

SOP: Food Waste Monitoring and Data Recording Procedures

This SOP details the **food waste monitoring and data recording procedures**, including systematic tracking of food waste generation, categorization of waste types, accurate data collection methods, regular analysis and reporting of waste trends, and implementation of reduction strategies. The goal is to optimize food resource management, minimize environmental impact, and improve operational efficiency through consistent monitoring and actionable data insights.

1. Purpose

To establish a standardized procedure for monitoring, recording, and analyzing food waste, enabling data-driven decision-making to reduce waste and improve operational efficiency.

2. Scope

This procedure applies to all staff involved in food preparation, service, and waste management within the facility.

3. Responsibilities

- **Kitchen Staff:** Collect, categorize, and weigh food waste accurately.
- **Supervisors/Managers:** Oversee data integrity, monitor compliance, and implement improvement actions.
- **Environmental/Quality Team:** Analyze data, generate trend reports, and recommend waste reduction strategies.

4. Procedure

- Food Waste Segregation and Collection**
 - Separate food waste from other waste streams at source (e.g., preparation, plate waste, spoilage).
 - Label collection bins clearly for each category: *Preparation waste, Plate waste, Spoilage*.
- Categorization of Waste**
 - Classify waste into categories (e.g., vegetable trimmings, expired ingredients, overproduction, customer returns).
- Measurement & Data Recording**
 - Weigh each waste category using a calibrated digital scale.
 - Record data promptly in the Food Waste Log Sheet (see sample table below), noting date, type, source, quantity, and reason if known.
- Data Review & Analysis**
 - Compile daily/weekly data and review for accuracy and completeness.
 - Analyze trends to identify areas for improvement or recurring issues.
- Reporting & Action**
 - Submit regular summary reports (weekly/monthly) to management.
 - Implement targeted reduction strategies based on findings.
 - Follow up on effectiveness of implemented actions.

5. Documentation

Date	Category	Source	Quantity (kg)	Reason/Notes	Initials
2024-06-12	Vegetable trimmings	Preparation area	2.5	Peelings/discards	JS
2024-06-12	Plate waste	Dining	1.5	Customer leftovers	AK

Maintain records for a minimum of **12 months** for reference and audits.

6. Review and Continuous Improvement

- Review the procedure annually or as required based on audit findings.

- Update forms or processes to address identified gaps or efficiency opportunities.
- Communicate updates and provide refresher training to all staff.

7. References

- Food Waste Log Sheet
- Environmental Management Policy
- Relevant local waste management regulations