

**TOWN OF MOUNTAIN VILLAGE  
GREEN TEAM COMMITTEE MEETING  
TUESDAY, FEBRUARY 11, 2020, 2:00 PM  
2ND FLOOR CONFERENCE ROOM, MOUNTAIN VILLAGE TOWN HALL  
455 MOUNTAIN VILLAGE BLVD, MOUNTAIN VILLAGE, COLORADO  
AGENDA**

Item	Time	Min	Presenter	Type	
1.	2:00		Jett		Call to Order
2.	2:00	5	Jett	Public Comment	Public Comment on Non-Agenda Items
3.	2:05	5	Lambert	Action	Approval of the January 14, 2020 Green Team Committee Meeting Minutes
4.	2:10	25	Committee	Executive Session	Executive Session for the Purpose of Negotiations Pursuant to C.R.S. 24-6-402(4)e
5.	2:35	15	Jett	Action	EAP Contract Review
6.	2:50	10	Jett	Discussion	Subcommittee Formation & Discussion
7.	3:00	5	Jett	Action	Appointment of Clean-Up Day Subcommittee Chair
8.	3:05	5	Jett	Discussion	Communication Plan
9.	3:10	5	Dohnal	Informational	Green Tips
10.	3:15	5	Johansson	Informational	Voluntary Single-Use Plastics Reduction Incentive Subcommittee Update
11.	3:20	5	Berry	Informational	Composting Subcommittee Update
12.	3:25	0	Jett	Informational	<p>Items for Consideration:</p> <ul style="list-style-type: none"> <li>A. Snowmelt options for Chondola walkways</li> <li>B. San Miguel Watershed Coalition Update</li> <li>C. Beaver Issue</li> <li>D. Finn Kjome to speak about Mountain Village water</li> <li>E. Adopt a Highway</li> <li>F. 2020 January – March: 1st Quarter Green Team Quarterly Report. Present in <b>APRIL</b></li> <li>G. 2020 April – June: 2<sup>nd</sup> Quarter Green Team Quarterly Report. Present in <b>JULY</b></li> <li>H. 2020 July – Sept: 3<sup>rd</sup> Quarter Green Team Quarterly Report. Present in <b>OCT</b></li> <li>I. 2020 Oct – Dec: 4<sup>th</sup> Quarter Green Team Quarterly Report. Present in <b>JAN</b></li> </ul>
13.	3:25	5	Jett	Informational	Other Business
14.	3:30		Jett		Adjourn

**TOWN OF MOUNTAIN VILLAGE  
MINUTES OF THE JANUARY 14, 2020  
GREEN TEAM MEETING **DRAFT****

Agenda Item 3

The meeting of the Green Team Committee was called to order by Jonathan Greenspan on Tuesday, January 14, 2020 at 2:03 p.m. in the Mountain Village Municipal Building, 455 Mountain Village Boulevard, Mountain Village, Colorado.

**Attendance:**

**The following Green Team Committee members were present:**

Cath Jett, Chair and Mountain Village Resident (by Google Hangouts and Phone)  
Jonathan Greenspan, Vice Chair and Mountain Village Resident  
Patrick Berry, Mountain Village Town Council  
Marti Prohaska, Mountain Village Town Council – Left at 3:00  
Mike Follen, At Large Member

**The following were also in attendance:**

Zoe Dohnal, Business Development & Sustainability Manager (Staff)  
Inga Johansson  
Kris Holstrom, San Miguel Country  
Tyler Schuyler, SMPA  
Wily Freeman, SMPA  
Kim Wheels, Eco Action Partners

**The following Green Team Committee members were absent:**

Jeff Proteau, Telluride Ski and Golf Company  
Heidi Stenhammer, Telluride Mountain Village Owner's Association  
Christina Lambert, Deputy Town Clerk (Staff)

**Consideration of Approval of Minutes:**

December 11, 2019 Special Green Team Committee Meeting Minutes

On a **MOTION** by Mike Follen and seconded by Jonathan Greenspan, the Green Team Committee voted unanimously to approve the December 11, 2019 meeting minutes as presented.

December 17, 2019 Regular Green Team Committee Meeting Minutes

On a **MOTION** by Mike Follen and seconded by Jonathan Greenspan, the Green Team Committee voted unanimously to approve the December 17, 2019 meeting minutes as presented.

