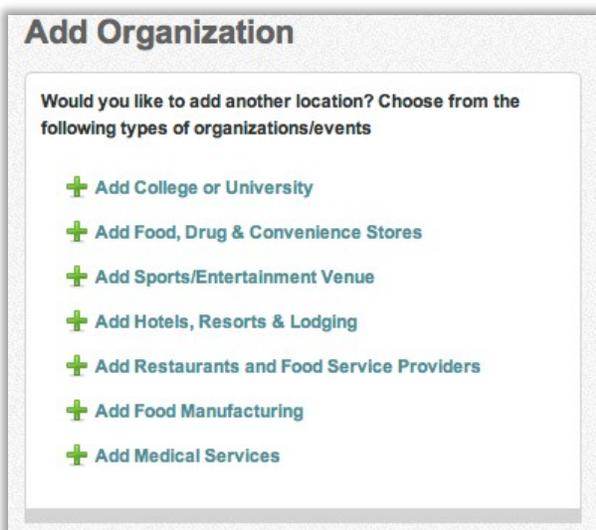


Registering Additional Organizations

If you'd like to add a new organization to participate in the FRC, go back to your [Dashboard](#) and click on [Add/View All Organizations](#).



Click on one of the types of organizations shown below.



Complete the **Location Details** form.

Note: To find your location, type your address into the **Location Details** box or navigate in the Google map and click on your location. The system doesn't recognize suite numbers or P.O. boxes; when adding your address, please make sure you enter a physical address or an address without a suite number.

Location Details

College or University Name *



Search Google Maps for your Address **Note:** To find your location, type your address into the search box or navigate in the Google Map and click on your location.

Click on the **Add** button at the bottom of the page

Contact Information for this College or University

Note: You will receive system messages for organizations & events that you add and manage as part of your Re-TRAC Connect account.

Contact Name *

Contact Title

Contact Email *

Phone Number *

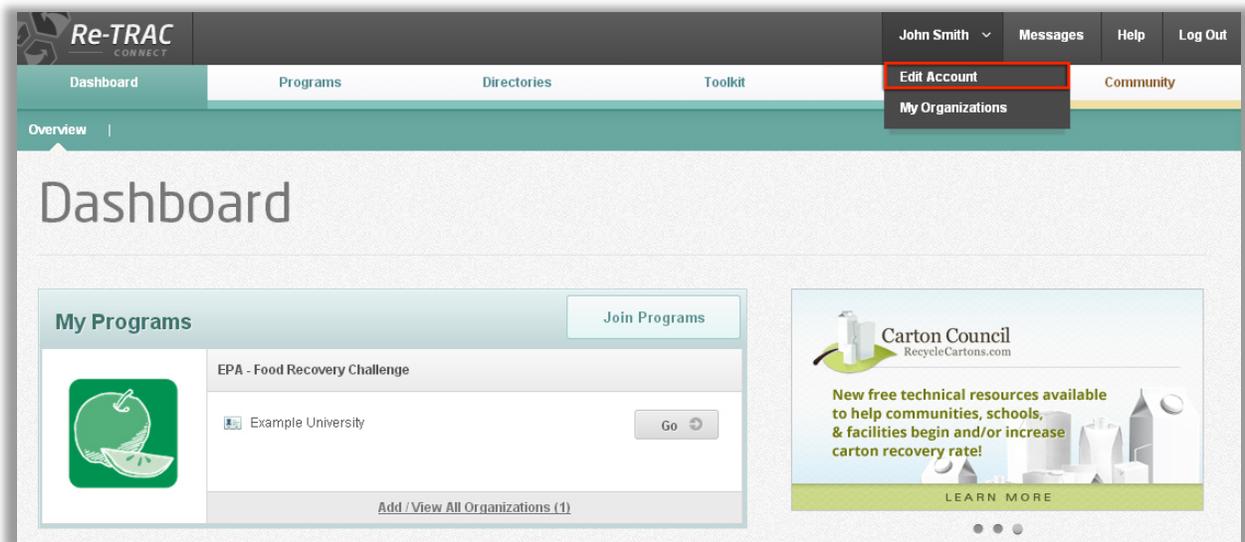
Contact Fax

Add College or University

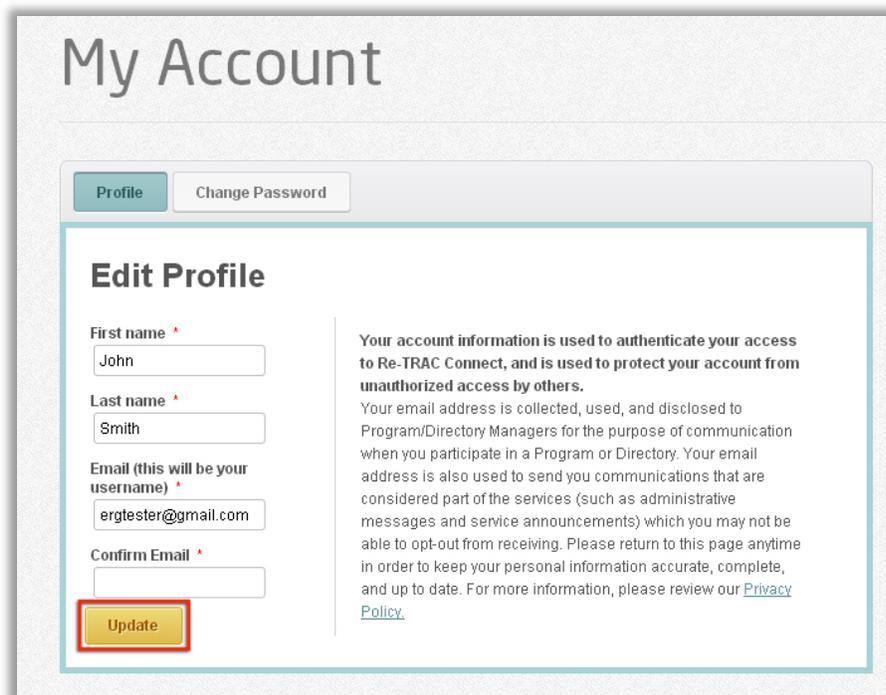
Editing Account Information

If you need to edit your user information, such as your email address and password, click on your name in the toolbar at the top of your **Dashboard** screen then **Edit Account**.

