SOIL GENERATION MAXIMIZATION **PACKET**



COMPOST SITE

KOMPOST KIDS INC., P.O. BOX 70458, MILWAUKEE, WI 53207 COMPOST@KOMPOSTKIDS.COM 414-395-9931



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Printable files of all handouts are available upon request. Please email compost@kompostkids.com

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How to Create a Community Compost Site



MATERIALS LIST

Material Description	Quantity (per 3 bin setup)	Estimated Price
4' x 4' pallets or boards	10	Pallets can usually be acquired for free from "big box" organizations such as Home Depot, Target, Pick 'n' Save, etc.
1½" galvanized screws to fixate frames	1 box	\$4.99/box
Covering material for sides & doors: Option 1 1/4" to 1" chicken wire covered by burlap bag. The smaller the chicken wire netting the better. It is needed to keep mice out of the bins. Burlap bags are used over the netting to prevent wire from poking people while turning the pile and to prevent material from falling out of the bin.	1 roll chicken wire 16 burlap bags (cut along the bottom and one of the side seams)	1" x 4' x 50' 20-gauge galvanized poultry netting: \$43.00/roll Burlap bags can usually be acquired for free from a local roaster
Option 2 4' x 100' roll Filter Fabric (FF Fabric) from Geo-Synthetics	1 roll	\$107/roll
½" PVC (5' piece is standard, but will vary depending on size of pallets)	2 per door (6 total)	\$2.79 per 10 feet (30 feet total needed)
¾" or 1" galvanized pipe straps	6 per door	\$1.29 for a 10 pack of 34" straps \$4.89 for a 4 pack of 1" straps

EQUIPMENT LIST

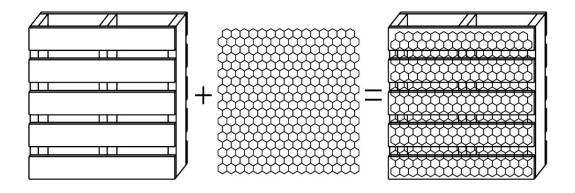
ltem	Description of Use
Staple gun and staples	To adhere covering material to walls and doors
Power screwdriver or drill	To adhere pipe straps to walls and create supporting structure
Hacksaw or PVC cutter	To cut down PVC or metal conduit
Different colored paint, paint pens, or permanent markers	To color code pipe straps per door
Tape measure	To measure inner width of bins and door
Chalk line or pencil*	To mark the amount of pallet to be removed during creation of the door
Hand saw or circular saw*	To create door
Hammer or crowbar*	To pry the smaller pieces of the cut pallet from the 2" x 4" when creating the door

^{*}In some cases, it may be possible to build the bin system without trimming the door pallets.

BUILDING THE FRAME

The frame is built with seven pallets, and each of these pallets should be covered with either chicken wire and burlap or Filter Fabric from Geo-Synthetics. Start by covering one side of five of the pallets and both sides of two of the pallets with chicken wire (Diagram 1). Cut chicken wire to size and then staple to each pallet on the side with more slats. Note that the pallets used on the interior walls will need to be covered on both sides.

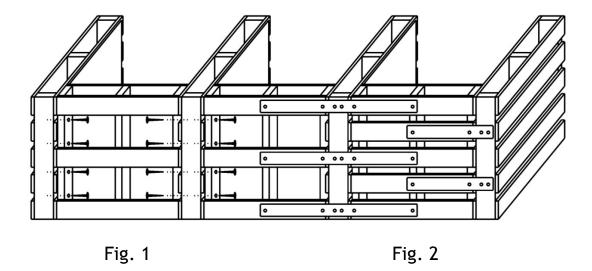
Diagram 1:



Cut the chicken wire shorter than the length and width of the pallet (while still covering all the holes) so that the wire does not extend past the edges of the pallet. If the chicken wire extends past the edges of the pallets, it will catch on the doors, loose clothing, hands, etc. The chicken wire is needed to prevent mice from entering the bins.

