



FOOD2SOIL COLLECTIVE MEMORANDUM OF UNDERSTANDING

1. PURPOSE

The purpose of the Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to Inika Small Earth's Project for promoting decentralized community scale composting.

Parties in this MOU are individuals (Residential Participants), businesses and growers interested in collaborating to transform food waste into social, environmental and economic goods for our communities. We are interested in source separating these materials which have intrinsic economic value, from the waste stream to create value added products that feed humans, animals and soil.

The Project is entitled Food2Soil ("F2S"). Inika Small Earth Inc., will serve as manager (the "Manager") of F2S. Food2Soil's primary focus is replenishing local soil by making compost from the vegetative scraps generated by our kitchens. This program is only for composting pre-consumer vegetative kitchen scraps. **NO MEAT, DAIRY, BONES, FATS OR GREASE. NO PLATE SCRAPS.**

2. RESIDENTIAL PARTICIPANTS

Individuals and households interested in composting their vegetative kitchen scraps can participate in the Project by paying a participation fee. The participation fee may vary based on drop-off location. See Attachment A - Fee Schedule for details on Participant dues.

It is Residential Participant's responsibility to:

- a) Bring vegetative kitchen scraps to their selected drop-off location.
- b) Empty their scraps into the centralized compostables collection container.
- c) Be responsible for washing/rinsing/lining their collection bucket (if applicable).
- d) Review information sent out by Manager from time to time on scrap collection, drop-off process or any other aspect of the program.

- e) Promptly correct any issues of contamination. Three strikes and participation in the project will be terminated without fee redemption.

It is Manager's responsibility to:

- f) Provide participant with a collection receptacle to collect kitchen scraps.
- g) Provide training videos and other materials to keep members informed on scrap collection, drop-off process or any other aspect of the program.
- h) Transport scraps to a compost hub for processing (if applicable).
- i) Compost the foodscraps.

Residential Participants may serve as a dropoff hub for their neighborhood. Manager will determine whether the home or apartment complex proposed by the Residential Participant(s) is suitable to be a dropoff hub for the larger community. Manager may offer incentives, such as, but not limited to, waiver of participation fees to Residential Participant(s) offering their property to serve as a dropoff hub.

3. BUSINESS PARTICIPANTS

Businesses interested in composting their vegetative kitchen scraps can join the Collective by paying a fee. The participation fee is based on the volume of foodscraps generated and may vary based on pick-up location. See Attachment A - Participation Fee Schedule for details on Participant dues.

It is Business Participant's responsibility to:

- a) Provide ongoing training to staff and set up a systematic protocol for source separation and collection for the vegetative kitchen scraps.
- b) Follow proper collection and contribution procedure.
 - o Contamination in stream (e.g. meat, dairy, grease, plastics and other disposable wares in the compostable stream), insanitary or unhygienic collection areas or containers (e.g. food scrap older than a week, food scraps strewn across the collection areas) will not be accepted.
 - o Scraps will be placed in bags or liners before being placed in centralized collection bins. **LOOSE FOODSCRAPS WILL NOT BE ACCEPTED.**
 - o Bags used to collect scraps cannot be larger than 10 gallons. The size of bags is important to protect technicians from injuries as they lift the bags out of carts and transfer the contents into the compost bays.

- o Manager will alert Business Participant immediately if any violations occur. Manager will work diligently with member and their staff to correct this situation. Manager reserves the right to terminate business's participation if these occurrences continue and are not resolved with a reasonable amount of effort and time.
- c) Place carts at the curbside for pickup on designated day and time.
- d) Provide a kitchen staff contact and cell phone so F2S can communicate via SMS/text message issues requiring urgent attention e.g. service delays or changes, contamination.
- e) Pay annual fees each year. Pay monthly dues before the 15th of each month.
- f) Ensure that carts are not lost or stolen. Business Participants will be charged a fee for lost/stolen carts.

