

# Grocery Surplus Food Management Self-Assessment Form

Store name: \_\_\_\_\_

Store address: \_\_\_\_\_

Contact name(s): \_\_\_\_\_

Contact email(s) and phone(s): \_\_\_\_\_

Please share your estimated weight or volume figures below. **\*\*Be sure to visually check dumpsters\*\***

Weight/Hauling	# of Containers & Capacity <i>[e.g. (2) 2-cubic yds]</i>	Pick Up Frequency <i>[e.g. (3x) MWF]</i>	Estimated Total Volume <i>[% full] - OR - Weight</i>	Fees <i>[e.g. cost per month, per container, per yard, per pick-up]</i>
Single-Stream Recycling				
Landfill / Trash				
Organics / Food Waste				
Cardboard <i>(if collected separately from single-stream)</i>				
Plastic Bags / Wrap				

## Current Waste Hauling

What volume/% of your trash do you estimate is non-theft shrink or food waste/compostable? \_\_\_\_\_

Service / Billing questions, or other items of note:

\_\_\_\_\_

Is today's waste stream "normal"? \_\_\_\_\_



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Are there days of the week (or times of the year) that wasted food quantities are higher than others?

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## Operational Notes

Back of house assets (e.g. refrig/freezer space) and/or constraints for storage of additional bins / materials?

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Dumpster area / outdoor space opportunities and/or constraints for storage of additional bins / dumpsters?

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Any other operational assets or challenges to note?

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## Program Implementation Notes

What do you see as the **greatest barriers and benefits** to food donation and/or composting at your store?

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Can you think of any employees or key staff members that would be **champions of the program**?

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**Any sustainability commitments of note?** (locally sourced foods, renewable energy, reclaimed materials, reusable / recyclable / compostable containers, community partnerships, etc):

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**Are you interested in free recognition by the Illinois Food Scrap Coalition?** If so, who would be the best point of contact?

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## Food Donation

Manager/Key Staff Names: \_\_\_\_\_

What organization(s) receive and redistribute your donated food?

\_\_\_\_\_

What days and timeframes are food donations picked up?

\_\_\_\_\_

Do you measure/track donated food? By weight, value, or both? **Y / N**

\_\_\_\_\_

How many pounds of food donated Weekly? \_\_\_\_\_ Monthly? \_\_\_\_\_ Annually? \_\_\_\_\_

\_\_\_\_\_

Where are food donations stored until pick up?

\_\_\_\_\_

Have you had any issues with food donation? (i.e. the organization/agency cannot take all of your food, lacking space to store all of your donatable food, etc.)

\_\_\_\_\_

Are there ways that your food donation practices could be improved? (i.e. adjusting pick-up days, better training, improved signage, etc.)

\_\_\_\_\_



Please complete the following departmental sections applicable to your store:

[Produce](#), [Deli](#), [Bakery](#), [Floral](#), [Hot Foods](#), [Coffee Bar](#)

## Produce Department

Dept Manager/Key Staff Names: \_\_\_\_\_

Wasted Food + Food Scraps: What organic materials are being generated? Check all that apply:

Whole Fruits & Vegetables \_\_\_\_\_ Packaged Produce & Vegetables \_\_\_\_\_ Nuts & Seeds \_\_\_\_\_

Fruit & Vegetable Scraps \_\_\_\_\_ Other item(s)? \_\_\_\_\_

Where and how do you handle wasted produce and scraps currently?

Do you measure wasted produce? If so, how?

Space opportunities and/or constraints to collect wasted produce (for donation or compost):

Equipment Needed

# food scrap bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_

Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin signs

## Deli Department

Dept Manager/Key Staff Names: \_\_\_\_\_

Wasted Food + Food Scraps: What organic materials are being generated? Check all that apply:

Packaged Meats \_\_\_\_\_ Packaged Cheese \_\_\_\_\_ Prepared Foods \_\_\_\_\_ Meat Scraps & Bones \_\_\_\_\_ Paper

Products (napkins, towels) \_\_\_\_\_ Toothpicks \_\_\_\_\_ Certified Compostable Plant-Plastic Serveware \_\_\_\_\_

Other item(s)? \_\_\_\_\_

Where and how do you handle deli scraps currently?