After attaching the chicken wire, it should be covered with burlap. Cut the burlap bags at the bottom and along one of the side seams to allow the burlap to spread out. Staple the burlap to each pallet over the top of the chicken wire. This will prevent people from getting scraped by the chicken wire and also help to keep compost from spilling out of the bins. Once again, the interior side walls need to be covered on both sides.

Diagram 2:



Once covered with chicken wire and burlap, build the framework of the bin system by screwing the seven pallets together at the joints shown above (Diagram 2). Note that there are several types of pallets so the exact location of screws may have to be modified depending on pallet type. If pallets are too difficult to screw together at the joints, as shown in Fig. 1, use a 1" x 6" or other reclaimed wood to brace the pallets together (Fig. 2).

Keep in mind that equal-sized pallets will be easiest to fit together. Additionally, try to build the bin system so that the three pallets remaining for the doors fit nicely in the spaces created by the frame (with about a $\frac{1}{2}$ " gap between the door and wall pallets). If the gap is too big, compost will spill out and rodents will more easily get into the bins. If the remaining door pallets are larger than the door openings, directions for trimming them are provided below.

If using Filter Fabric (FF Fabric) instead of chicken wire & burlap, build the frame first as shown above. Unroll and affix FF Fabric to the interior of the framework after assembly using a staple gun.

BUILDING THE DOORS

If the three pallets remaining for the doors are wider than the openings, they will have to be trimmed to fit as shown in Diagram 3.

- 1. Measure the width of the opening for the door and subtract 1 inch. Write this number down.
- 2. Lay your measuring tape on the soon-to-be compost bin door; make a mark for the measurement from step one. Do this at the top and then again at the bottom of the pallet.
- 3. Use a chalk line and snap (or use the pencil to draw) a line to connect the two points.
- 4. Repeat steps 2 through 3 on the opposite side of the pallet.
- 5. Use your circular handsaw to cut along the lines on both sides of the pallet.
- You should now have a longer board with smaller pieces attached to it that fell away when you made the two cuts. Pry the smaller pieces off of the longer board using a hammer or crowbar.
- 7. Take the longer board and reinsert it into the pallet where you made the two chalk line cuts.
- 8. Use nails or screws to fasten the thin horizontal boards to the board you just fit back into place.
- 9. Test fit your door step back and admire your work!
- 10. Cut the 10' ½" PVC pipe in half, leaving about an extra 3-4" on each side.
- 11. Attach the galvanized pipe straps keep them in line so you can slide the PVC to hold the door in place (Diagram 4). At the top of the bin, install one on each side of the opening and one on the door itself. Repeat this process for the bottom of the door. (Keep in mind that if you are constructing a multibin side-by-side system, you will need to stagger the locations of the PVC to allow for installation and removal of the PVC.)
- 12. Congrats! You now have a compost bin door. If you are using a multibin system, repeat the steps for the other doors.

When using your finished bins be sure to remove the door and PVC prior to flipping the contents into the next bin. There may be pressure on the door when the bin is full, making conduit removal difficult - push in on the door to allow the PVC to be removed easier.

Diagram 3 (steps 1 - 8):

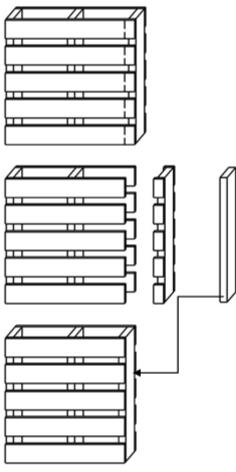
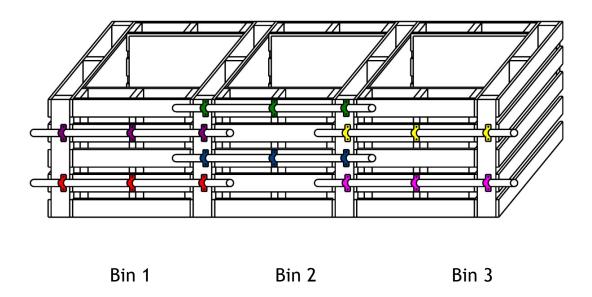


Diagram 4 - Finished Compost Bins





How to Maintain a Community Compost Site



MAINTAINING A COMPOST SITE



Number or identify your bins. Above you will see them numbered as 1, 2, and 3.