**Discussion and Committee Follow Up/Next Steps:**

- Agenda Item 3- 2020 Work Plan- Develop, Discuss & Approve:

- **NEXT STEPS:** Zoe Dohnal presented this item to the committee and discussion took place.
- Committee **DIRECTED** staff to provide the past report from Deanna Drew showing snowmelt vs. shoveling.
- Discussion took place to in regard to amending the current workplan to include support for EcoAction Partners (EAP) regional efforts for 2020.
- On a **MOTION** by Patrick Berry and seconded by Marti Prohaska, the Green Team Committee voted by a majority 4-1 vote to approve the 2020 Work Plan as amended with the inclusion of EAP regional services.

➤ Agenda Item 4- Last Dollar Solar Garden Presentation:

- This item was discussed immediately following the approval of minutes. Kim Wheels had a scheduling conflict and needed to be moved up in the agenda.
- **NEXT STEPS:** Kim Wheels presented this item to the committee and discussion took place.
- Kim reviewed the REMP worksheet with the committee and discussed the solar farm program.

➤ Agenda Item 5- Approval of Recommended REMP Worksheet Amendment to go to Town Council:

- **NEXT STEPS:** Zoe Dohnal presented this item to the committee and discussion took place.
- On a **MOTION** by Marti Prohaska, and seconded by Mike Follen, the Green Team Committee voted unanimously to approve the REMP worksheet amendment as presented. The committee made the following recommendation to Town Council: To amend the Town of Mountain Village REMP worksheet to include an off-site solar purchase option utilizing the Last Dollar Solar Garden.

➤ Agenda Item 6- Community & Government Greenhouse Gas Report Update:

- **NEXT STEPS:** Zoe Dohnal presented this item to the committee and discussion took place.
- Staff have been working diligently with Lotus to gather data for the 2019 report and develop collection strategies.
- Committee **DIRECTED** staff to create an Ultipro code to help track GHG reporting efforts.

➤ Agenda Item 7- Farm to Community Update:

- **NEXT STEPS:** Zoe Dohnal presented this item to the committee and discussion took place.
- Zoe encouraged all team members to help spread the word that applications are open.

- Agenda Item 8- Voluntary Single-Use Plastics Reduction Incentive Subcommittee Update:
  - **NEXT STEPS:** Inga Johansson presented this item to the committee and discussion took place.
  - Inga and Johnathan were very enthusiastic about spreading the word on volunteers.
  - Johnathan updated on state level plastic bill.
  - Committee **DIRECTED** Staff to provide the volunteer training dates via outlook.
  
- Executive Session
  - At 2:55 the Committee entered into executive session.
  - Regular session continued at 3:00
  
- Agenda Item 9- Composted Subcommittee Update:
  - **NEXT STEPS:** Patrick Berry presented this item to the committee and discussion took place.
  - Machines are ready. Patrick is suggesting that if people do not provide data they will be invoiced for the full cost of the compost and scale. It was also suggested facilitating a compost communication for people who want to take/get rid of compost.
  - Committee **DIRECTED** staff to send out composting training dates.
  - Committee **DIRECTED** staff to ask Planning to use the logging site for people to put their compost.
  - Kris Holstrom mentioned that the school is starting a composting program as well.
  
- Agenda Item 10- Items for Consideration:
  - Biannual REMP Update from Michelle Haynes
  - Community Clean Up Day Subcommittee
  - Snowmelt options for Chondola walkways
  - Potential 2020 Conferences
  - San Miguel Watershed Coalition Update
  - Beaver Issue
  - Finn Kjome to speak to the committee about Mountain Village water
  - Piece of Art- to bring awareness of the Green Team Committee
  - Adopt a Highway
  - 2020 Jan – Mar: 1st Quarter Green Team Quarterly Report. Present in APRIL
  - 2020 April – June: 2nd Quarter Green Team Quarterly Report. Present in JULY
  - 2020 July – Sept: 3rd Quarter Green Team Quarterly Report. Present in OCT
  - 2020 Oct – Dec: 4th Quarter Green Team Quarterly Report. Present in JAN

**Other Business:**

- Friday, January 17 at 4:00 p.m. will be a sustainability presentation – Going Beyond Reducing our Carbon Footprint – San Miguel County Commissioner Meeting Room 333 W. Colorado Ave. 2<sup>nd</sup> Floor
- January 21, 2020 Koto is hosting a suitability talk and asked to have a GT representative present. Committee **DIRECTED** staff to forward the email to the committee. Anyone interested will email Zoe Dohnal by Friday, January 17 5:00 p.m.