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Do you measure deli scraps/prep wasted food? If so, how?

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Space opportunities and/or constraints to collect wasted deli products (for donation or compost):

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Equipment Needed

# food scrap bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_  
Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin signs

## Bakery Department

Dept Manager/Key Staff Names: \_\_\_\_\_

Wasted Food + Food Scraps: What organic materials are being generated? Check all that apply:

Packaged Breads \_\_\_\_\_ Packaged Pastries (donuts, cake, cookies) \_\_\_\_\_ Loose Breads and Pastries \_\_\_\_\_ Bread  
and Pastry Scraps \_\_\_\_\_ Paper Products (napkins, towels) \_\_\_\_\_ Ingredient Scraps (Flour) \_\_\_\_\_  
Other item(s)? \_\_\_\_\_

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Where and how do you handle bakery scraps currently?

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Do you measure bakery wasted food? If so, how?

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Space opportunities and/or constraints to collecting bakery food waste (for donation or compost):

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Equipment Needed:

# food scrap bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_  
Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin signs



## Floral Department

Dept Manager/Key Staff Names: \_\_\_\_\_

Floral Scraps + Surplus: What organic materials are being generated? Check all that apply:

Packaged flowers \_\_\_\_\_ Petal Scraps \_\_\_\_\_ Stem Scraps \_\_\_\_\_ Paper Products (napkins, towels) \_\_\_\_\_  
Soil \_\_\_\_\_ Other item(s)? \_\_\_\_\_

Where and how do you handle floral scraps and surplus currently?

Do you measure floral department scraps and surplus? If so, how?

Space opportunities and/or constraints to collect scraps and surplus floral material (for donation or compost):

Equipment Needed:

# bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_

Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin signs

## Hot Foods Bar

Dept Manager/Key Staff Names: \_\_\_\_\_

Wasted Food + Food Scraps: What organic materials are being generated? Check all that apply:

Packaged Foods \_\_\_\_\_ Meat Scraps & Bones \_\_\_\_\_ Fruit & Vegetable scraps \_\_\_\_\_ Bread Scraps \_\_\_\_\_  
Soup \_\_\_\_\_ Paper Products (napkins, towels) \_\_\_\_\_ Certified Compostable Plant-Plastic Serveware \_\_\_\_\_  
Other item(s)? \_\_\_\_\_

Where and how do you handle hot food scraps currently? (e.g. scraped into a trash bin at prep station? central in-sink disposal?)

Do you measure kitchen/prep wasted food? If so, how?



Space opportunities and/or constraints to collect hot food waste:

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Equipment Needed:

# food scrap bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_

Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin signs

## Coffee Bar

Dept Manager/Key Staff Names: \_\_\_\_\_

Wasted Food + Food Scraps: What organic materials are being generated? Check all that apply:

Packaged Coffee Beans/Grounds \_\_\_\_\_ Used Coffee Grounds \_\_\_\_\_ Tea Bags \_\_\_\_\_ Packaged Pastries (donuts, cake, cookies) \_\_\_\_\_ Pastry Scraps \_\_\_\_\_ Paper Products (napkins, towels) \_\_\_\_\_ Sugar Scraps \_\_\_\_\_

Wood Stirrers \_\_\_\_\_ Paper or Wax-Coated Cups \_\_\_\_\_ Certified Compostable Plant-Plastic Serveware \_\_\_\_\_

Other item(s)? \_\_\_\_\_

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Where and how do you handle coffee bar waste currently?

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Do you measure coffee bar wasted food? If so, how?

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Space opportunities and/or constraints to collecting coffee bar waste (for donation or compost):

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Equipment Needed:

# food scrap bins needed: \_\_\_\_\_ 45g/Brute \_\_\_\_\_ 35g/Toter \_\_\_\_\_ 23g/Slim Jim \_\_\_\_\_ Caddy \_\_\_\_\_ = \_\_\_\_\_

Size bags needed: \_\_\_\_\_ 45 gal \_\_\_\_\_ 35 gal \_\_\_\_\_ 23 gal Signage needed: \_\_\_\_\_ Wall signs \_\_\_\_\_ Bin sign

***For more how-to tips and case studies, visit [wastedfoodaction.org](http://wastedfoodaction.org) -> Food Retail Toolkit***

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