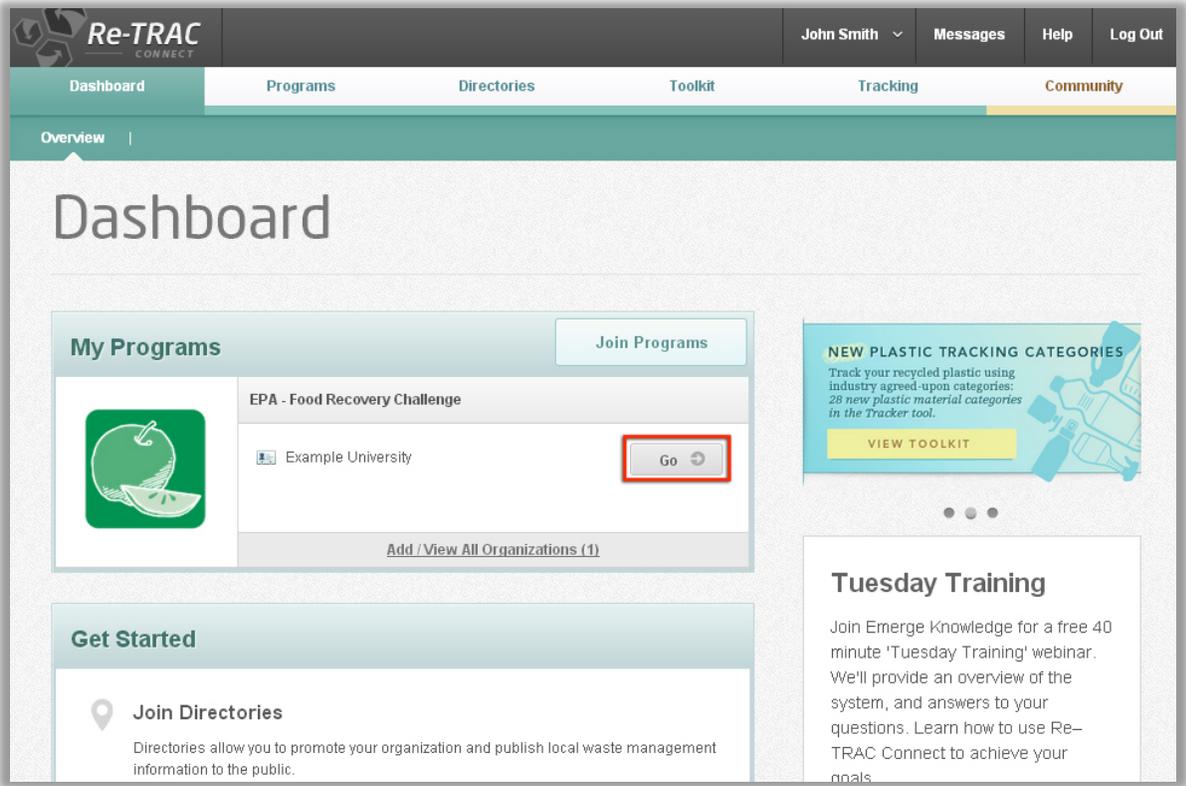
Note: If you'd like additional contacts from your organization to have access to your data, please contact the [WasteWise Helpline](#).



Once you've clicked on **Edit Account**, you'll be able to edit your username and/or change your password. After you have made necessary edits, click on the **Update** button.

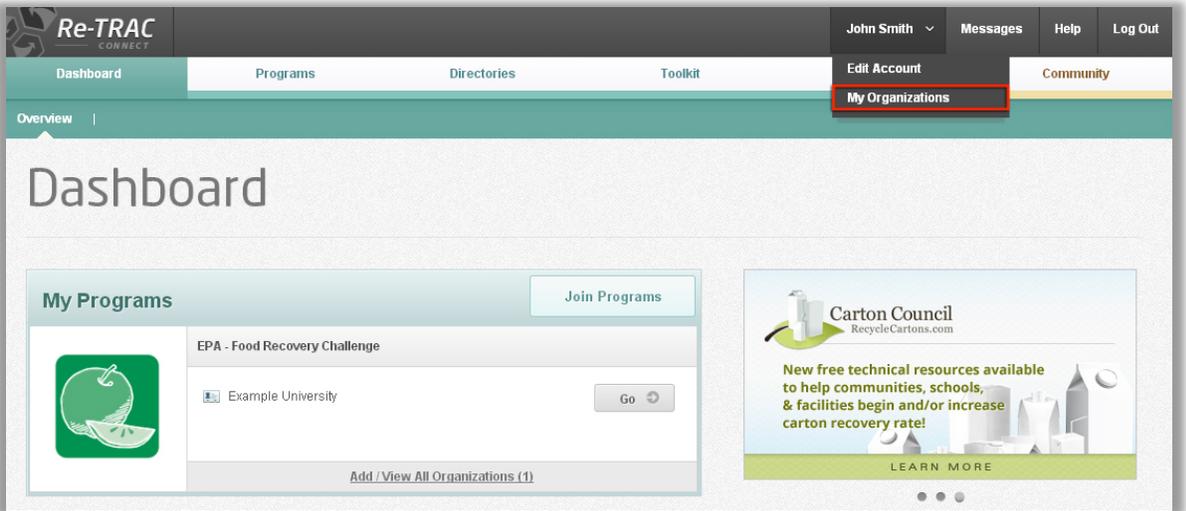
A screenshot of the 'My Account' page. The page title is 'My Account'. There are two tabs: 'Profile' (selected) and 'Change Password'. The 'Edit Profile' section contains the following fields: 'First name' (John), 'Last name' (Smith), 'Email (this will be your username)' (erglester@gmail.com), and 'Confirm Email'. A red box highlights the 'Update' button. To the right of the form, there is a notice: 'Your account information is used to authenticate your access to Re-TRAC Connect, and is used to protect your account from unauthorized access by others.' Below this is a paragraph of text explaining email usage and a link to the 'Privacy Policy'.

From the **Dashboard** screen, you'll be able to access your FRC forms. To do this, click on the **Go** button next to your organization name under **EPA – Food Recovery Challenge**.



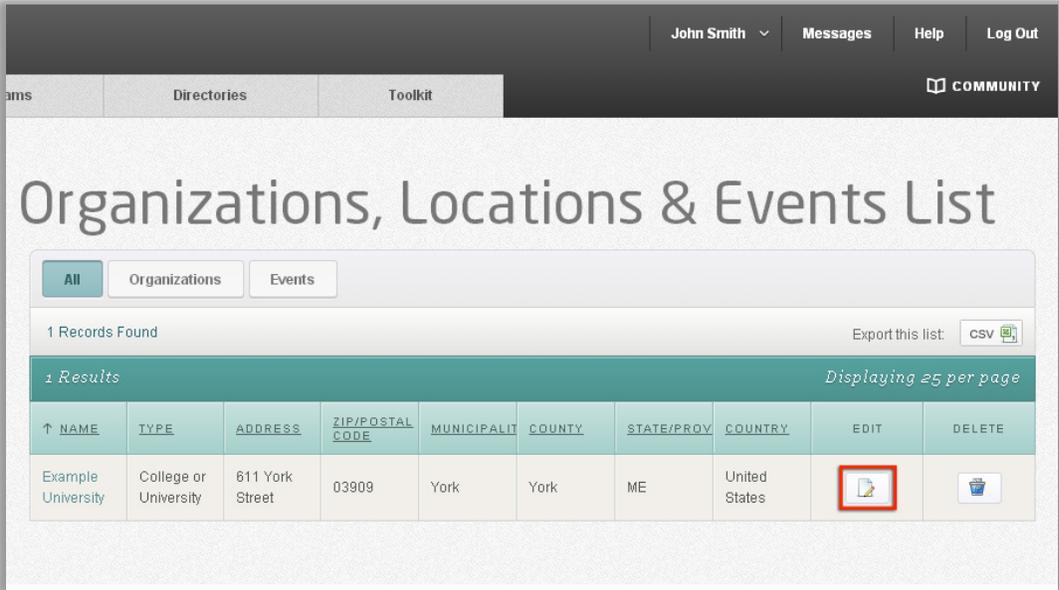
Editing Organization Information

If you need to edit your organization information, such as organization name or address, click on your name in the toolbar at the top of your **Dashboard** screen then **My Organizations**.