- Create a sign that says "ADD HERE" and place it on the bin you would like to have people contribute to. We will refer to it as the contribution bin and label it as Bin 1.
- When the contribution bin gets full, you will flip Bin 1 into Bin 2 and start the process over again by contributing raw material to Bin 1.
- You will not want to add fresh contributions to Bin 2. You will use a sign that says "DO NOT ADD" to try and prevent this from happening.
- The next time your contribution bin is full, move BIN 3 into a "RESTING PILE" and repeat above steps. Your resting pile is now on its way to being finished compost!

Each bin should contain compost at a different level of decomposition, progressing from the fresh material in Bin 1 to the material that will be ready for your resting pile in Bin 3. By labeling your bins and not adding fresh contributions to the bins in the later stages of decomposition, you are speeding up the process and creating a better, more evenly finished product.

WATERING YOUR COMPOST

Ideally, you want your compostable material to be somewhat wet, like a wrung-out sponge. Watering and flipping your compost will produce a finished product faster. Not everyone has easy access to water at their compost site; however, if you have even limited access to water and are able to water during the act of flipping, this is ideal. Flipping your compost bins on a rainy day is a great natural alternative to watering directly.

HOW AND WHEN TO USE "RESTING PILE" COMPOST

Your resting pile can remain as a heap, be transferred to another bin, or be added directly into an unused or dormant garden bed. You can leave your resting pile open or cover it with tarp.

Your resting pile may still have items like apple cores, leaves, wood chips, etc. This is normal, as your compost has not fully matured yet. You can either screen the material or leave it as is. Screening the material will create a finished product faster and create more effective compost. Leaving "noticeable material" intact will limit your compost to a top dressing.

In the fall, apply your RESTING PILE compost directly to unused garden beds. Cover RESTING PILE compost with hay, straw, leaves, or wetted shredded newspaper. This will insulate the compost so that it can continue to break down.

When you are ready to plant, rake away any noticeable material and throw it back into your ADD HERE bin.

DOCUMENTATION PROCESS

We like to document how much material we are keeping out of the landfill. We find that documenting contributions will show people how their participation CAN make a significant difference in the waste stream. Knowing the amount of material being brought in will also shed some light on the amount of compost you can expect to generate. See the Compost Maintenance Log in the Tools section for an example of a contribution log. The log can be placed in a ziplock bag with a pen for people to document on site. Another option is to allow people to track their contributions online.

POTENTIAL PROBLEMS AND SOLUTIONS

Problem: Not Enough Nitrogen

Solution: Engage more residents and businesses. See Restaurant Composting for more tips on how to properly increase your nitrogen source. Coffee shops, with their huge daily supplies of spent coffee grounds, are a natural place to start.

Problem: Not Enough Brown Source

Solution: Start stockpiling brown source material immediately. Leaves, shredded nonglossy paper, cardboard, woodchips, hay, straw, sawdust, etc. can be accumulated seasonally for free. Wood chips are usually the easiest material to acquire at any time of the year. Municipalities will often drop off wood chips free of charge. Contact your local alderman to find out who handles tree trimming or leaf collection in your area. Encourage residents to drop off their yard material and leaves in your designated brown source area. This is best done in fall when people have more material to contribute.

Problem: Wood Chips Not Breaking Down

Solution: The problem with using wood chips as a brown source is that they take a long time to break down. You can either filter the woodchips in the late-cycle screening process and continue to use them as a brown source or you can apply the resting woodchipped filled compost as a top dressing to gardens in the spring. The woodchips will act as a water retention agent on the top of the garden as healthy compost infiltrates the soil.

Problem: Too Much Nitrogen (Odor, Flies, etc.)

