

Food Scrap Composting at Community Gardens Pilot Project
Site Inspection Form

Community Garden	Representative contact:
Address	Phone number: Email:
Date of Inspection:	Inspector:
Time:	
Nature of Inspection (circle one): Initial/Site Routine Re-Inspection Requested Complaint	

	Yes	No	NA	Comments
Site Management				
Compost Site Manager designated?				
Compost Team established?				
Food Scrap Collection				
Sawdust or other carbon material used for cover				
Collection times posted?				
Participants informed of acceptable materials?				
Collection monitored by Compost Team volunteer(s)				
Are food scraps mixed into tumbler or bin within 2 hours after arrival?				

	Yes	No	NA	Comments
Site Layout				
<p><i>Set-backs</i></p> <p>From residences</p> <p>➤ Best Management Practices for site. <u>Recommended</u>—3-10 feet from side & back lot property lines & 10 feet from the front lot property line, particularly if abutting a residential building.</p> <p>Composting activities should be screened from view from the public and adjacent neighbors using plants, trellis or fencing. The compost activities must be carefully monitored so as to not be a neighborhood nuisance.</p>				
<p>From wells/potable water sources</p> <p>➤ Best Management Practices for site. The site should be operated in a manner which prevents leachate from draining near wells/potable water sources & through placement of bins/piles as far away as possible from water sources</p>				
<p>From water bodies</p> <p>➤ Best Management Practices for site. The site should be operated in a manner which prevents leachate from draining into water bodies, through placement of bins/piles as far away as possible from water bodies & floodplains, and through use of biofilters, swales, etc. around the compost area.</p>				
<p><i>Enclosure</i></p> <p>Is compost area fenced?</p>				
<p>Is fencing recommended?</p>				

<i>General</i>				
The composting area is clean & appears to be properly managed?				
Year-round access for composting?				
Water source nearby?				
<i>Carbon Materials Onsite</i>				
Adequate carbon materials onsite?				
Carbon materials stored appropriately?				

Signage (X)	Comments
<p><i>Place an X by the sign type that corresponds with the signage in place at the composting site.</i></p> <p>Acceptable materials Active composting Curing Finished compost</p>	

Composting Method (X)	Comments
<p data-bbox="92 180 604 326"><i>Place an X by the type listed which corresponds with the method of composting being used at the facility at the time of the inspection.</i></p> <p data-bbox="157 375 533 639"> Enclosed Tumbler Compost Bin(s) - commercial Compost Bin(s) - built Aerated piles Windrows Shed Other (Describe) </p>	

	Yes	No	NA	Comments
Management Records				
<p data-bbox="310 846 426 873"><i>Aeration</i></p> <p data-bbox="92 883 583 954">Are composting materials maintained under aerobic conditions at all times?</p>				
<p data-bbox="92 964 611 1036">Is there adequate turning or aeration of materials?</p>				
<p data-bbox="281 1083 455 1110"><i>Temperature</i></p> <p data-bbox="92 1120 564 1192">Temperature monitored & recorded during active composting phase?</p>				
<p data-bbox="92 1201 531 1229">Hot composting (PFRP) achieved?</p>				
<p data-bbox="239 1278 497 1305"><i>Tonnages Recorded</i></p> <p data-bbox="92 1315 300 1343">Log book set up</p>				
<p data-bbox="92 1354 548 1382">Food received weighed & recorded</p>				
<p data-bbox="92 1395 594 1422">Finished compost weighed & recorded</p>				

	Yes	No	NA	Comments
Issues				
Odors				
Vermin				
Drainage/Leachate				
Other (describe)				

Recommendations/Additional Observations (Attach photos, as appropriate):