4. COMMUNITY COMPOST HUBS

Public or private entities that own property or manage property can join the Project as a compost hub, subject to compliance with local land use codes. Space can be allocated for composting of vegetative kitchen scraps generated onsite, contributed by employees or contributed by members of the larger community. In addition to space, Community Compost Hubs will provide access to running water and work with the Manager in good faith to ensure that the program works well.

Manager may offer incentives, such as, but not limited to, free composting of plant material generated onsite, or, free composting of kitchen scraps contributed by garden members, or discounts on finished compost. Terms and conditions specific to the participation of each Community Compost Hub will be determined on a case by case basis.

It is Community Compost Hub's responsibility to:

- a) Provide convenient access to water.
- b) Provide access to toolshed (if applicable).
- c) Provide access to garden and compost area.
- d) Designate an area for delivery and storage of mulch and/or straw bales near the compost area.
- e) Inform Manager immediately in case there is any concern with the program or the conduct of the assigned hub manager.

It is the Manager's responsibility to:

- f) Assign a compost hub manager to manage all aspects of composting including collection, loading, turning and harvesting of compost.
- g) Provide all composting related equipment e.g. compost bins, thermometer, sifter etc. that is very specific to the compost project's success and optimum operation.
- h) Provide signage for the compost area.
- i) Secure the carbon rich material source, or "browns,"

5. AFFILIATE HUBS

From time to time the Project may bring in Affiliate Hubs, such as gardeners and farmers, who want to secure clean, source-separated scraps to make compost for their own use or feed animals. These collaborations are designed to foster community awareness and capacity to compost, promote a vocation for soil farming and provide an avenue for businesses and individuals to divert foodscraps away from the landfill to feed animals and soil. Terms and conditions specific to each of these Affiliate Hubs (if any) will be determined on a case by case basis.

It is Affiliate Hub's responsibility to:

- a) Feed animals/compost/process the scraps onsite, in a timely manner, diligently and responsibly, utilizing space, methods and resources available to them.
- b) Provide all materials and labor required to manage the processing of scraps, unless indicated otherwise. This includes all equipment required to feed animals, build and maintain composting systems, labor required to manage the feeding/composting process and the education and training related to soil farming.
- c) Abide by all state and local regulations related to composting and feeding animals. Food2Soil will not be held party to any animal health, public health or sanitation issues arising out of Affiliate Hub's participation.

Affiliate Hubs will have full access to information, designs and technological know-how from F2S on best practices related to composting.

Food2Soil reserves the right to terminate participation if scraps are not managed diligently and in a timely manner.

6. MANAGER

Participants hereby appoint Inika Small Earth, Inc. (Inika) as the Manager of this Project. In addition to the responsibilities stated above Inika will provide the following:

- a) oversight and management of the foodscraps collection, transportation and composting process, unless stated otherwise;
- b) hiring and training of compost technicians;
- c) maintaining accounts of dues, revenue from compost sales and expenses related to the activities of the Project;
- d) conduct education and community benefit events to further the purpose of replenishing soil, waste reduction and resource recovery;
- e) track diversion and waste footprint of Participants.

ATTACHMENT A

Fee Schedule for Residential Participants

a) \$10-\$15 per month, billed quarterly. Allows each member to dropoff upto 5 gallons of vegetative foodscraps at dropoff hub.

OR

b) Pay per use fee of \$5 per bucket brought to a community compost hub.

Residential Participant(s) offering their home or condominium complex as a dropoff hub for their neighborhood may receive a waiver of monthly participation fee, subject to discretion of Manager.

Fee Schedule for Business Participants

a) \$60 annual membership fee.

b) \$15 per cart per pickup billed monthly in advance. Payable by 15th of each month.

OR

\$10 per cart per pickup for members serving as dropoff hubs for their neighborhoods.

Billed monthly in advance. Payable by the 15th of each month.

c) \$80 per cart to replace missing or stolen carts.