

OKSTAR INCENTIVE PROGRAM FOR FOOD & BEVERAGE SERVICE

The OKStar Incentive Program awards stars based on specific criteria, which go above and beyond the regulations. The OK Department of Environmental Quality, Francis Tuttle Business and Industrial Services, the OK Small Business Development Centers and the OK Quality Award Foundation together with industry representatives, municipalities/publicly owned treatment works (POTWs), and other interested parties, developed this program to recognize food service and beverage facilities¹ that

demonstrate exceptional environmental stewardship.

Why should you consider being an OKStar participant?

- **Marketing:** You can use this program to market your environmental responsibility to your customers.
- **Recognition:** DEQ maintains a database of participants on the World Wide Web and promotes OKStar programs through various publications.

How the program works:

- I. Participation in the OKStar Incentive Program is voluntary. To be eligible, food and beverage service facilities must:
 - Be in full compliance with applicable regulations
 - Submit a complete and accurate application
- II. Applications for recognition are reviewed by a committee that may include representatives from DEQ, OK Department of Labor, OK Department of

Health, OK Corporation Commission, Local Government authorities and other interested parties. Successful applicants will receive a recognition kit including a Certificate, OKStar Decals, and OKStar camera-ready art for use on printed materials.

Note: Participation in the program will not trigger DEQ regulatory inspections. P2 Program visits are broad-based shop reviews, not inspections.



III. The P2P recognizes that it may not be possible for all facilities to implement every reduction, reuse and recycling practice listed on the application. The educational component of the OKStar Incentive Program is equally important. If a practice has not been implemented or has never been proposed, but may be a feasible waste reduction opportunity, circle NO and implement the practice whenever possible.

IV. Participants will not be penalized for selecting the Not Applicable option on practices that are not feasible for their operation. The score needed for certification is a percentage based on the number of applicable questions available for different types of food and beverage service providers. Further, your operation will not be penalized for not supplying specific statistics on the Recycling Grid. If statistics are not available for the various categories, it is helpful to estimate the amount of each recyclable that is diverted from the waste stream. Further information may be obtained by using the conversion table available at www.epa.gov/epaoswer/non-hw/recycle/recmeas/docs/guide_b.pdf.

V. Operations with multiple sites may apply either for an overall certification if there is a Company-wide waste reduction program or for individual sites if waste reduction is conducted on a site-specific basis.

VI. Information supplied herein is for recognition purposes. Permission to disseminate examples of outstanding achievements or note-



worthy practices may be sought from individual businesses.

VII. An OKStar award remains in effect for three years, at which time the operation must reapply for the following three-year period.



VIII. If an applicant is not approved, the P2P will inform the applicant of deficiencies and what changes are necessary for reapplication to the program at a later date. Because DEQ wishes to recognize operations that are Oklahoma's environmental and worker safety leaders, the P2 Program will consider more than environmental issues during its site visits.

For additional information call Dianne Wilkins at (405) 702 9128 or e-mail dianne.wilkins@deq.ok.gov. Information on the OKStar Incentive Program is also available on the Internet at www.deq.state.ok.us/lpdnew/p2index.htm.

(Footnotes)

¹ Food and beverage service facilities include restaurants, cafeterias (institutional & commercial), bakeries, delis, etc.



Waste Reduction & Recycling Program Tips for Food Handling Facilities

Food service providers face several waste management issues. Solid waste disposal, energy consumption and wastewater make up the majority of environmental challenges that food service operations must address as a part of a business. The checklist that follows this narrative provides tips as to how food service providers can reduce wastes, reuse and recycle.



Types of Wastes: Solid waste includes fats, oils and grease; food preparation waste; uneaten food; cardboard; paperboard; steel cans; aluminum cans; #1 (PET) and #2 (HDPE) plastic bottles and jars; clear, amber and green glass jars and bottles. Some operations may have additional types of waste present.

Motivation: If food service providers can reduce waste disposal volumes and disposal costs, they save money and preserve the environment. Decreased waste generation can also reduce electrical consumption and water usage, which in turn decreases the utility bills leading to increased operating efficiency. As good environmental stewards, businesses, employees and patrons can feel good about improving or maintaining the health of the environment.

Strategies: Evaluate food preparation wastes and change preparation processes.