There being no further business, on a **MOTION** by Johnathan Greenspan and seconded by Patrick Berry, the Green Team Committee voted unanimously to adjourn the meeting at 3:30 p.m.

**Reminder:**

The next Green Team Committee meeting will take place on Tuesday, February 11, 2020 at 2:00 p.m. in the Mountain Village Town Hall Conference Room.

Respectfully submitted,

Zoe Dohnal

Business Development & Sustainability Manager  
Town of Mountain Village

## **Professional Services Agreement Between the Town and Eco Action Partners 2020 Services**

This Professional Services Agreement is made and entered into this \_\_\_ day of January, 2020, by and between the Town of Mountain Village, a home rule municipality and political subdivision of the state of Colorado (the “Town”) and EcoAction Partners (the “Contractor”).

### **RECITALS**

1. The Town has an interest in supporting the update of the regional greenhouse gas emissions inventory (“GHG”), regional Sustainability Action Plan and other sustainability initiatives of the Sneffels Energy Board.
2. Contractor has expertise in managing a variety of regional sustainability programs and initiatives that will assist the Town of Mountain Village and the region in meeting established GHG reduction goals.
3. Contractor has the expertise and knowledge to assist the Town by analyzing specific GHG emissions reduction efforts for Town programs and operations.
4. The Town and Contractor enter into this agreement pursuant to the terms and conditions set forth herein.

**Now therefore**, in consideration of the mutual promises and conditions set forth herein, the parties agree as follows:

1. Contract Documents. The Contract Documents are defined as:
  - a. The Agreement
  - b. Contractor’s proposal (Exhibit A)

Any conflict between the Contract Documents shall be resolved in favor of this Agreement.

The Contractor acknowledges that it is fully familiar with all of the terms of the Contract Documents, the Agreement, and the conditions under which the contract work is to be performed.

2. Work. The Contractor agrees to perform Scope of Work as set forth below, which shall result in a variety of regional sustainability offerings that reduce energy and waste for the Mountain Village government and community. Contractor will also take input and guidance from the Mountain Village Green Team in the work established.
3. Scope of Work. Contractor shall:

- a. Update the comprehensive regional GHG inventory with 2019 data and guide the Sneffels Energy Board in updating the regional Sustainability Action Plan that includes actions for the Town. The Town is invited to participate in this process with at least one elected official and staff member. With support from these Town participants, Contractor shall present this Action Plan to the Town's Green Team at a regularly scheduled meeting within the 2020 calendar year.
- b. Provide Regional Programs for the Town of Mountain Village government and community including but not limited to:
  - Sneffels Energy Board coordination of meetings, notes and communication on GHG emissions reduction efforts; communication & sharing of information statewide
  - Engage Town businesses in EcoAction Partners' Green Business Certification Program, supporting businesses in reduction of their energy use & GHG emissions
  - Operate a Plastic Film Recycling Program with collection location(s) in Mountain Village (management of collection box and dropoff of plastic at Contractor offices to be coordinated between Contractor & Town)
  - Coordinate and operate the Greenlights LED Program
  - Continue to be a resource for information on Energy and Waste reduction efforts, initiatives, incentives and programs, for Town government, staff and community members; with communications via internet, emails, social media, telephone, and in person, as appropriate.
- c. Contractor will operate the following regional programs within the Town with funds that are not provided for in this contract: SMPA Income Qualified Program, SMPA Rebate & Trade Ally Programs, Truth or Dare School Program, Festival & Sunset Concert Series Compost / Recycling / Trash management.
- d. Contractor will update the Town's GHG calculations for the following programs.
  - Farm to Table Program
  - Gondola Operation
- e. Contractor will be a source of information and support for Town Staff within the guidelines of the services listed above. Other specific calculations and analyses requested by the Town will be negotiated as needed.
- f. Contractor will provide Quarterly updates to the Green Team to report on all services performed and programs operated.

