

Community Scale Food Scrap Composting
Site Inspection Form

Site Name	Contact:				
	Phone number:				
	Email:				
Address	Town/Zip				
Date of Inspection:	Time:			Inspector:	
Nature of Inspection (circle one):	Initial/Site	Routine	Re-Inspection	Requested	Complaint

	Yes	No	N/A	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	N/A	Comments
Site Layout				
Set-backs				
<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 are ideally screened from view from the public & adjacent neighbors using plants, trellis or fencing. The compost activities must be carefully monitored so as to not be a 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>				
Enclosure				
Is compost area fenced?				
Is fencing recommended?				

	Yes	No	N/A	Comments
General				
The composting area is clean & appears to be properly managed				
Year-round access for composting				
Water source nearby				
Carbon Materials Onsite				
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><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>Enclosed Tumbler Compost Bin(s) - commercial Compost Bin(s) - built Aerated piles Windrows Shed Other (Describe):</p>	

	Yes	No	NA	Comments
Management Records				
<i>Aeration</i>				
Are composting materials maintained under aerobic conditions at all times?				
Is there adequate turning or aeration of materials?				
<i>Temperature</i>				
Temperature monitored & recorded during active composting phase?				
Hot composting (PFRP) achieved?				
<i>Tonnages Recorded</i>				
Log book set up				
Food received weighed & recorded				
Finished compost weighed & recorded				

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

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