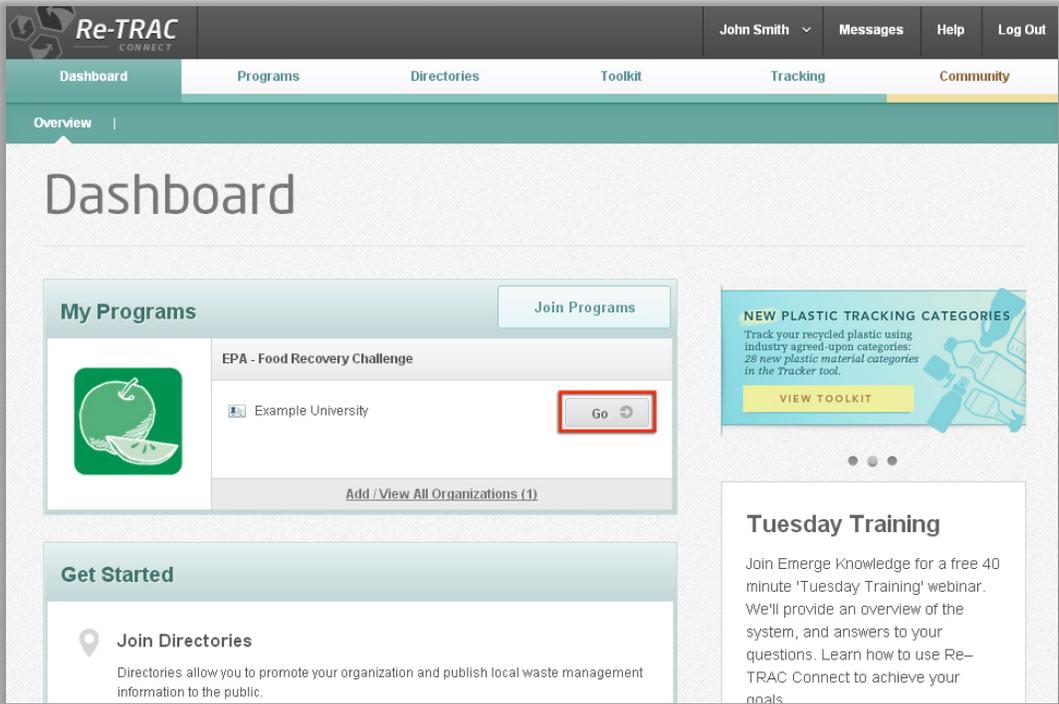


Once you've clicked on **My Organizations**, you can click on the **Edit** icon next to the organization you want to update.

Note: If you'd like to update your organization type, please contact the [WasteWise Helpline](#).



From the **Dashboard** screen, you'll be able to access your FRC forms. To do this, click on the **Go** button next to your organization name under **EPA – Food Recovery Challenge**.



IV. Completing Food Recovery Challenge Forms

Once your account has been activated, you'll start submitting the FRC forms by clicking on the **Go** button from the **Dashboard** screen. After the [WasteWise Helpline](#) reviews and approves your completed Participation Agreement, you'll gain access to the following forms: Baseline Data and Baseline Goals.

This section provides detailed instructions on completing each form as well as important information to make note of as you fill out each field.

Legend

By clicking on **Legend** in the **EPA – Food Recovery Challenge Status** screen, you'll see a guide to the icons used in the forms, as shown in the screenshot below. The icons show where you are in the process of completing your FRC forms and how to edit/delete your forms.



Participation Agreement Form

After registering for the FRC, the first form you'll need to complete is the **Participation Agreement**. You should complete this form within seven days of being approved for the FRC.

The **Participation Agreement** specifies basic information and requirements for any organization joining the FRC. It includes your organization's address, principal contact information, and industry sector, as well as your type within the program (participant or endorser). You can also indicate whether you are participating in any other related programs or networks, such as USDA – US Food Waste Challenge, WasteWise, or the Game Day Challenge.

To access a blank form, click on the blue "+" symbol next to **Participation Agreement**.

The screenshot shows the Re-TRAC Connect website interface. At the top, there is a navigation bar with the Re-TRAC logo and user options like 'John Smith', 'Messages', 'Help', and 'Log Out'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Programs', 'Directories', 'Toolkit', 'Tracking', and 'Community'. The main content area is titled 'EPA - Food Recovery Challenge Status' and identifies the member as 'EXAMPLE UNIVERSITY'. On the left, a sidebar contains a 'Program Details' section with a green fruit icon, 'Member Information' with links for 'Program Status' and 'Program Forms', and contact information for the 'Host' (EPA - Sustainable Materials Management) and 'Program Manager'. The main content area features an 'Instructions' box, a 'Legend' box, and a 'Participation Agreement' section. A red box highlights a blue plus sign icon next to the 'Participation Agreement' text, indicating where to click to access the form.

Follow the [Instructions](#) below to complete the form. **All fields are required on this form. You will receive an “error” message if you try to submit this form if any field is left empty.**

Fill out all the [Participant Information](#).

Participant Information

Name of Organization: *

Facility Name: *

Principal Contact: *

Title: *

Address: *

City: *

State or Territory: *

Zip: *

Phone: *

Email: *

Today's Date: *

How did you find out about the Food Recovery Challenge? *

Choose the check box(es) for **FRC Participant** or **FRC Endorser**. **Note:** Any organization/business can join the FRC as a participant or endorser, but not both:

- **Participants** commit to improve their sustainable food management practices and report their results via the SMM data management system.
- **Endorsers** recruit organizations to join as FRC participants and provide them with information on sustainable food management practices. A regional representative will contact endorsers who submit participation agreements to advise them of next steps.

Our organization would like to join the Food Recovery Challenge as a: *

FRC Participant

FRC Endorser

Instructions for Endorsers (<http://www.epa.gov/epawaste/conserve/smm/wastewise/pubs/endorser.pdf>)

Read the information below to decide whether or not you would like to also participate in the **USDA – US Food Waste Challenge**:

- The FRC and the [USDA – US Food Waste Challenge](#) work together to raise awareness about food waste and stimulate efforts to reduce, recover, and recycle in the United States.
- The difference between the two Challenges is that the US Food Waste Challenge invites participants across the food chain to list food waste activities in order to disseminate information about best practices and stimulate the development of more practices. The FRC asks participants to set specific quantitative food waste goals and then works with them to measure progress and attain goals.
- All FRC participants are encouraged to join the US Food Waste Challenge with no extra commitment needed. Your FRC goals qualify you for the U.S. Food Waste Challenge.
- If you do choose to participate in the US Food Waste Challenge, submitting goals to the FRC will also list you as a participant on the US Food Waste Challenge website

Once you've read the US Food Waste Challenge information, choose whether or not you would like to participate.

USDA - US Food Waste Challenge

EPA is partnering with the USDA in the US Food Waste Challenge. The goal of USDA's Challenge is to leverage public and private efforts to spread the word about the extent and implications of food waste in the United States; disseminate information about best practices to reduce, recover, and recycle food waste; and stimulate the development of more of these practices across the entire U.S. food chain. All EPA Food Recovery Challenge (FRC) participants are encouraged to join the USDA - US Food Waste Challenge with no extra commitment needed from you. Your current FRC goals qualify you for the USDA - US Food Waste Challenge. Once you join, your organization will be listed as a participant on the US Food Waste Challenge Website.

To learn more about this challenge please visit <http://www.usda.gov/oc/foodwaste/>

USDA - US Food Waste Challenge *

- Participating
- Not Participating

Check the boxes for your organization's **industry sector**, and any **other initiatives** and/or **affiliate networks** your organization is involved in. **Note:** If you're already part of another initiative, you'll still need to check all the applicable boxes.

Industry Sector: *

- Food, Drug & Convenience Stores
- College/University
- Sports/Entertainment Venue
- Hotels, Resorts & Lodging
- Restaurants and Food Service Providers
- Food Manufacturing
- Medical Services
- Other

Please indicate other initiatives in which your organization is participating:

- WasteWise
- GameDay Challenge
- RecycleMania
- Federal Green Challenge

Affiliate Networks (Please check the box next to any of the listed groups that you are involved in):

- Green Sports Alliance
- Major League Baseball
- Rocky Mountain Greener Venues Partnership
- Stadium Managers Association
- Trash Free Potomac Facility Program

If you are not done with the form and would like to make future changes, use the [Save](#) button and you'll be able to edit your form before submitting it.