4. Contract Price. The Town shall pay the Contractor a total not to exceed price for the completion of the Project (not including the Greenlights Program incentive funding budgeted for separately of \$2000) in the amount of Seventeen Thousand Nine Hundred and Thirty-five Dollars (\$17,935) (the Contract Price) in equal quarterly installments for the completion of the Scope of Work.
5. Time of Completion. The commencement date of the contract shall be January 1, 2020. The Contractor shall provide services within this contract through December 31, 2020.
6. Contractor's Default. If Contractor should default in performance of its work or should otherwise commit any act which causes delay to the Project, Contractor shall be liable for all losses, costs, expenses, liabilities and damages, including consequential damages and liquidated damages, sustained by the Owner or for which Contractor may be liable to any other party because of Contractor's default.
7. Liens. Contractor shall promptly pay all bills for labor and material performed and furnished by others in connection with the construction, furnishing and equipping of the improvements and performance of the Work. Provided that Contractor has been paid by Owner all sums (or the applicable portion thereof) due to Contractor pursuant to this Agreement. Colorado Statutes do not provide for any right of liens against public buildings. In lieu thereof C.R.S. 38-26-107 provides for adequate relief for any claimant.
8. Notice to Cure. If Contractor at any time refuses or neglects properly and diligently prosecute the work covered by this Agreement, or is otherwise guilty of a material breach of a provision of this Agreement, and fails within five (5) business days after receipt of written notice to commence and continue satisfactory correction of such default with diligence and promptness, then Owner, without prejudice to any rights or remedies, shall have the right to declare a default of this Agreement by Contract and proceed with any remedy available to the owner including contracting with another entity to perform the work.
9. Termination. If Contractor fails to commence and satisfactorily continue correction of a default within five (5) business days after receipt by Contractor of the notice issued under Section 14, then Owner may terminate Contractor's right to perform under this Agreement and use any materials, implements, equipment, appliances or tools furnished by or belonging to Owner or complete Contractor's work without any further compensation to Contractor for such use. In such case, Contractor shall be entitled to no further payment until the balance of Contractor's Work has been completed. At that time, all of the costs incurred by Owner in performing Subcontractor's Work, including a markup of fifteen percent (10%) for overhead and profit on such expense, plus actual attorneys' fees, shall be deducted from any monies due or to become due Contractor. Contractor shall be liable for the payment of any amount by which such expenses may exceed the unpaid balance of the Contract Price.



10. Termination for Convenience. Owner may at any time and for any reason terminate Contractor's services and work at Owner's convenience. Cancellation shall be by service of written notice to Contractor's place of business. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement, and shall, if requested, make every reasonable effort to procure cancellation of all existing orders or contracts upon terms satisfactory to Owner or, at the option of Owner, give Owner the right to assume those obligations directly, including all benefits to be derived therefrom. Contractor shall thereafter do only such work as may be necessary to preserve and protect the work already in progress and to protect material and equipment on the job site or in transit thereto. Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement, plus  
(2) such other costs actually incurred by Contractor and approved by Owner, plus (3) ten percent (10%) of the cost of the work referred to in items (1) and (2) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. In no event shall payment due hereunder exceed the amount due in relation to the percentage of completion of the Project.
11. Grounds for Withholding Payment. Owner may withhold or, on account of subsequently discovered evidence, nullify the whole or part of any payment to the extent necessary to protect Owner from loss, including costs and actual attorneys' fees, on account of (1) defective work not remedied; (2) claims filed or reasonable evidence indicating probable filing of claims by third parties; (3) failure of Contractor to make payments properly to its subcontractors or for material, labor or fringe benefits; (4) a reasonable doubt that this Agreement can be completed for the balance then unpaid; (5) damage to Owner; (6) penalties assessed against Contractor or Owner for failure of Contractor to comply with state, federal or local laws and regulations; or (7) any other ground for withholding payment allowed by state or federal law, or as otherwise provided in this Agreement. When the above matters are rectified, such amounts as then due and owing shall be paid or credited to Contractor.
12. Bankruptcy. In the event that Contractor declares bankruptcy, or any similar event such as the appointment of a receiver for Contractor or upon Contractor making an assignment for the benefit of creditors, or if Contractor seeks protection under the Bankruptcy Code or commits any other act of insolvency, Owner may, absent any applicable legal limitation, terminate this Agreement upon giving two (2) business days written notice, by certified mail, to Contractor, its trustee, and its surety, if any.
13. Indemnification. The Contractor agrees to indemnify, defend and hold harmless, the Owner, its partners, subsidiaries and affiliates, their respective agents, officers, directors, servants, employees, owners, successor and assigns of and from any and all liability, claims, liens,

demands, actions and causes of action whatsoever and including reasonable attorney's fees and costs arising out of or related to any loss, cost damage or injury, including death of any person or damage to property of any kind caused by the Contractor, its employees, agents suppliers or subcontractors, while engaged in any activity associated with the Project whether contractual or otherwise.