Donate leftover foods or recycle foods in a composting or animal feed program. Utilize reusable utensils and serving ware. Reduce waste currently being

disposed of by pulling recyclable materials out of the waste stream. Reduce energy costs and reduce waste of water.

Benefits:

Expand employee involvement through training, which replaces old habits with new habits, focusing on waste reduction and recycling. For example, a food-composting program recycles food-prep waste as either an organic fertilizer for farmers or feed for pig farmers. Unserved food can feed the less fortunate in the community. Recycling the listed materials from the waste stream and purchasing materials with recycled content drives the need for recyclables. All of these ideas decrease the volume of waste sent to the landfill, which saves money and valuable landfill space.

Reducing both energy and water waste saves money and conserves precious natural resources.

Why Reduce? Garbage disposal should be a controllable expense rather than a fixed expense. All it takes is a plan and a little effort. Landfill space is decreasing while the disposal price continues to increase. Stated another way, other people are making money on **your** trash. **This money could be better spent on your business or your employees instead of being “thrown out with the garbage!”**

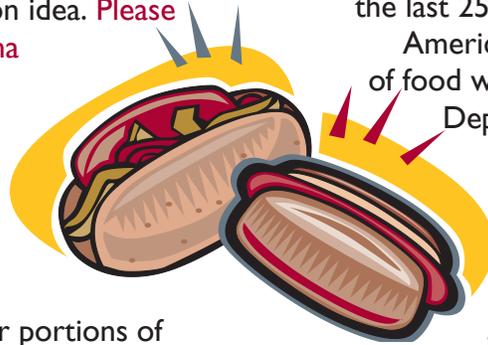


The DEQ Pollution Prevention Program wants to assist in making waste reduction a successful facet of your business.

Checklist

Please indicate whether you have implemented any of the following practices. Please circle Yes, No, or Not Applicable (N/A). Space is provided at the end of each section for comments, suggestions, or requests for information on a waste reduction idea. **Please**

check with the Oklahoma State Department of Health if you think a practice conflicts with health codes and/or policies.



Food Waste

This includes leftover portions of meals and trimmings from food preparation in kitchens, restaurants, fast food chains, and cafeterias. In general, food waste is recognized

as the third largest component of generated waste (after yard waste and corrugated cardboard boxes) and the second largest component of discarded waste, after yard waste. The amount of food generated in the waste stream has increased by a total of 1.2 million tons over the last 25 years.

Americans generate over 14 million tons of food waste annually according to the US Department of Agriculture. That equals 106 pounds of food waste per person and 14.3% of the municipal solid waste stream. Only 4.1% of the food waste generated is composted; the remainder is either landfilled or incinerated.

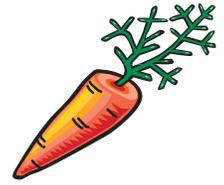


Reduction & Reuse

- | | | | |
|--|------------|-----------|------------|
| ● Use washable cloth rags instead of paper towels. | Yes | No | N/A |
| ● Encourage use of reusable dishes over polystyrene or other disposable ware. | Yes | No | N/A |
| ● Serve beverages in reusable cups. | Yes | No | N/A |
| ● Print daily specials on a chalkboard or a dryerase board rather than printing daily specials on new sheets of paper for each menu or table. | Yes | No | N/A |
| ● Use refillable condiment bottles instead of single-use packages, and refill them from bulk containers. | Yes | No | N/A |
| ● Use reusable coffee filters and compost the grounds (see composting section, page 9). If you cannot use reusable filters, use unbleached paper filters. | Yes | No | N/A |
| ● Do NOT throw away your cardboard! Work with suppliers to take back and reuse corrugated cardboard boxes, 5-gallon buckets, and other packaging. (Some restaurants reuse 5-gallon buckets as recycling containers.) | Yes | No | N/A |
| ● Donate or sell used restaurant equipment to another restaurant or restaurant supply firm. | Yes | No | N/A |
| ● Refinish old tables and/or booths with water-based coatings or donate for reuse elsewhere. | Yes | No | N/A |

- Ask your produce supplier to reuse non-recyclable waxed cardboard containers only for produce you want to remain wet or moist. **Yes No N/A**
- If smoking is allowed, use reusable ashtrays. **Yes No N/A**