After completing the form and reviewing the general terms/agreements, use the [Submit to EPA](#) button – **only when you are certain you have no more changes**. Once you click on [Submit to EPA](#), your form will be locked and you'll need to contact the [WasteWise Helpline](#) to make any revisions.

General Terms:

- Either party can terminate this agreement at any time without prior notification and with no further obligation. EPA will not comment publicly regarding the withdrawal of Participants.
- Participant agrees that the activities it undertakes connected with this voluntary agreement are not intended to provide services to the federal government and that the Participant will not seek compensation from a federal agency.
- Participant agrees that it will not claim or imply that its participation constitutes the EPA approval or endorsement of anything other than its participation in the Food Recovery Challenge and will not make statements or imply that EPA endorses the Participant or the purchase or sale of the Participant's products and services or the views of the Participant's organization.
- The EPA will consult with participants prior to publishing information about the participant's individual accomplishments.
- Participants should not submit data considered to be confidential.
- EPA may periodically revise eligibility requirements.

Termination Clause:

- Failure to comply with any of the terms of this participation agreement can result in its termination and cessation of access to the benefits of the program, including use of the online data management system.

By checking this box, I am stating that I understand the Food Recovery Challenge requirements, agree to the above terms and conditions, and have the authority to register my organization for the Food Recovery Challenge. *

OMB Control No. 2050-0139.

Save - if you would like to save your data and have it available to make any changes necessary before submitting to EPA.
Submit to Program - if your form is complete and you are ready to submit to EPA. **This step must be taken to complete your registration in the Food Recovery Challenge.**

[Save](#) [Submit to Program](#)

Dashboard Programs Directories Tracking Community

Copyright © 2010 - 2013 Emerge Knowledge Design Inc. Re-TRAC Connect™ Acknowledgements Accessibility Terms of Use Privacy Policy Contact Us

Baseline Data Form

Baseline Data are a snapshot of your organization's food waste management before you joined the FRC. They give you a starting point for your food diversion progress. **Baseline Data** and **Baseline Goals** forms are accessible only after the **Participation Agreement** has been submitted and approved by EPA. **Baseline Data** are due to the FRC within 90 days of submitting your **Participation Agreement**.

To access a blank form, click on the blue “+” symbol next to **Baseline Data**.

The screenshot shows the Re-TRAC CONNECT web application interface. The top navigation bar includes the Re-TRAC CONNECT logo, user name (John Smith), Messages, Help, and Log Out. Below this is a secondary navigation bar with Dashboard, Programs, Directories, Toolkit, Tracking, and Community. The main content area is titled "EPA - Food Recovery Challenge Status" and identifies the member as "EXAMPLE UNIVERSITY".

On the left sidebar, there is a "Program Details" section with a green apple icon, and "Member Information" with links for "Program Status" and "Program Forms". Below that, "Host" information is listed as "EPA - Sustainable Materials Management", and "Website" is "http://www.epa.gov/foodrecoverychallenge/". "Program Manager" contact information includes "WasteWise Helpline" and "WasteWiseHelp@epa.gov".

The main content area features an "Instructions" box with a document icon and text: "All information and data submitted to EPA as part of the Food Recovery Challenge (FRC) will be reviewed for accuracy and completeness. If additional information and data is needed, or if EPA needs to clarify anything that has been submitted, participants will be contacted by a representative of the Food Recovery Challenge (FRC)." Below the instructions is a "Legend" section with a plus icon and text: "Click on the plus icon (+) to report or view information".

At the bottom of the main content area is a table with three rows: "Participation Agreement", "Baseline Data", and "Baseline Goals". Each row has a plus icon (+) to its right. The plus icon for "Baseline Data" is highlighted with a red box.

Be sure to read all instructions carefully before you begin, as they are detailed and important:

- All information and baseline data submitted to EPA as part of the FRC will be reviewed for accuracy and completeness. If additional information and data are needed, or if EPA needs to clarify anything that has been submitted, an FRC representative will contact you.
- Baseline data should be representative of 12 months of food waste data before you joined the FRC. If you do not have data or cannot provide a reliable estimate, please contact the WasteWise Helpline at wastewisehelp@epa.gov.

- If you are just beginning to work on a new program or have not done an inventory of your food waste recently, select "Summary Activities" below to input your data.
- If you have more detailed information about your data and would like to track by individual actions, select "Detailed Activities" below for inputting your data.

For ideas on how to establish your baseline, please see:

<http://www.epa.gov/epawaste/consERVE/pubs/food-waste-log.pdf>

<http://www.epa.gov/foodrecovery/tools/index.htm>

General Baseline Data Requirements:

- **Baseline Data** represent 12 months of food waste data from before you joined the FRC.
- Report **Baseline Data** in tons or pounds in all food diversion categories (prevention, donation, and food recycling). For example, you should enter data for activities undertaken. If you are not participating in a particular activity, you would report zero.
- Submit **Baseline Data** within 90 days of joining the FRC.
- Failure to submit your **Baseline Data** will place you in "inactive" status, and you will lose access to your FRC account.

Entering/Submitting Baseline Data:

Below is a guide on how to complete each field of the **Baseline Data** form:



Baseline Year: *

2012

I will be reporting Food Waste Prevention and Recycling: *

Summary Activities

Detailed Activities

Baseline Year (required)

- Choose the year before you joined the FRC as your **Baseline Year**. For example, if you joined in 2013, choose “2012” for this field.
- The **Baseline Year** should also match the beginning date range for your 12 months of data. For example, if your baseline spans from July 2012 through June 2013, choose “2012” for this field.
- Keep in mind that your baseline data are separate from your annual data. If you choose “2011” as your baseline data year, your first annual data will represent the following year (e.g. “2012”).

Summary Activities vs. Detailed Activities (required)

- Choose whether your organization prefers to report food diversion data in a “**summary**” or “**detailed**” way.
- For definitions of each diversion category (summary) and activity (detailed), see the Appendix at the end of this manual.

Food Waste Prevention and Recycling – Summary Activities:

- If you are starting to work on a new program or have not done an inventory of your food waste recently, choose **Summary Activities** for inputting your data.
- If you choose **Summary Activities** in the “**I will be reporting Food Waste Prevention and Recycling**” section, you will have the following data to enter.
- You must fill out all fields (except “Comments”) in this table.

In column two of each activities table, please identify in the boxes provided, if you engaged in the specific activity during the baseline year (yes) or not (no).

Please Note: checking “no” on this baseline form does not prevent you from initiating an activity in this area in the future. It just means that at this point in time, you will not be setting any goals for these activities.

Food Waste Prevention and Recycling - Summary Activities					
DIVERSION CATEGORY	ACTIVITY IN BASELINE YEAR	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS*
Food Waste Prevention	No <input type="checkbox"/>	0.00	Tons <input type="checkbox"/>	0.00	
Food Donation	Yes <input checked="" type="checkbox"/>	17,582,026.00	Pounds <input checked="" type="checkbox"/>	8,791.01	Not including done
Food Recycling (e.g. composting, anaerobic digestion)	Yes <input checked="" type="checkbox"/>	21,204,000.00	Pounds <input checked="" type="checkbox"/>	10,602.00	
Total Diverted				19,393.01	

Food Waste Prevention and Recycling – Detailed Activities:

- If you have more detailed information and would like to track by individual activities, choose **Detailed Activities** for inputting your data.
- If you select **Detailed Activities** in the “I will be reporting Food Waste Prevention and Recycling” section, you will have the following data to enter.
- You must fill out all fields (except “Comments”) in this table.