14. Risk of Loss. All work on the Project covered by this Agreement done on site or in preparing or delivering materials, excluding materials supplied by Owner under this Agreement or equipment, or any or all of them, to the site shall be at the risk of Contractor until the completed work is accepted by the Owner.

20. Insurance. Before any work at the site is started, Contractor shall deliver to TMV certificates of insurance (and other evidence of insurance or any additional insured TMV may reasonably request) which Contractor is required to purchase and maintain as set forth below:

1. Workers' Compensation and Employer's Liability as required by statute. Employer's Liability coverage is to be carried for a minimum limit of \$100,000 for each accident.
2. Automobile Liability for limits not less than \$500,000 combined single limit for bodily injury and property damage for each occurrence. Coverage shall include owned, non-owned and hired automobiles.
3. Commercial General Liability for limits not less than \$1,000,000 single limit for bodily injury and property damage for each occurrence and \$2,000,000 in aggregate. Coverage shall include blanket contractual, broad form property damage, products and completed operations Contractor's protective endorsements.
4. Contractor must include as additional insured's TMV, its agents, employees and assigns.

a. Policies are primary and non-contributory for all claims arising from Contractor's work

15. Compliance. The Contractor shall comply with all applicable safety precautions used in the industry or imposed by applicable laws and regulations in order to adequately protect the Project and avoid injury and damage to persons or property. The Contractor shall be solely responsible for any damage to persons or property resulting from Contractor's failure to exercise safety precautions, negligence or misconduct of Contractor or Contractor's employees, agents, subcontractors and suppliers. Contractor shall notify Owner within twenty-four (24) hours of the occurrence of any injury or property which may occur on the Project. Contractor accepts sole responsibility for providing a safe place to work for its employees, for adequacy of and required

use of all safety equipment and for full compliance with the any applicable laws and regulations.

16. Assignment. Contractor shall not, without the written consent of the Owner, assign or transfer any portion of this Agreement or the work required by this Agreement to a third party.
17. Public Contract for Services. The Contractor qualifies as a “contractor” pursuant to §8-17.5-101(2) C.R.S. and the Contractor hereby certifies that, as of the date hereof, the CONTRACTOR does not knowingly employ or contract with an illegal alien, and the CONTRACTOR has participated or attempted to participate in the “Basic Pilot Program” (as defined in §8-17.5-101(1), C.R.S.) in order to verify that the CONTRACTOR does not employ any illegal aliens. In compliance with §8-17.5-101(2) C.R.S., it is hereby agreed:
  - (a) The CONTRACTOR shall not knowingly employ or contract with an illegal alien to perform work described in this Agreement (defined as “Contractor Services” for the purpose of this section) or enter into a contract with a subcontractor that fails to certify to the CONTRACTOR that the subcontractor shall not knowingly employ or contract with an illegal alien to perform the Contractor Services.
  - (b) The CONTRACTOR has verified or attempted to verify through participation in the Basic Pilot Program that it does not employ any illegal aliens or shall apply to participate in the Basic Pilot Program every three months until the CONTRACTOR is accepted or until termination of this Agreement, whichever is earlier.
  - (c) The CONTRACTOR shall not use the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while performing the Contractor Services.
  - (d) If the CONTRACTOR obtains actual knowledge that a subcontractor performing Contractor Services knowingly employs or contracts with an illegal alien, the CONTRACTOR shall be required to: (i) notify the subcontractor and the CLIENT within three days that the CONTRACTOR has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and (ii) terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to subparagraph (i) the subcontractor does not stop employing or contracting with the illegal alien; except that the CONTRACTOR shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that he subcontractor has no knowingly employed or contracted with an illegal alien.
  - (e) The CONTRACTOR shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that such department is undertaking pursuant to §8-17.5-102(5) C.R.S.
18. Independent Contractor. Both parties expressly agree and acknowledge that Contractor is an independent contractor and this Agreement shall not be construed in any way to create any type

of employee/employer relationship, master/servant relationship, partnership or joint venture.