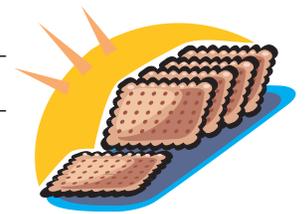
Reduction & Reuse Suggestions:



Back-of-the-House

- Create incentives for staff to reduce breakage of china and glass. **Yes No N/A**
- Place rubber mats around bus and dish washing stations to reduce china and glass breakage. **Yes No N/A**
- Have employees use permanent-ware mugs or cups for their drinks. **Yes No N/A**
- Check for discarded trays and flatware before throwing out the trash. **Yes No N/A**
- Keep oven equipment calibrated to prevent over-baking. **Yes No N/A**
- Post messages to employees on erasable boards or bulletin boards instead of distributing paper to each employee. **Yes No N/A**

Back-of-the-House Suggestions:



Front-of-the House

- Distribute condiments and utensils from behind the counter to control portioning. **Yes No N/A**
- Use straw-style stir sticks for bar beverages instead of the solid style. **Yes No N/A**
- Serve straws and napkins from health department-approved dispensers rather than pre-wrapped, and offer only one straw per drink. **Yes No N/A**
- Use take-out serving containers in sizes that meet the packaging needs of your menu items without having excess packaging material. Remember, styrofoam displaces in excess of four times the storage and disposal volume than its paper equivalent does. **Yes No N/A**
- Offer customers a discount if they bring in their own mugs, containers, or bags. **Yes No N/A**
- Avoid over packaging take-out orders. **Yes No N/A**

- Ask carryout customers if they need plastic utensils instead of automatically placing them with the order. The same goes for restaurants that serve breakfast – do not automatically serve butter, jelly, salt, pepper, or extra napkins.

Yes No N/A

Front-of-the-House Suggestions:



Food Management

The National Restaurant Association estimates that 20% of all food prepared commercially in the US goes to waste. Additionally, almost 30% of a restaurant’s garbage is made up of food waste. That includes food prep waste, served but uneaten food, unserved food and spoiled food.

- Donate excess edible food to a local food-bank or a food rescue program.
- Rotate perishable stocks at each delivery to minimize waste from spoilage (date items when delivered and use what was delivered first).
- Adjust inventory levels on perishables to reduce waste due to spoilage or dehydration.
- Arrange your refrigerated and dry storage areas to facilitate easy product access and rotation.
- Store raw vegetables in reusable airtight containers to prevent dehydration and spoilage.
- Re-hydrate “stalky” vegetables like carrots, celery, lettuce and broccoli, etc., by cutting off ends and immersing in warm water (100°F) for 15 – 20 minutes.
- Check your produce deliveries carefully for rotten or damaged product and return any substandard product.
- Clean coolers and freezers regularly to ensure that food has not fallen behind the shelving and spoiled.
- Develop and use hourly or daily production charts to minimize over-prepping and unnecessary waste.
- Whenever possible, prepare foods to order to minimize waste due to over-preparation.
- Use vegetable and meat trimmings for Soup stock whenever possible.
- Reuse large containers for storage.

Yes No N/A

- Pre-cool steam-table hot foods (in an ice bath) prior to placing them in the cooler. **Yes No N/A**
- Wrap freezer products tightly, label and date them. Make sure that they are used in a timely fashion to minimize waste due to freezer burn. **Yes No N/A**
- Store leftover hot foods from different stations in separate containers to reduce the chance of spoilage. **Yes No N/A**
- Contract with a rendering service or grease recycler for recycling used cooking oil and/or trap grease. **Yes No N/A**
- Ensure that grease traps are properly maintained; clean fryers and filter the oil daily to extend the life of both the fryer and the oil. **Yes No N/A**
- Use a test kit to determine when to change fryer oil. **Yes No N/A**
- Find local composting opportunities, organic farmers, or animal farms that will accept non-edible food waste. **Yes No N/A**
- Prior to washing, scrape dishes into a food waste container for animal farms. **Yes No N/A**

Food Management Suggestions:



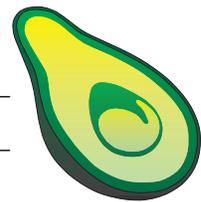
Purchasing

Implementing “green” purchasing policies does not necessarily mean higher costs. Some environmental choices may be more expensive initially, but will often pay for themselves through reduced disposal costs.