Food Waste Prevention and Recycling - Detailed Activities					
SPECIFIC ACTION	ACTIVITY IN BASELINE YEAR	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS
Source Reduction through purchase, storage and handling	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Source Reduction through over-preparation and plate waste	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Other Source Reduction Activities	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Donation to Feed people	Yes <input type="button" value="v"/>	653.70	Tons <input type="button" value="v"/>	653.70	
Animal Feed	Yes <input type="button" value="v"/>	73,921.00	Pounds <input type="button" value="v"/>	36.96	Local farm pro
Other Donations/Reuse	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Composting - mixed organics	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Composting - Food Only	Yes <input type="button" value="v"/>	874.25	Tons <input type="button" value="v"/>	874.25	Kitchen only
Anaerobic Digestion w/beneficial use of digest	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Other Recycled	No <input type="button" value="v"/>	0.00	Tons <input type="button" value="v"/>	0.00	
Total				1,564.91	

Activity in Baseline Year (required)

- Indicate whether your organization took action in the diversion category (summary) or specific action (detailed) during the **Baseline Year**.
 - If so, choose “**Yes**” and enter the resulting food diversion in the **Amount** field.
 - If not, choose “**No**” and enter “**0**” in the **Amount** field.
- Choose “**Yes**” or “**No**” for each diversion category or specific action.

- **Amount (required)**
- Enter the weight of food diverted for each diversion category (summary) or specific action (detailed).
 - If you chose “Yes” in **Activity in Baseline Year**, enter the result of the activity.
 - If you chose “No” in **Activity in Baseline Year**, enter “0.”
- Enter an amount for each diversion category or specific action.

Unit (required)

- Choose the appropriate unit for the entered **Amount** (pounds or tons). These are short tons, not metric tons or long tons as used in the United Kingdom.
- Choose a unit for each diversion category (summary) or specific action (detailed).

Comments/Activity Details (optional)

- Enter any comments about your actions in each diversion category (summary) or specific action (detailed).

Additional Sections

Food Waste Disposed - Optional

ACTIVITY	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS
Landfilled	-----	Tons <input type="checkbox"/>	-----	-----
Total Disposed			-----	

Total Tons Diverted:

Total Tons Generated:

Food Waste Diversion Rate:
 %

Comments:

*Food waste prevention and recycling activities that make up the three diversion categories, include but are not limited to: reducing over-purchasing of food, proper storage and handling techniques, reducing plate waste, making donations to feed those in need, feeding food scraps to animals, and food recycling through composting and anaerobic digestion. Information on other food diversion activities can be found at <http://epa.gov/waste/conserve/foodwaste/>.

Food Waste Disposed – Optional

- Enter food waste disposed of to calculate a **Food Waste Diversion Rate**.
- Provide weight of total food waste disposed of in the **Amount** and indicate the correct **Unit**.
- For disposal types other than landfilled (e.g., incinerated), enter tonnage and indicate the disposal type in the **Comments/Activity Details** field.

Comments Section (optional)

- Provide additional comments as desired (e.g., sources of data, contacts you have relied on, or any other information you think is relevant to include).

“Save” vs. “Submit to Program”

Comments:

*Food waste prevention and recycling activities that make up the three diversion categories, include but are not limited to: reducing over-purchasing of food, proper storage and handling techniques, reducing plate waste, making donations to feed those in need, feeding food scraps to animals, and food recycling through composting and anaerobic digestion. Information on other food diversion activities can be found at <http://epa.gov/waste/conserve/foodwaste/>.

Additional Resources

- The Food Recovery Challenge works within the food waste hierarchy with source reduction being the preferred method.
- Food Recovery Challenge is looking for innovative programs geared towards new and improved methods of food waste diversion.
- Food Recovery Challenge encourages its participants to raise awareness of food waste prevention and management.
- Food Recovery Challenge encourages its participants to improve sustainable food waste management practices both regionally and nationally.

Food Waste Prevention, Food Donation, Food Recycling (<http://epa.gov/waste/conserve/foodwaste/>)
Composting (<http://www.epa.gov/waste/conserve/composting/>)
Anaerobic Digestion (<http://epa.gov/waste/conserve/foodwaste/anaerobic.htm>)

Clicking the “**Save**” button will allow you to return to this form to make changes. EPA administrators will NOT consider your form complete until submitted and locked. Clicking the “**Submit**” will lock your form and no further changes can be made. EPA administrators will consider your form complete if submitted and locked.

Save **Submit to Program**

- Click “**Save**” to store your data and leave them editable.
 - EPA will not take any action for a form that is simply “saved.”
- Click “**Submit to Program**” to lock the form and submit it to EPA for review.
 - This will instantly lock your form and prevent you from making any more changes.
 - EPA will be alerted to review your entries for approval.

If you would like to edit your **Baseline Data form once it is locked, please contact the [WasteWise Helpline](#) and ask them to unlock your data.**

Baseline Goals Form

After submitting your **Baseline Data**, use the **Baseline Goals** form to set your food diversion targets for the beginning of your FRC participation. **Baseline Goals** are due to the FRC within 90 days of joining.

To access a blank form, click on the blue “+” symbol next to **Baseline Goals**.

The screenshot shows the Re-TRAC web application interface. At the top, there is a navigation bar with the Re-TRAC logo and user information (John Smith, Messages, Help, Log Out). Below this is a secondary navigation bar with tabs for Dashboard, Programs, Directories, Toolkit, Tracking, and Community. The main content area is titled "EPA - Food Recovery Challenge Status" and is for a member named "EXAMPLE UNIVERSITY".

On the left sidebar, there is a "Program Details" section with a green apple icon, and a "Member Information" section with links for "Program Status" and "Program Forms". Below that, there is a "Host" section (EPA - Sustainable Materials Management) and a "Website" section (http://www.epa.gov/foodrecoverychallenge/). At the bottom of the sidebar is the "Program Manager" contact information.

The main content area contains an "Instructions" section with a document icon and a "Legend" section with a list icon. Below these is a "Participation Agreement" table with a green checkmark icon. The "Baseline Data" row also has a green checkmark icon. The "Baseline Goals" row has a blue plus sign icon, which is highlighted with a red box. Below the table is an "Annual Data" table with columns for 2013, 2012, and 2011, each containing a blue plus sign icon.

	2013	2012	2011
Annual Data	+	+	+

Be sure to read all instructions carefully before you begin, as they are detailed and important:

- All information and data submitted to EPA as part of the FRC will be reviewed for accuracy and completeness. If additional information and data are needed, or if EPA needs to clarify anything that has been submitted, an FRC representative will contact you.

- Choose the Food Waste Prevention and Recycling activity (or activities) your organization plans to undertake and identify quantitative goals your organization proposes to achieve in tons or pounds.
- Set a goal in at least one food diversion category (summary) or specific activity (detailed). Baseline goals should represent what you can accomplish by the end of the current calendar year.
- A variety of tools can be used to establish a goal on the [FRC website](#) such as [waste logs](#) and a [food waste management cost calculator](#), or you can contact your [regional representative](#) or the [WasteWise Helpline](#) for assistance.
- When filling out this form, input the difference between your baseline data and your projected goal (**For example: If your baseline is 90 tons and you would like to move toward 100 tons, enter 10 tons as your goal**).
- Since the FRC operates on a calendar year and participants have 90 days to enter goals, participants **who join between January 1 and October 1** should enter a goal for the current year. **Your goal should represent what you believe you can accomplish for the remainder of the current calendar year.**
- If you **join FRC after October 1**, the end of your 90-day time period will fall into the next calendar year. You can put in goals reflecting targets for the entire subsequent calendar year. In this situation, on March 31 of the following year, you do not need to do anything for your first annual goals because you will have already satisfied the goal requirement.
- There is **no** penalty for not achieving goals.