Solution: Nitrogen helps create compost faster, but it can also cause problems in your compost pile if not properly covered. Make sure your food contributions are adequately covered with enough brown source material. For every one part of food residuals you take in, be sure to cover with two parts of brown material.

Flipping your bins more frequently will also help food residuals break down faster, create more room in your bin, and decrease the likelihood of anaerobic bacteria forming.

Also reconsider how many restaurants and residents are contributing. Contact your Kompost Kids representative if you feel your site is ill-equipped to handle the volume.

Problem: People Not Covering Contributions

Solution: People need constant reminders on how to compost properly. Signage will play a huge role in this effort. Another helpful solution is to set up a list-serve for people to chat with one another about site maintenance. This way, reminders can be sent out to the group about proper composting and the importance of covering contributions.

WINTER COMPOSTING

Community composting can be performed all year long, but the hard freezes encountered in colder climates pose special challenges. It may be that winter composting is limited to stockpiling frozen kitchen scraps for later incorporation after spring thaws. Decomposition slows down considerably at the lowest temperatures and may stop completely, but frozen material will "ripen" upon thawing and create more surface area for the active composting process to begin when mixed back in with a good brown source in the spring.

You can winterize a compost bin in a number of different ways. Stacking bales of hay around the perimeter of a square or rectangular bin may provide sufficient insulation to keep pile temperatures moderate through all but the coldest winters. Old carpet remnants, blankets, or stacks of cardboard may also help, if added to buffer the tops of open piles or bins from hard frosts. Lining the interior walls of pallet-based bins or other porous structures with large sheets of cardboard may also help to retain some warmth and ensure continued bacterial activity.

One strategy for winterizing a compost site borrows from household composting practice in simply planning on the deep freeze ahead. Make sure your site goes into November with 2 to 3 empty bins available for winter stockpiling. Partially composted material - much of it trimmings or entire withered plants from the garden - will be fairly dry and will not present odor problems or attract vermin. You can make a separate resting pile for this material and either distribute it to garden beds for sheet composting over the winter or leave as a larger windrow to rot down at a later date. The key is to plan ahead and enter the winter months with a backup option for storing accumulating, but frozen and largely inert, material for spring composting.



COMPOST SITE RULES SIGNAGE EXAMPLE



Contribute to the "Add Here" Bin Cover your contribution with the brown source.

WHAT'S IN:
veggie or fruit scraps
egg shells
untreated yard waste
coffee grounds & filters

WHAT'S OUT:

meat or dairy
pet waste
metal or plastic
diseased plants

Have you added enough brown source material?

2 to 1
Brown Green source

Kompost Kids Inc. - Community Compost Program Garden Partnership

Garden Name: Attention: Address: City, State, Zip: Phone: E-mail:

The Kompost Kids Inc. agree to:

- Provide educational and outreach materials on how to create and maintain a community compost site (nonprinted)
- Stencils to create signs for identification and rules
- Connections to brown source material
- Online communication system to reach out to compost volunteers and ask questions in an open forum
- Help obtain compost bin construction materials & tools if garden has no funds
- Master Composter to do a one time on-site compost training with garden coordinator
- Unlimited compost training on community work days at Kompost Kids demonstration sites
- Utilize compost site for neighborhood businesses that coordinate pick up schedule with Kompost Kids
- Provide one/year (physical) assistance with community compost site

{GARDEN} agrees to:

- Obtain funding for needed construction materials
- Display signage and maintain community compost site based on Kompost Kids best practices
- Utilize community made compost in garden
- Address any community compost site concerns or ideas to Kompost Kids online communication system
- Encourage residents, gardeners, and businesses to contribute food scraps and other organic material to compost site
- Promote Kompost Kids partnership on website, social media outlets, or any other appropriate promotional material

{Garden Coordinate	or}	Title	
Printed Name			
Signed this	day of	. 20	



How to Engage Businesses



Kompost Kids Inc., P.O. Box 70458, Milwaukee, WI 53207
compost@kompostkids.com
414-395-9931

Business Composting Instructions

Kompost Kids Inc. is a volunteer-run group seeking to create a decentralized composting model using community gardens as conduits for people and businesses to sustainably dispose of their food residuals.