- Avoid purchasing items with excessive packaging. Buy items in bulk or in the largest size available whenever possible. **Yes No N/A**
- Tell your supplier(s) that you are serious about cutting down unnecessary waste and ask the supplier(s) to keep you informed of new and existing products that meet your requirements, but have minimal packaging. **Yes No N/A**
- Close the recycling loop by purchasing products with post-consumer recycled content. Ask for and purchase products such as paper towels, toilet tissue, toilet seat covers, menus, order pads, to-go bags, cash register tapes, plastic bags, dish trays, rubber mats, brooms, and benches made from recycled materials. **Yes No N/A**
- Purchase supplies packaged in recycled containers. **Yes No N/A**
- Buy bulk foods such as shelf-stable food supplies, uncut meat and shelled eggs when possible or feasible. **Yes No N/A**

- Use reusable coasters (or nothing at all) instead of paper napkins when serving beverages from the bar. **Yes No N/A**
- Buy your coffee by the whole bean and grind it on site **Yes No N/A**
- Buy and serve beverages in concentrated or bulk form. Serve carbonated beverages or beer from a beverage gun or dispenser rather than a bottle or can. **Yes No N/A**
- Check the syrup-to-water calibration on beverage dispensers regularly. **Yes No N/A**
- Buy and use dispenser beverages such as juices, iced tea, or hot chocolate in concentrated or bulk form. **Yes No N/A**
- Buy bar mixes in concentrated form, reconstitute and portion them into reusable containers. **Yes No N/A**
- Use environmentally friendly cleaning products and try to purchase cleaning agents in concentrated form. Buy multi-purpose cleaners that can be used on all types of surfaces. **Yes No N/A**
- Use reusable hats for kitchen employees instead of disposable paper ones. **Yes No N/A**

Purchasing Suggestions:

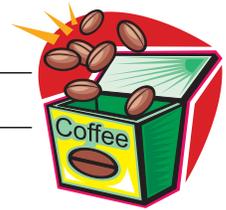


Energy and Water Conservation

- Use energy conserving fluorescent lights instead of incandescent bulbs. **Yes No N/A**
- Use low-wattage bulbs in exit signs instead of the more common high-wattage bulbs. **Yes No N/A**
- Use a broom rather than an electric or battery driven floor sweeper. **Yes No N/A**
- Keep oven equipment calibrated to prevent over baking. **Yes No N/A**
- Clean oven often to avoid using oven cleaners. **Yes No N/A**
- Clean refrigerator coils and air conditioner filters regularly to help these appliances run more efficiently. **Yes No N/A**
- Install low-flow faucet adapters and/or automatic turn-off faucets, and low-flow toilets in restrooms. Of the total water used in restaurants, restroom water usage ranges from 50% in full-service restaurants to 80% in fast food restaurants according to the National Restaurant Association. **Yes No N/A**

- Use energy-efficient and water-conserving appliances like dishwashers, refrigerators and freezers. **Yes No N/A**
- Install motion or timer lights in restrooms, pantries and freezer units – lights can be set to turn off after three to five minutes of inactivity. **Yes No N/A**
- Set thermostats at reasonable levels. **Yes No N/A**
- Develop and implement a monthly cleaning and maintenance program for all equipment. Don't forget to check the air intakes where dust can cover openings. This extends the life of the appliances and reduces energy costs. **Yes No N/A**

Energy and Water Conservation Suggestions:



Sewer Discharge Management

In Oklahoma City there are over 50 sewer blockages per year. Many blockages result from the improper disposal of fats, oils and greases.

- Never “hot flush” (continuously run hot water through) a grease trap. Not only is this a poor practice of grease management, it wastes large amounts of energy that was used to heat the water. **Yes No N/A**
- Avoid sending food waste down the garbage disposal - this just transfers waste from the local landfill to the local wastewater treatment plant. **Yes No N/A**
- Clean up spills with a squeegee, broom or vacuum – NEVER HOSE MATERIALS DOWN THE FLOOR DRAIN – this practice not only wastes water, it contributes to organic loading at the local wastewater treatment plant. **Yes No N/A**
- Floor drains must have screens or solids traps that are checked and cleaned daily. Debris cleaned from the drains is to be placed in trash containers. **Yes No N/A**
- Train employees so that there is a general knowledge of the operation and management the grease trap or interceptor. **Yes No N/A**
- Perform daily visual inspections of the effluent from the grease trap and/or interceptor. If there is grease in the effluent then the trap should be at the first available opportunity. **Yes No N/A**
- Minimize outside washing. All runoff from any outside washing activities must be filtered before going to the storm sewer. Check with local or DEQ authorities before undertaking this activity. **Yes No N/A**

Recycling Facility

Indicate any items that are recycled by your food service operation and the amounts, if known. Including the amount is optional. You may either check a percentage recycled or indicate the pounds or tons recycled.