For more information and ideas on how to reduce your wasted food, see <http://www.epa.gov/waste/consERVE/foodwaste/index.htm>.

Baseline Goals Requirements:

- **Baseline Goals** represent what can be accomplished by the end of the current calendar year.
- Establish a goal in at least one of the food diversion categories (summary) or specific activities (detailed).

- Submit **Baseline Goals** within 90 days of submitting your **Participation Agreement**.
- Failure to submit your **Baseline Goals** along with your **Baseline Data** will place you in “inactive” status, and you will lose access to your FRC account.

Entering/Submitting Baseline Goals:

Below is a guide on how to complete each field of the **Baseline Goals** form:

Baseline Goals

Member: **EXAMPLE UNIVERSITY**

Instructions:

Please complete and submit this form within 90 days of registration.

All information and data submitted to EPA as part of the Food Recovery Challenge (FRC) will be reviewed for accuracy and completeness. If additional information and data is needed, or if EPA needs to clarify anything that has been submitted, participants will be contacted by a representative of the Food Recovery Challenge (FRC).

Participants must report data in at least one of the three food diversion categories (prevention, donation, and food recycling). Baseline goals should represent what you can accomplish by the end of the current calendar year.

Choose the Food Waste Prevention and Recycling activity(ies) your organization plans to undertake and identify quantitative goals your organization proposes to achieve in tons or lbs. For more information and ideas on how to reduce your wasted food, please click here <http://www.epa.gov/waste/conserve/foodwaste/index.htm>

When filling out this form, please input the difference between your baseline data and your projected goal (for example: If your baseline is 90 tons and you would like to move toward 100 tons then you should enter 10 tons as your goal)

If you are just beginning to work on a new program or have not done an inventory of your food waste recently, please select "Summary Activities" below for inputting your goals.

If you have more detailed information about your data and would like to track by individual actions, please select "Detailed Activities" below for inputting your goals.

I will be reporting Food Waste Prevention and Recycling: *

Summary Activities

Detailed Activities

Food Waste Prevention and Recycling - Summary Activities

DIVERSION CATEGORY	AMOUNT	UNIT	TONS	COMMENTS/ACTIVITY DETAILS*
Food Waste Prevention	-----	Tons ▼	-----	-----
Food Donation	-----	Tons ▼	-----	-----

Summary Activities vs. Detailed Activities

- Match the choice (i.e., summary activities vs. detailed activities) used in your **Baseline Data** form.

Amount

- Input the difference between your **Baseline Data** and your projected goal for one or more diversion categories (summary) or specific actions (detailed).
- For example, if your baseline for the diversion category is 90 tons and you would like to move toward 100 tons, enter 10 tons as your goal.

Unit

- Choose the appropriate unit for the entered **Amount**.

Comments/Activity Details

- Enter any comments about your goals.

Comments Section

- Provide additional comments as desired (e.g., sources of data, contacts you have relied on, or any other information you think is relevant to include).

“Save” vs. “Submit to Program”

Comments:

*Food waste prevention and recycling activities that make up the three diversion categories, include but are not limited to: reducing over-purchasing of food, proper storage and handling techniques, reducing plate waste, making donations to feed those in need, feeding food scraps to animals, and food recycling through composting and anaerobic digestion. Information on other food diversion activities can be found at <http://epa.gov/waste/consERVE/foodwaste/>.

Additional Resources

The Food Recovery Challenge works within the food waste hierarchy with source reduction being the preferred method.

- Food Recovery Challenge is looking for innovative programs geared towards new and improved methods of food waste diversion.
- Food Recovery Challenge encourages its participants to raise awareness of food waste prevention and management.
- Food Recovery Challenge encourages its participants to improve sustainable food waste management practices both regionally and nationally.

Food Waste Prevention, Food Donation, Food Recycling (<http://epa.gov/waste/consERVE/foodwaste/>)
Composting (<http://www.epa.gov/waste/consERVE/composting/>)
Anaerobic Digestion (<http://epa.gov/waste/consERVE/foodwaste/fd-anaerobic.htm>)

Clicking the “Save” button will allow you to return to this form to make changes. EPA administrators will NOT consider your form complete until submitted and locked. Clicking the “Submit” will lock your form and no further changes can be made. EPA administrators will consider your form complete if submitted and locked.

Save Submit to Program

- Click “**Save**” to store your data and leave them editable.
- EPA will not take any action for a form that is simply “saved.”

- Click “[Submit to Program](#)” to lock the form and submit it to EPA for review.
 - This will instantly lock your form and prevent you from making any more changes.
 - EPA will be alerted to review your form for approval.

If you would like to edit your [Baseline Data](#) form once it is locked, please contact the [WasteWise Helpline](#) and ask them to unlock your data.

Annual Data Form

Annual Data represents your food waste diversion progress for each year. **Annual Data** forms are accessible only after the **Baseline Data** and **Baseline Goals** forms have been submitted and approved. **Annual Data** forms are accessible throughout the year, but can only be submitted between January 1 and March 31 of each year.

To access your forms, click on the blue “+” symbol for the appropriate **Annual Data** year.

EPA - Food Recovery Challenge Status
Member: **EXAMPLE UNIVERSITY**

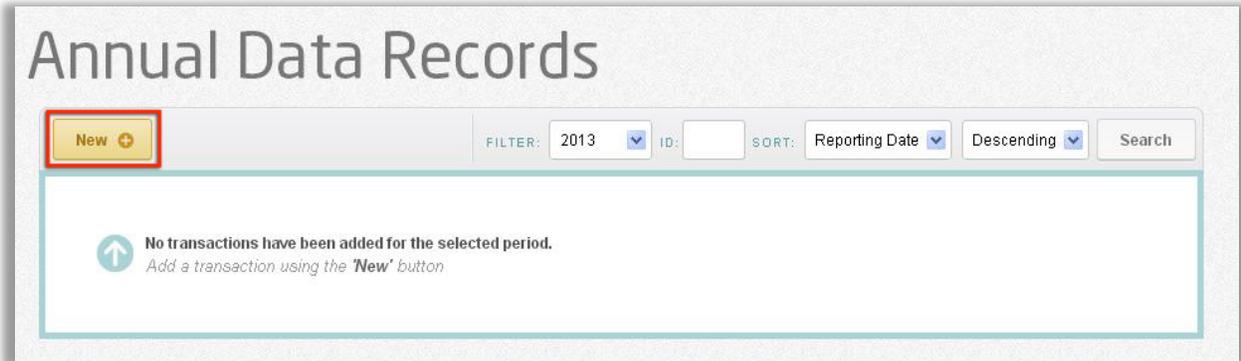
Instructions: All information and data submitted to EPA as part of the Food Recovery Challenge (FRC) will be reviewed for accuracy and completeness. If additional information and data is needed, or if EPA needs to clarify anything that has been submitted, participants will be contacted by a representative of the Food Recovery Challenge (FRC).

Click on the plus icon **+** to report or view information

Participation Agreement			
Baseline Data			
Baseline Goals			

	2013	2012	2011
Annual Goals	+		
Annual Data	+	+	+

On the following screen, click “**New**” to create a blank form.



Be sure to read all instructions carefully before you begin, as they are detailed and important:

- All information and data submitted to EPA as part of the FRC will be reviewed for accuracy and completeness. If additional information and data are needed, or if EPA needs to clarify anything that has been submitted, an FRC representative will contact you.
- You must report data in the food diversion categories (summary) or specific activities (detailed) in which you have data for.