- 19. Costs and Attorney’s Fees. In the event of any dispute, including but not limited to litigation, arbitration or mediation, the prevailing party shall be entitled to receive all reasonable costs, including reasonable attorney’s fees.
- 20. Amendment. This Agreement shall only be amended by a writing signed by both parties. Verbal amendments shall not be valid under any circumstances.
- 21. Binding. This Agreement shall be binding upon and inure to the benefit of both parties successors and assigns.
- 22. Venue and Choice of Law. This Agreement shall be construed and interpreted according to the laws of the State of Colorado. The parties hereby consent to venue lying exclusively with the courts of San Miguel County, Colorado.
- 23. Complete Agreement. This Agreement represents the complete understanding of the parties regarding the subject matter of this agreement and supersedes any prior agreements, bids or understandings of the parties hereto.

Executed the date first written above:

**OWNER:  
TOWN OF MOUNTAIN VILLAGE:**

By: \_\_\_\_\_  
Kim Montgomery, Town Manager

Approved as to Form:

\_\_\_\_\_  
Jim Mahoney, Assistant Town Attorney

**ECO ACTION PARTNERS:**

By: \_\_\_\_\_  
\_\_\_\_\_, Authorized Agent

Exhibit A Scope of Work: MV Green Team budget with EcoAction Partners

<b>EcoAction Partners Proposed Contract Services for Mountain Village - 2020</b>	<b>Cost</b>
<p><b>These services are shared among regional governments:</b></p> <p>Regional 2019 GHG Inventory                      Regional GHG data sharing on EcoAP website</p> <p>Regional Energy &amp; Waste Resource Organization for Governments &amp; Community. Services include:</p> <ul style="list-style-type: none"> <li>a) Website with resources for community (including links to MV programs)</li> <li>b) Monthly email newsletters</li> <li>c) Telephone &amp; in-person support for community members on energy efficiency &amp; renewable energy resources &amp; financial incentives (incl: SMPA, Black Hills, state &amp; federal tax programs, C-PACE, &amp; MV)</li> <li>d) Recycling outreach information for region</li> <li>e) Participation &amp; leadership in sustainability-related regional events, forums, and meetings</li> </ul> <p>Sneffels Energy Board - coordination of meetings, notes, communication</p> <ul style="list-style-type: none"> <li>- Establishing Goals &amp; Action Plan beyond 2020</li> <li>- regional government elected official &amp; staff representation, SMPA staff, &amp; others collaborating regionally on GHG emissions reduction efforts</li> <li>- Sharing of statewide collaboration &amp; resources to assist with local / regional initiatives &amp; projects</li> </ul> <p>Green Business Certification Program</p> <ul style="list-style-type: none"> <li>- engaging businesses in reducing energy use &amp; GHG emissions</li> <li>- financial incentive support for energy efficiency &amp; renewable energy actions</li> <li>- engaging property management companies in reducing GHG emissions</li> </ul> <p>Plastic Film Recycling Program for #4 Plastics - MV location(s), outreach, tracking, coordination, pickup, etc.</p> <p>Greenlights LED Program Implementation</p>	<p><b>\$17,935</b></p>
<p><b>These services are specific to Mountain Village:</b></p> <p>Mountain Village Support</p> <p>Special GHG Project Calculations &amp; Consulting (specific items listed below based on 2018/19 requests)</p> <ul style="list-style-type: none"> <li>a) Farm to Table Program: calculate GHG emissions savings</li> <li>b) Update Gondola GHG offset calculation</li> </ul> <p><b>Program Funding:</b></p> <p>Greenlights Government Contribution for LED bulbs (allocated directly for participating residents &amp; businesses)</p>	<p><b>\$2,000</b></p>
<p><b>Mountain Village Green Team Proposed Total: (including Program Funding)</b></p>	<p><b>\$19,935</b></p>
<p><b>Optional - Potential additional fee-for-service projects for Mountain Village:</b></p> <ul style="list-style-type: none"> <li>- Special GHG Project Calculations &amp; Consulting (specific possible items listed below based on 2018 staff discussion, cost for each variable &amp; to be determined if analysis is desired)</li> </ul>	

