At Loyola University Chicago, we are pleased to offer you a compost collection program that diverts our food scraps and other organic items from landfills and turn it into compost. All solid waste, including recyclables and compostables are managed by the Facilities Management Department. The Campus Sustainability Team partners with Facilities to conduct outreach and encourage students living on-campus and departments to recycle/compost accordingly.

Food scraps from Simpson Dining Hall, de Nobili Dining Hall, Damen Dining Hall, and Engrained Café are collected, hauled off campus, and turned into compost in Romeoville, IL. Lakeshore Waste Services is our compost hauler; they pick up our food scraps and transport it to Willow Ranch Compost Facility, where it gets processed into a soil amendment.

**What is compost?**
Composting is the natural decomposition of organic materials (food scraps, manure and landscape waste) and is used as a nutrient-rich addition to gardens, farms and landscaping. Compost helps soil retain moisture, so less watering is needed. Additionally, compost provides nutrients to plants, which reduces the need for synthetic fertilizers.

Commercial compost facilities accept all food scraps (including meat and dairy). The Campus Compost Collective accepts all food items and food-soiled paper.

**Campus Compost Collective Program**
A program in which Lake Shore Campus departments can place their respective food scraps in a compost collection bin.
- One-gallon compost bucket with lid provided by Facilities Management Department
- Program is open year-round for departments and their staff.
  - Attended drop-off which includes an attendant to weight your compostables for tracking purposes
  - Unattended drop-off which requires participants to secure compostables in compostable bags.
  - See schedule for attended drop off.

**Unattended Drop-Off Program**
There is not a designated time for the unattended drop off your compostables. The containers at the three locations listed below are available for you to dispose of your compostables at any time.

**Unattended Drop-off Locations**
Participants are to place compostables in the designated containers labeled *Compost Only*

- Behind Granada Center
- Northside of Mundelein
- Alley-side of San Francisco Residence Hall
Compost Supplies
The toters will not have compostable bag lining, therefore please submit a work order to LSC Facilities Management and request small or large compostable bags.
- Please line your compost collection containers with the bags.
Use of compostable bags will keep sanitary integrity of the containers.

Participant Eligibility
Staff, faculty, and students living in on-campus housing or off-campus housing near campus are invited to participate in the Campus Compost Collective program.

Participants are to review and sign the Campus Compost Collective Program Agreement and return to the Office of Sustainability.

Participation
Lake Shore Campus departments and employees are invited to participate in the Compost Collective Program.
- For departments, the number of participants is based upon how the group wishes to participate. It is acceptable for only one person within the department to participate or there can be several.
  - If several people are participating, please include contact of each person on the agreement.
- Participants are to review and sign the Campus Compost Collective Program Agreement and return it to the Office of Sustainability.

Responsible Participants (those that sign the Agreement) are:
1. To ensure those items placed in bucket adhere to guidelines of acceptable compostable items.
2. To drop off the bucket at least once a week (as needed). We offer one drop off day -- Fridays from 3:00 pm – 5:00 pm. One of Loyola’s Sustainability Interns will be on hand at the drop-off to assist you and answer any questions.
3. To return the bucket to the Office of Sustainability at the end of the year.
4. To help spread the word about this program! Promote the program to your co-workers and other departments. The more, the merrier!

Acceptable Items for Collection Bucket
Please adhere to the following of acceptable items only. If items NOT listed are placed in the collection bucket, it will cause contamination and result in a cost to the University.

- All meat and seafood and any remnants of such (i.e. bones, skin)
- All dairy including eggs, egg shells
- All grains, baked goods, pasta, etc.
- All fruits, vegetables, peels, and any remnants of such
- Coffee and tea, coffee grounds and used tea leaves
- Napkins and paper towels
- Paper plates and cups (non-waxy)
Thank you for taking part in the Campus Compost Collective Program at Loyola University Chicago. Loyola’s Facilities Management Department and the Office of Sustainability are pleased to coordinate this program to support you and your actions, as a Loyola member, to work, learn, and live in a more environmentally sustainable manner.

Please review this Agreement and sign below to confirm that you understand your participation and responsibilities to assist in the success of the Program.

• The participant is to adhere to the strict guidelines of placing only the suitable compostable items outlined in the instructional sheet for the Loyola Composting Collective Program.

• The participant is solely responsible or will make arrangements with a colleague within their respective office to bring compostable items to the designated drop-off location weekly during the designated scheduled times.

• If the participant is unable to deliver items during the designated scheduled times, it is the sole responsibility of the participant to manage items.*

• The bins are the sole property of Loyola’s Facilities Management Department and must be returned upon service completion/termination.

• The participant may terminate their agreement at any time. Participants are to provide a written notice of termination to the Office of Sustainability so that the end date is clearly defined.

• The participant is to notify the Office of Sustainability of any personnel changes to ensure records of participation and contact information is kept current with the Office of Sustainability.

*Participants may choose to hold items until the following week’s scheduled drop-off or dispose of items in a landfill bin. If the latter is to occur, participant is to select a landfill bin that will be emptied on that same date.

______________________________
Name and Department

______________________________
Department Location and Office Number

______________________________
Phone Number

______________________________
Date

Return to: BVM Hall 209 or via compostloyola@gmail.com