For ideas on how to measure your progress, see:
<http://www.epa.gov/smm/wastewise/measure-progress.htm>.

Annual Data Requirements:

- **Annual Data** must represent a full calendar year of food waste data.
- Report **Annual Data** tonnage in the food diversion categories (summary) or specific activities (detailed) in which you have data for.
- Submit **Annual Data** on the previous year’s activities between January 1 and March 31 of each year.
- Failure to submit **Annual Data** by March 31 of each year will place you in “inactive” status, and you will lose access to your FRC account.

Entering/Submitting Annual Data:

Below is a guide on how to complete each field of the [Annual Data](#) form:

The screenshot shows a form with the following fields:

- From Date:** A date input field with a calendar icon and a red asterisk. To its right is the text "Required Field".
- To Date:** A date input field with a calendar icon and a red asterisk.
- I will be reporting Food Waste Prevention and Recycling:** A section with two radio button options:
 - Summary Activities
 - Detailed Activities

From Date & To Date

- Choose the date range for the data to be entered.
- Data from different date ranges (e.g. monthly, quarterly, etc.) can be saved, but the submitted **From Date** and **To Date** ranges must collectively span a full year.

Summary Activities vs. Detailed Activities

- Choose whether your organization prefers to report food diversion data in a “**summary**” or “**detailed**” way.
- For definitions of each diversion category (summary) and activity (detailed), see the Appendix.

Food Waste Prevention and Recycling – Summary Activities:

- If you choose **Summary Activities** in the “**I will be reporting Food Waste Prevention and Recycling**” section, you will have the following data to enter.

Food Waste Prevention and Recycling - Summary Activities				
DIVERSION CATEGORY	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS*
Food Waste Prevention	26.60	Tons <input type="button" value="v"/>	26.60	
Food Donation	0.00	Pounds <input type="button" value="v"/>	0.00	
Food Recycling (e.g. composting, anaerobic digestion)	542.35	Tons <input type="button" value="v"/>	542.35	
Total Diverted			568.95	

Food Waste Prevention and Recycling – Detailed Activities:

- If you have more detailed information and would like to track by individual activities, choose **Detailed Activities** for inputting your data.
- If you select **Detailed Activities** in the “I will be reporting Food Waste Prevention and Recycling” section, you will have the following data to enter.

Food Waste Prevention and Recycling - Detailed Activities				
SPECIFIC ACTION	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS
Source Reduction through purchase, storage and handling	54.30	Tons <input type="button" value="v"/>	54.30	
Source Reduction through over-preparation and plate waste	16.70	Tons <input type="button" value="v"/>	16.70	
Other Source Reduction Activities	0.00	Tons <input type="button" value="v"/>	0.00	
Donation to Feed people	34,213.00	Pounds <input type="button" value="v"/>	17.11	Hope Food Bank
Animal Feed	0.00	Tons <input type="button" value="v"/>	0.00	
Other Donations/Reuse	0.00	Tons <input type="button" value="v"/>	0.00	
Composting - mixed organics	0.00	Tons <input type="button" value="v"/>	0.00	
Composting - Food Only	96.50	Tons <input type="button" value="v"/>	96.50	Consumer waste
Anaerobic Digestion w/beneficial use of digest	0.00	Tons <input type="button" value="v"/>	0.00	
Other Recycled	90.00	Tons <input type="button" value="v"/>	90.00	
Total			274.61	

Amount (required)

- Enter the weight of food diverted between the **From Date** and **To Date**.
- Enter an amount for each diversion category (summary) or specific action (detailed).

Unit (required)

- Choose the appropriate unit for the entered **Amount**.
- Choose a unit for each diversion category (summary) or specific action (detailed).

Comments/Activity Details (optional)

- Enter any comments about your actions in each diversion category (summary) or specific action (detailed).

Additional Sections

Food Waste Disposed - Optional

ACTIVITY	AMOUNT	UNIT (TONS/LBS)	TONS	COMMENTS/ACTIVITY DETAILS
Landfilled		Tons <input checked="" type="checkbox"/>		
Total Disposed				

Total Tons Diverted:
19,393.01

Total Tons Generated:
19,393.01

Food Waste Diversion Rate:
100.00 %

Comments:

*Food waste prevention and recycling activities that make up the three diversion categories, include but are not limited to: reducing over-purchasing of food, proper storage and handling techniques, reducing plate waste, making donations to feed those in need, feeding food scraps to animals, and food recycling through composting and anaerobic digestion. Information on other food diversion activities can be found at <http://epa.gov/waste/conserve/foodwaste/>.

Food Waste Disposed – Optional

- Enter food waste disposed to calculate an accurate **Food Waste Diversion Rate**.
- Provide weight of food waste disposed between the **From Date** and **To Date** in the **Amount** and indicate the correct **Unit**.
- For disposal types other than landfilled (e.g., incinerated), enter tonnage and indicate the disposal type in the **Comments/Activity Details** field.

“Comments” Section (optional)

- Provide additional comments as desired (e.g., sources of data, contacts you have relied on, or any other information you think is relevant to include).

“Save” vs. “Submit to Program”

Comments:

*Food waste prevention and recycling activities that make up the three diversion categories, include but are not limited to: reducing over-purchasing of food, proper storage and handling techniques, reducing plate waste, making donations to feed those in need, feeding food scraps to animals, and food recycling through composting and anaerobic digestion. Information on other food diversion activities can be found at <http://epa.gov/waste/conserve/foodwaste/>.

Additional Resources

The Food Recovery Challenge works within the food waste hierarchy with source reduction being the preferred method.

- Food Recovery Challenge is looking for innovative programs geared towards new and improved methods of food waste diversion.
- Food Recovery Challenge encourages its participants to raise awareness of food waste prevention and management.
- Food Recovery Challenge encourages its participants to improve sustainable food waste management practices both regionally and nationally.

Food Waste Prevention, Food Donation, Food Recycling (<http://epa.gov/waste/conserve/foodwaste/>)
Composting (<http://www.epa.gov/waste/conserve/composting/>)
Anaerobic Digestion (<http://epa.gov/waste/conserve/foodwaste/anaerobic.htm>)

Clicking the “**Save**” button will allow you to return to this form to make changes. EPA administrators will NOT consider your form complete until submitted and locked. Clicking the “**Submit**” will lock your form and no further changes can be made. EPA administrators will consider your form complete if submitted and locked.

Save Submit to Program

- Click “**Save**” to store your data and leave them editable.
 - EPA will not take any action for a form that is simply “saved.”
- Click “**Submit to Program**” to lock the form and submit it to EPA for review.
 - This will instantly lock your form and prevent you from making any more changes.
 - EPA will be alerted to review your entries for approval.
- **Note:** If entering **Annual Data** forms for multiple date ranges (e.g. monthly, quarterly, etc.), only click “**Submit to Program**” if the **From Date** and **To Date** ranges for your **Annual Data** forms collectively span the full calendar year. EPA will only approve forms that together cover 12 months of data.

If you would like to edit your **Annual Data** form once it is locked, please contact the [WasteWise Helpline](#) and ask them to unlock your data.

Annual Goals Form

After submitting your **Annual Data**, use the **Annual Goals** form to set your food diversion targets for the upcoming year. **Annual Goals** are due to the FRC by March 31 of each year.

To access a blank form, click on the blue “+” symbol next to **Annual Goals**.

EPA - Food Recovery Challenge Status
Member: **EXAMPLE UNIVERSITY**

Instructions: Instructions

All information and data submitted to EPA as part of the Food Recovery Challenge (FRC) will be reviewed for accuracy and completeness. If additional information and data is needed, or if EPA needs to clarify anything that has been submitted, participants will be contacted by a representative of the Food Recovery Challenge (FRC).