- a) MV specific study on GHG emission comparison between snowmelt systems & shoveling / hauling
- b) Analysis of MV Solar Incentive Program
- c) Calculation of Solar HERS points tradeoff
- d) MV Waste contract data: Analyze & utilize annually collected data
- e) Regional calculation of the GHG benefits related to local affordable housing
- f) GHG Analysis of existing MV heat trace incentive program

Green Business Incentive Program (50% off up to \$200 per business for new or re-certification)

**Other EcoAction (or EcoAction-managed) Programs Serving Region, but not funded by MV Green Team Funds:**

- SMPA Income Qualified Weatherization Program
- SMPA Rebate & Trade Ally Programs
- Truth or Dare School Program
- Festival CRT Services
- Sunset Concert Services CRT (funded by TMVOA)
- Regional Building Energy Code Update & Implementation Support - (2019 funding for MV-specific REMP assistance through MV Planning & Building Department. TBD for 2020)



## 2020 Active Work Plan

*Budget: \$90,000*

*Current Budget Variance: \$10,665*

### 1. Community and Government greenhouse gas report and climate action plan.

Budget Allocation: *Services paid in 2019*

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – March	<ul style="list-style-type: none"> <li>● Develop a 2019 community-wide GHG emission inventory</li> <li>● Develop a 2019 government-wide GHG emission inventory</li> <li>● Develop an inventory management plan for staff</li> </ul>	TMV Staff and Lotus Eng.		
April-May	<ul style="list-style-type: none"> <li>● Create GHG emissions reduction targets inline with CC4CA, <a href="#">Mountain Village Zero Waste Plan</a>, and <a href="#">State HOUSE BILL 19-1261</a></li> <li>● Develop a business-as-usual GHG emissions forecast</li> </ul>			
May-July	<ul style="list-style-type: none"> <li>● Develop a Climate Action Plan</li> </ul>			
September – December	<ul style="list-style-type: none"> <li>● Evaluate outcomes and plan for 2021</li> </ul>			

### 2. Regional greenhouse gas report and programs

Budget Allocation: **\$19,935**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – December	<ul style="list-style-type: none"> <li>● Green Team &amp; Staff meetings to support the items below: preparation of items, participation and followup               <ul style="list-style-type: none"> <li>○ Special GHG Project Calculations &amp; Consulting (specific possible items listed below based on 2018 requests, ~10 hours each)                   <ul style="list-style-type: none"> <li>■ Update Gondola GHG offset calculation</li> </ul> </li> </ul> </li> </ul>	TMV Staff and EAP		

	<ul style="list-style-type: none"> <li>■ Farm to Table Program: calculate GHG emissions savings</li> <li>■ MV Waste contract data: Analyze &amp; ualize annually collected data</li> </ul>			
January - December	<ul style="list-style-type: none"> <li>● Develop a 2019 region-wide GHG emission inventory</li> <li>● Regional GHG data sharing on EcoAP website</li> <li>● Regional Energy &amp; Waste Resource Organization Services <ul style="list-style-type: none"> <li>○ Regional Energy &amp; Waste Resource Organization for Governments &amp; Community, including: <ul style="list-style-type: none"> <li>■ Website with resources for community (including links to MV programs)</li> <li>■ Monthly email newsletters</li> <li>■ Telephone &amp; in-person support for community members on energy efficiency &amp; renewable energy resources &amp; financial incentives (including: SMPA, Black Hills, state &amp; federal tax programs, C-PACE, &amp; Mountain Village programs)</li> <li>■ Recycling outreach information for region</li> <li>■ Participation in &amp; sharing of information from related regional events, forums, and meetings</li> </ul> </li> </ul> </li> <li>● Sneffels Energy Board - coordination of meetings, notes, communication <ul style="list-style-type: none"> <li>○ Establishing Goals &amp; Action Plan beyond 2020</li> <li>○ Regional government elected official &amp; staff representaTion, SMPA staff, &amp; others collaboraTing regionally on GHG emissions reduction efforts</li> <li>○ Sharing of statewide collaboration &amp; resources to</li> </ul> </li> </ul>			