Since we are volunteer run, we are limited to where we can do compost pickups. We pick up from restaurants that our volunteers work in, live near, or frequent. For our compost model to work, it requires our volunteers make this a part of their weekly routine. We also need to have a community compost site close by. We try to ensure that we're as conscious of the carbon footprint we are creating as we are of the one we are ameliorating.

We prefer to focus on restaurants and coffee houses. The volume from grocers can be overwhelming for an average community site to handle.

THREE WAYS FOR A BUSINESS TO CONTRIBUTE TO A COMMUNITY COMPOST SITE:

- Kompost Kreator Businesses drop off themselves at any of our community compost sites
- 2. Organics Diverter Businesses reward compost courier volunteers directly with free item(s) from their organization (compost pickup coordination through Kompost Kids)
- 3. Black Gold Sponsor Businesses pay Kompost Kids for regularly scheduled pickups

We want to ensure the longevity of an organization's compost pic-ups with our compost couriers. To do that, we need the following from the participating organization:

- Evaluation of waste stream
 - We want to make sure the community compost site in your area can handle your volume.
- Onsite source separation training with kitchen manager & staff
 - We need to make sure that only preconsumer or kitchen prep is what is being composted for health and safety reasons.
 - Gardeners and volunteers will be handling your compostable material.
 Ensuring proper source separation will minimize any contamination that they will have to sift through.
- Designated contact person that will be part of compost communication list-serve
 - There is a designated compost list-serve for your community. Being a part
 of this list-serve will ensure your compostables are being picked up in a
 timely fashion. There will be times when your compost courier volunteer is
 unable to make their scheduled pickup; in this instance, a message is sent

out and someone from your organization or from the list-serve will do their best to fulfill that week's pickup.

- Signed agreement of understanding between your organization and Kompost Kids Inc. (see Kompost Kids Sponsorship Agreement)
 - This is an example of an agreement of understanding for paid or nonpaid compost pickups.
- Documentation of contributions (see Compost Contribution Log)
 - We ask that you fill out this document for us to properly track the amount of food residuals you are helping to keep out of the landfill. Gardens use this information to try and track how much compost they will be able to create.

Kompost Kids Inc. - Community Compost Program Sponsorship Agreement

Contract Dates:

Name: The Kompost Kids Inc. Attention: Melissa Tashjian Address: P.O. Box 70458

City, State, Zip: Milwaukee, WI 53207

Phone: 414-395-9931

E-mail: melissa.tashjian@kompostkids.com Organizational E-mail: compost@kompostkids.com

Name: Attention: Address: City, State, Zip: Phone: E-mail:

Mission Statement:

Our mission is to educate the public, individuals, businesses, and institutions about the benefits of compost and to reclaim organic materials from landfills to create soil for community-based agriculture projects.

The Kompost Kids Inc. is an organization dedicated to creating healthy living soil for community-based agriculture projects. We are a team of volunteers dedicated to the education of individuals and businesses regarding the diversion of potential landfill material into the building of soil in the most environmentally conscious way. When the soil is ready, it is donated to various community-based projects and non-profit groups growing their own food in an urban environment.

Funds received from sponsorships help to cover operating expenses and expand the efforts of the Kompost Kids Inc. Budget and expenditures are available upon request and will be provided within 30 days of request.

Agreement Term:

Terms of this agreement should commence on DATE and end on DATE.

The Kompost Kids Inc. agree to:

- Evaluate current waste removal process and make recommendations for their improvement.
- Pick up compostable contributions for the organization from a specified location 1 time per week.
- Provide two annual educational sessions by a Master Composter.
- Provide logo recognition during the terms of this contract on the Kompost Kids Inc. website and social media outlets.
- Appoint a direct, dedicated contact for communications to address any questions or concerns. This volunteer will check in weekly with staff.
- Provide support and expertise for their own sustainable and urban agriculture programs.