Please note whether your operation uses a recycling service vendor or utilizes a City or County drop-off center. If your facility uses a drop-off center, please indicate the location.

Recyclables	01-25%	26-50%	51-75%	76 -100%	Amount Unknown measure)	Pounds or Tons (indicate	Recycling Facility or Vendor (if possible)
White Paper							
Computer Paper							
Mixed Paper*							
Corrugated							
Cardboard							
Boxboard							
Aluminum Cans & Foil							
Aerosol Cans							
Metal Cans							
Plastic #1 PETE (Soda Bottles)							
Plastic #2 HDPE (Colored Bottles)							
Plastic #2 HDPE (Translucent Bottles)							
Plastic #4 LDPE (Grocery Bags)							
Glass Bottles (colored or clear)							
Fluorescent Lamps							
Fats, Oils & Greases							
Newspaper							
Magazines							
Other (Fill In)							
Nicad Or Lithium							
Batteries							
Wood Wastes (Pallets)							

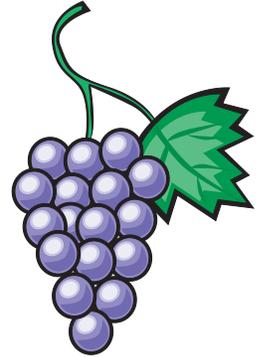
*Mixed paper includes white paper, colored paper, file folders, post-it™ notes, NCR™ paper, notebook paper, white or manila envelopes of all sizes (even envelopes with windows), business cards, etc. Tyvek™ envelopes, foil and plastic-coated paper are NOT included in the mixed paper category.

Non-Declarable “Tips”

It takes Teamwork

Your most important resource is your employees! Not only will they have many ideas for reducing waste, without their support, it will be difficult to make your waste reduction program a success.

- Stress your commitment to reduction
- Walk new employees through the program.
- Ask employees for their suggestions and input.
- Keep staff informed of changes and explain why they are important
- Clearly label recycling bins
- Provide positive reinforcement about the waste reduction and recycling program during staff meetings.



Involve Your Customers

Where appropriate, place recycling bins in the dining area for the customers' empty recyclables, so they can participate in the program as well.



Education and Publicity Management

Let your customers know about your successful waste reduction and recycling program. Chart it and post it in your restaurant, along with information about recycling and waste disposal issues. Mention your waste reduction and recycling efforts in your advertising and promotional literature.

Provide reduction, reuse and recycling information as a part of new employee orientation information.

Composting

Composting is the controlled, natural biological process in which bacteria, fungi, and other organisms decompose organic materials like food wastes. The end product is called compost. Whether compostable materials are saved for composting elsewhere or on-site, a large chunk of the restaurant waste stream can be removed from the dumpster.

Materials that can be composted

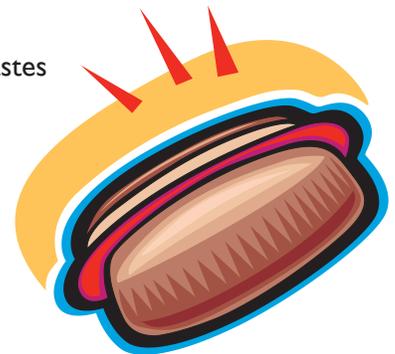
Food scraps such as:

- Coffee grounds and filters
- Fruit and vegetable trimmings prior to cooking (kitchen scraps do not have to be shredded if they are no larger than two inches)
- Egg shells
- Tea bags or grounds
- Straw
- Grass clippings
- Annual plants from landscaping
- Leaves



Materials that SHOULD NOT be composted

- Meats
- Dairy Products
- Bones
- Fats or oils
- Whole eggs
- Human or pet wastes



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FOR
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Pollution Prevention Program
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