It’s estimated that businesses in the food and hospitality services sector throw away £10,000 worth of food waste a year.

Reducing food waste can therefore lead to significant financial as well as environmental savings.

The only way to reduce food waste is to measure it. The steps below will guide you through the process...

1. PLAN
   - The first step is to review your current waste disposal practices and choose dates which reflect normal operating conditions to run the audit
   - Next, appoint a food waste champion to drive the process and encourage the team to take part
   - Finally, select the location of your audit (e.g. kitchen, bar, front of house – you might want to cover some or all or these)

2. DO – Waste Audit 1 (3 days)
   - Set up three food waste bins, one for prep, one for spoilage, and one for plate waste
   - Train the team to separate waste accordingly
   - Each day, record the weight of each bin using handheld scales
   - Note down the weight and the number of covers on the Food Waste Tracking Sheet overleaf

3. REVIEW
   - Enter your data into the Food Waste Calculations Sheet to see your what proportion of your total waste is prep, spoilage and plate, your waste costs per cover and your annual waste costs
   - Analyse your results; think about where your waste comes from and what the biggest contributors are. You will find resources to help you with this on the FoodSave website

4. ACTION PLAN
   - Based on your results, plan actions to reduce food waste
   - Again, you’ll find loads of tips on how to reduce waste from businesses just like yours under the Resources section of the FoodSave website
   - Brainstorm ideas with the team and together set 5-10 waste goals to work towards

5. REPEAT THE PROCESS
   - Measure your food waste using the same process as before to see if it has reduced
   - You could repeat the process once a month, once a quarter, or once every six months
   - The key thing is to keep measuring regularly

6. REVIEW
   - Analyse your results to see if you have reduced the amount of food waste you are producing
   - Determine how effective your goals were and identify areas for future waste reduction
   - Plan your next steps

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**FOODWASTE DIY FOOD WASTE AUDIT**

**FoodSave** is a project helping London-based small to medium sized food businesses reduce food waste, put surplus food to good use and ensure that unavoidable food waste is managed more sustainably. If you’d like to know more, please visit [www.foodsave.org](http://www.foodsave.org) or contact the FoodSave team: email [foodsave@thesra.org](mailto:foodsave@thesra.org) or call us on 020 7479 4245

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**WASTE STREAMS**

Spoilage = Produce that has gone off, or has been contaminated, and is unusable
Prep = Food waste generated as part of the menu preparation and cooking process (e.g. veg and meat trimmings, cooking errors and prepped food that’s cooked but not served)
Plate = Prepared food that comes back from the customer
On each day of your two audits, record the weight of the three different bins and note this down in the table below. If you use more than one bin on a given day for any waste stream, record the weight of the second and third bins on the line below.

At the end of each audit, enter this data into the *Food Waste Calculations Sheet* to see your total waste per day and over the three day period, proportion of waste by waste stream, waste costs per cover and annual waste costs.

### FOOD WASTE TRACKING SHEET

<table>
<thead>
<tr>
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<th>DAY 1</th>
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<th>DAY 2</th>
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<th>DAY 3</th>
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</tr>
</thead>
<tbody>
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<td></td>
<td>SPOILAGE</td>
<td>PREP WASTE</td>
<td>PLATE WASTE</td>
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**FOOD WASTE TRACKING SHEET**