{COMPANY} agrees to:

- Provide volunteer compost courier with a free drink or meal when doing a pick-up OR \$10/week to Kompost Kids for 1/wk pick-up of six 5 gallon buckets
- Integrate/support compost collection in daily routine, based upon the agreed method determined by the dedicated Kompost Kids volunteer/liaison and encourage individual vendor cooperation within their organization.
- Assist Kompost Kids volunteers in coordinating meetings with staff for compost training, as needed, to ensure proper composting techniques and efficient collection methods.
- Display signage recognizing participation in the community compost program.
- Link to Kompost Kids Inc. website from online/social media.
- Support Kompost Kids fundraisers with raffle items like coupons/gift certificates, or underwriting

This contract shall be reevaluated at the end of the term of this sponsorship agreement. Either party may terminate this agreement by providing a 30-day written notice.

Signed this	day of	, 20	
{COMPANY}		Title	
Printed Name			
Signed this	day of	, 20	
Kompost Kids In	c. Representative	 Title	
Printed Name			

Kompost Kids Inc. - Community Compost Program Compost Courier Agreement

PARTIES TO AGREEMENT

This volunteer agreement is made between Kompost Kids Inc. and (hereafter known as "Volunteer").

COMMENCEMENT

This agreement will commence on _____

POSITION

Your position will be Collections Volunteer (AKA Compost Courier). You agree that you do not expect to be remunerated for work performed as a Volunteer.

The principal duties are as set out in the job description attached. It is accepted that Kompost Kids Inc. can change these, after consultation.

HOURS & LOCATION OF WORK

You agree to work ______. Your collections site will be _____.

REVIEWS

Specific tasks will be agreed and reviewed at least every six months with your manager.

Either party has the right to terminate this agreement at any stage, upon one hour's notice.

REMUNERATION/BENEFITS

You agree to work without financial reward.

You will be reimbursed only if arrangements have been made and agreed upon in advance by Kompost Kids' Treasurer.

You will be provided with a working space, equipment, and protective clothing if required.

You will receive copies of Kompost Kids Inc. internal publications and invitations to relevant volunteer, paid staff, and Kompost Kids Inc. functions.

ABSENCES

You will notify the Kompost Kids Inc. Google group if you are unable to attend at the agreed time and day.

CODE OF CONDUCT

You agree to adhere to the Kompost Kids Inc. Policies, Procedures, and house rules, as adopted by the Kompost Kids Inc. Board on August 9, 2012.

Professional behavior and attitude is required in your dealings with management, customers, other volunteers, staff, or clients of the Kompost Kids Inc.

TRAINING

You are required to attend relevant training offered by the Kompost Kids Inc.

CONFIDENTIALITY

Where you have access to confidential information you will not, without proper authority during the continuation of your volunteer work, or after its termination, disclose to other persons, organizations, or make use of for your own benefit, any confidential information relating to Kompost Kids Inc.

PROPRIETARY RIGHTS

Unless prior written agreement is obtained from Kompost Kids Inc., copyright and similar proprietary rights in all work done, as a Volunteer with Kompost Kids Inc. will belong to Kompost Kids Inc. This includes all photos and video.

SAFETY

You are required to be proactive in taking all reasonable practical steps to ensure the safety of yourself and others affected by your work, and to co-operate fully with Kompost Kids Inc. in implementing the Kompost Kids Inc.'s Health and Safety Policy and Procedures.

SECURITY

You accept that at all times the Kompost Kids Inc. collection and property under your care must be safeguarded against any loss. You will ensure that all reasonable precautions are taken to protect it.

RESOLUTION OF PROBLEMS

You can raise matters with the Executive Director or the Volunteer Coordinator. If the matter is not resolved to the satisfaction of either party you can contact the Kompost Kids Inc. Board of Directors.

PREVIOUS ARRANGEMENTS

This Agreement replaces all previous agreements whether express or implied.

