

# Memorandum of Understanding: Office Compost



## Participating in Office Composting

Participating in the office composting program is a way to earn points through the Waste and Recycling pillar of the Green Office Program. This guide outlines the options and presents a Memorandum of Understanding (MOU) for those interested in implementing composting in an AHEC-owned building.

**AHEC-Owned and Operated Buildings:** Composting is an opt-in office waste stream currently managed by our AHEC custodial team. Due to the full capacity of our custodial team, adding a new waste service (compost pickup) requires appropriate training to ensure a clean compost stream. Research suggests that when individuals have to bring their desk-side compost to a common area for disposal, they become more mindful of how they sort their waste. Properly sorting compost is of utmost importance to minimize contamination. This does not entail removing the desk-side compost bins; rather, individual employees are responsible for taking their desk-side compost bins to a common area for emptying. Regularly emptying compost bins is crucial to prevent odors and potential pest problems.

If all employees in your office adhere to sorting guidelines to maintain a clean compost stream, AHEC Custodial will collect one centrally located compost bin from your office's common space. **To activate this service, you must sign the MOU at the bottom of this sheet and return it to [GreenOffices@ahec.edu](mailto:GreenOffices@ahec.edu).** This ensures that all office members understand and agree to the guidelines and provides Custodial with a record of participating offices in the composting program.

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**Memorandum of Understanding:** This Memorandum of Understanding aims to outline the agreement between (office name) \_\_\_\_\_, AHEC Custodial, and the Auraria Sustainable Campus Program. By signing our names below, we, the employees working in \_\_\_\_\_ (Building and Room #), agree to empty and sort our compost into a common area receptacle. We commit to being diligent in this practice (it is recommended that you empty your receptacles 2-3 times per week, more often if needed) to prevent pest and odor issues. In exchange, we have placed a compost bin in a common area, which will be serviced by AHEC Custodial. If either party fails to uphold their end of this agreement (e.g., unserviced desk-side compost bins causing odor or pests, frequent contamination) more than two times, the agreement will need to be reevaluated and/or may result in termination. The ASCP encourages you to become acquainted with your building's custodian(s) to directly address these issues. Alternatively, any problems can be reported to the ASCP's Compost Operation Manager, Robbie Tepperberg. We are all part of the same One Auraria team and strive to collaborate in making this initiative successful and viable for everyone involved.

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## **Offices Without Common Areas/Sinks or Offices with Only *Partial* Enthusiasm for Compost:**

If your office does not have a common area (aka only has desk side), we will need to pursue a unique solution (i.e.: is there a compost bin elsewhere in your building you can add your compost to?). If your entire office won't agree to the MOU and there is a nearby receptacle, we can provide willing participants with small 1-gallon lidded containers and help you identify a nearby receptacle to dump your compost. Please reach out to [GreenOffices@ahec.edu](mailto:GreenOffices@ahec.edu) for guidance and troubleshooting.