Click on the plus icon **+** to report or view information Legend

Participation Agreement			
Baseline Data			
Baseline Goals			

	2013	2012	2011
Annual Goals	+		
Annual Data		+	+

Be sure to read all instructions carefully before you begin, as they are detailed and important:

- All information and data submitted to EPA as part of the FRC will be reviewed for accuracy and completeness. If additional information and data are needed, or if EPA needs to clarify anything that has been submitted, and FRC representative will contact you.
- Choose the Food Waste Prevention and Recycling activity (or activities) your organization plans to undertake in the upcoming year and identify the quantitative goals your organization proposes to achieve in tons or pounds.
- Set a goal in at least one food diversion category (summary) or specific activity (detailed). Annual goals should represent what you would like to accomplish in the upcoming year.

- A variety of tools can be used to establish a goal on the [FRC website](#), such as [waste logs](#) and a [food waste management cost calculator](#), or you can contact your [regional representative](#) or the [WasteWise Helpline](#) for assistance.
- When filling out this form, input the difference between your annual data and your projected goal (For example: If your annual data show 90 tons and you would like to move toward 100 tons, enter 10 tons as your goal.)

For more information and ideas on how to reduce your wasted food, see:
<http://www.epa.gov/waste/conserves/foodwaste/index.htm>.

Annual Goals Requirements:

- **Annual Goals** must represent a 12-month period.
- Establish a goal in at least one of the three food diversion categories (prevention, donation, and food recycling).
- Submit **Annual Goals** after you have submitted your **Annual Data**. Both are due by March 31 of each year.
- Failure to submit your **Annual Goals** along with your **Annual Data** will place you in “inactive” status, and you will lose access to your FRC account.

Entering/Submitting Annual Goals:

Below is a guide on how to complete each field of the **Annual Goals** form:

Annual Goals

Member: EXAMPLE UNIVERSITY | Year: 2013 | Cycle: ANNUAL

I will be reporting Food Waste Prevention and Recycling: *

- Summary Activities
- Detailed Activities

Food Waste Prevention and Recycling Goals - Summary Activities

DIVERSION CATEGORY	AMOUNT	UNIT	TONS	COMMENTS/ACTIVITY DETAILS*
Food Waste Prevention	-----	Tons <input type="button" value="v"/>	-----	-----
Food Donation	-----	Tons <input type="button" value="v"/>	-----	-----
Food Recycling (e.g. composting, anaerobic digestion)	-----	Tons <input type="button" value="v"/>	-----	-----
Total Diverted			-----	

Summary Activities vs. Detailed Activities

- Match the choice (i.e., summary activities vs. detailed activities) used in your [Annual Data](#) form.

Amount (required)

- Input the difference between your [Annual Data](#) and your projected goal for one or more diversion categories (summary) or specific actions (detailed).
- For example, if your 2013 annual data show 90 tons in the diversion category and you would like to move toward 100 tons in 2014, enter 10 tons as your goal.

Unit (required)

- Choose the appropriate unit for the entered [Amount](#).

Comments/Activity Details (optional)

- Enter any comments about your goals.

“Comments” Section (optional)

- Provide additional comments as desired (e.g., sources of data, contacts you have relied on, or any other information you think is relevant to include).

“Save” vs. “Submit to Program”

The screenshot shows a web form interface. At the top, there is a label 'Comments:' followed by a large, empty rectangular text input box. Below the input box, there is a paragraph of text explaining food waste diversion activities and providing a URL: <http://epa.gov/waste/conserve/foodwaste/>. This is followed by a section titled 'Additional Resources' which lists three bullet points about the Food Recovery Challenge. Below this, there are three more lines of text with hyperlinks: 'Food Waste Prevention, Food Donation, Food Recycling (<http://epa.gov/waste/conserve/foodwaste/>)', 'Composting (<http://www.epa.gov/waste/conserve/composting/>)', and 'Anaerobic Digestion (<http://epa.gov/waste/conserve/foodwaste/fd-anaerobic.htm>)'. A dashed-line box contains a warning: 'Clicking the "Save" button will allow you to return to this form to make changes. EPA administrators will NOT consider your form complete until submitted and locked. Clicking the "Submit" will lock your form and no further changes can be made. EPA administrators will consider your form complete if submitted and locked.' At the bottom, there are two buttons: 'Save' and 'Submit to Program'. Both buttons are highlighted with a red rectangular border.

- Click **“Save”** to store your data and leave them editable.
 - EPA will not take any action for a form that is simply “saved.”
- Click **“Submit to Program”** to lock the form and submit it to EPA for review.
 - This will instantly lock your form and prevent you from making any more changes.
 - EPA will be alerted to review your form for approval.

If you would like to edit your **Annual Goals** form once it is locked, please contact the [WasteWise Helpline](#) and ask them to unlock your data.

V. Appendix

Below are definitions of each food diversion category displayed in the [Summary Activities](#) and [Detailed Activities](#) sections of the forms:

Food Waste Prevention and Recycling – Summary Activities

Diversion Category Definitions

- ***Food Waste Prevention***

Reducing food waste at the source through resource conservation. Activities include: reducing over-purchasing of food, reducing prep waste, ensuring proper storage techniques, changing serving sizes and garnishes, and going trayless.

For more information, see: <http://www.epa.gov/waste/consERVE/foodwaste/fd-reduce.htm>

- ***Food Donation***

Redirecting food to feed others. Activities include: donating unspoiled food to food banks or food rescue programs, and recovering food discards for animal feed at local farms.

For more information, see: <http://www.epa.gov/waste/consERVE/foodwaste/fd-donate.htm> and <http://www.epa.gov/epawaste/consERVE/foodwaste/fd-animals.htm>

- ***Food Recycling***

Turning food waste into a valuable new product. Activities include: composting and anaerobic digestion.

For more information, see: <http://www.epa.gov/waste/consERVE/composting/> and <http://www.epa.gov/epawaste/consERVE/foodwaste/fd-anaerobic.htm>

Food Waste Prevention and Recycling – Detailed Activities

Specific Action Definitions

- ***Source reduction through purchase, storage, and handling***

Preventing food waste in the kitchen. Activities include: reducing over-purchasing of food, reducing prep waste and improperly cooked food, considering secondary uses for excess food, and ensuring proper storage techniques.

- **Source reduction through over-preparation and plate waste**
Reducing consumer food waste to prevent waste once the food reaches the customer. Activities include: modifying menus to increase customer satisfaction and reduce food left uneaten, changing serving sizes and garnishes, encouraging guest to order or take only the food they can consume, and going trayless.
- **Other source reduction activities**
Any other activities that reduce food waste at the source through resource conservation.
- **Donation to feed people**
Redirecting unspoiled food to neighbors in need. Activities include: donating to food banks or food rescue programs.
- **Animal feed**
Recovering food discards for animal feed. Activities include: sending food scraps to local farms for livestock feed.
- **Other donations/reuse**
Any other activities that reduce food waste by redirecting food to feed others.
- **Composting – mixed organics**
Combining food and other organic materials (e.g., yard trimmings, manure) to be broken by microorganisms in an aerated environment. The valuable byproduct is a useful soil amendment.
- **Composting – food only**
Gathering food only to be broken by microorganisms in an aerated environment. The valuable byproduct is a useful soil amendment.
- **Anaerobic digestion with beneficial use of digest**
Gathering food to be broken down by microorganisms in an environment with no oxygen. The valuable byproducts are renewable energy and/or soil amendment.
- **Other recycled**
Any other activities that turn food waste into a valuable new product.