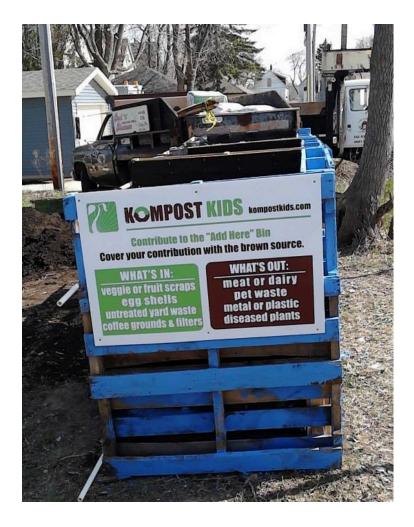
INDEMNITY

I agree to hold Kompost Kids Inc. harmless in the event of damage or injury that occurs while executing my duties as a compost courier.

Signed on behalf of Kompost Kids Inc.
Signed:
Name:
Position: Director (or equivalent)
Date:
Signed:
Name:
Position: Volunteer
Date:



TOOLS



Compost Maintenance Log Container Composting Flyer Kitchen Composting Guide Compost Contribution Log Restaurant Poster



Pile Identifier	Date	Temperature of Pile	Temperature Outside	Watered	Flipped	Notes



KOMPOST KIDS

compost@kompostkids.com • www.kompostkids.com

Container Composting

Select a three to five gallon bucket/compost collector with a lid. Find a convenient spot for your compost collector. Line your compost collector with a paper bag and begin placing your food residuals inside.

Add "brown" material like non-glossy shredded paper, paper towels, egg cartons, and/or paper plates to reduce odor or moisture that may collect in your container. If you notice odor, add more brown material to it.

Once the bucket is full, empty it at your nearby **KOMPOST KIDS** Community Compost Collection site.

Find Your Community Compost Drop-Off Location

- 1 Locate a community compost drop-off site:
- Weigh your contribution on a bathroom scale and record the results here:



We tally the results at the end of every year. How much have you diverted?

3 Once you are at the compost site there will be a bin labeled ADD HERE.



Empty your contribution into the bin and cover with the BROWN SOURCE on site. For every bucket you contribute please use 2-3 buckets of brown source.



DID YOU KNOW?

Yard waste and food residuals count for 21% of the U.S. waste stream.

Mitchell

Glendale

190

(41)

atosa

t Allis

94 (341)

Whitefish

Whitefish

Bay

We always accept BROWN SOURCE contributions! Learn more on our website.

Please contact us with issues or suggestions. We are all volunteers and we depend on help from the community to make this program work!

Contact Us To Get Involved!

compost@kompostkids.com • www.kompostkids.com

What's In?

From the House

- Fruit and vegetable scraps
- Baked good, including bread
- Rice, grains and pasta
- Paper towels and napkins
- Tea leaves and bags
- Coffee grounds and filters
- **Egg shells**
- Non-glossy shredded paper
- Newspaper
- Fireplace ash

From the Yard

- Grass Clippings and leaves
- Brush broken into small pieces
- Non-diseased plants and trimmings

What's Out?

From the House

- All meat, including chicken
- Fish and shellfish
- Bones
- Fat, grease, and oils
- All dairy products, including cheese

From the Yard

- Weeds
- Diseased plants
- Large branches, roots, etc
- Dog and cat waste
- Coal or charcoal ash
- Pesticide treated plants and yard trimmings



compost@kompostkids.com www.kompostkids.com





KITCHEN COMPOST GUIDE

What's In...

- Baked Goods, including Bread
- Shredded Non-Glossy Paper
- Fruit & Vegetable Scraps
- Coffee Grounds & Filters
- Paper Towels & Napkins
- · Rice, Grains, & Pasta
- Spent Tea Bags
- Eggshells

Receptacle Should Weigh No More Than 30 lbs Line Receptacle with Brown Paper Bag

What's Out...

- Fat, Grease, & Oils
- All Dairy Products
- Fish & Shellfish
- Egg Yolks
- All Meats
- Bones



Date	Contributor	# Receptacles	Total Weight (in lbs)	Weighed in (buckets or bags)	Bucket Contents	Bin Identifier	Brown Source Material	Volunteer Initials	Comments