	<p>assist with local / regional initiatives &amp; projects</p> <ul style="list-style-type: none"> <li>○ CDPHE Pollution Prevention Advisory Board Assistance Committee participation, which advises on directing</li> <li>○ RREO grant &amp; rebate funding for the state. ParAcipaAon brings the numerous grant and funding opportunities and waste reduction strategies to our region through the Sneffels Energy Board.</li> <li>● Green Business Certification Program <ul style="list-style-type: none"> <li>○ engaging businesses in reducing energy use &amp; GHG emissions</li> <li>○ financial incentive support for energy efficiency &amp; renewable energy actions</li> <li>○ engaging property management companies in reducing GHG emissions</li> </ul> </li> <li>● Plastic Film Recycling Program for #4 Plastics - MV location(s), outreach, tracking, coordination, pickup, etc.</li> </ul>			
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### 3. Mountain Village Clean-Up Day

Budget Allocation: **\$1,400**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – March	<ul style="list-style-type: none"> <li>● Create a plan with an established subcommittee</li> </ul>	Subcommittee Chair and subcommittee members		
April	<ul style="list-style-type: none"> <li>● Acquire permits, permission for alcohol, establish the date of the event.</li> <li>● Figure out accessibility for the Plaza location.</li> <li>● Have researched and chosen trash scale for events.</li> </ul>			
May – August	<ul style="list-style-type: none"> <li>● Market event</li> <li>● Define measurable outcomes</li> <li>● Acquire prizes and sponsors.</li> <li>● Settle all equipment details.</li> <li>● Prepare trash contest, and script for MC.</li> </ul>			
September – December	<ul style="list-style-type: none"> <li>● Evaluate outcomes and plan for 2020</li> </ul>			

Notes:

- What is the goal of this event? Is it to promote the Green Team? To coordinate with other entities' cleanup days
- Should electronics recycling be added?
- Should a multi-year plan be developed?

#### 4. Composting Program

Budget Allocation: **\$10,000**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – February	<ul style="list-style-type: none"> <li>• Work with <a href="#">Biocompet Composter</a> in creating a personal composter for the program.</li> <li>• Come up with a data-tracking system for waste mitigation.</li> <li>• Finalize application.</li> <li>• Create a marketing plan for a small focus group to the inaugural year.</li> <li>• Post application.</li> <li>• Develop an education plan to teach and guide recipients on how to use</li> <li>• If multi-unit composter is available, develop a plan for the HOA to manage and correctly use the system.</li> </ul>	Patrick Berry - <i>subcommittee chair</i> Heidi Stenhammer Jonathan Greenspan Mike Follen TMV Staff		
February – May	<ul style="list-style-type: none"> <li>• Develop a plan for use of the final product produced from the composter</li> </ul>			
May – December	<ul style="list-style-type: none"> <li>• Mitigate any issues</li> </ul>			
September	<ul style="list-style-type: none"> <li>• Evaluate Outcome – recommendations for 2020</li> </ul>			

#### 5. Voluntary Single-Use Plastics Resolution Implementation and Education

Budget Allocation: **\$3,000**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – March	<ul style="list-style-type: none"> <li>• Develop webpage for resolution and volunteers</li> <li>• Create a volunteer training and toolkit, a resolution brochure, and alternate distributors list.</li> <li>• Part one of outreach to begin 2nd week of January. Gather Data about distributors, and inventory to create a baseline.</li> <li>• Finalize conversion from voluntary to mandatory based on state level</li> <li>• Ordinance Vote</li> </ul>	Inga Johansson <i>subcommittee chair</i> Jeff Proteau Jonathan Greenspan Mike Follen TMV Staff		
April – December	<ul style="list-style-type: none"> <li>• Part two of outreach. Develop a certification process/incentive. Have business and patron toolkit and educational marketing material.</li> <li>• Finalize alternative distributor/product list.</li> </ul>			

June	<ul style="list-style-type: none"> <li>Change business licenses to have a paragraph that acknowledges the plastics ban</li> </ul>			
4th Quarter	<ul style="list-style-type: none"> <li>Evaluate Outcomes - recommendations for 2020</li> </ul>			

## 6. General Green Team Communication and Education

Budget Allocation: **\$3,000**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January – December	<ul style="list-style-type: none"> <li>Market all Sustainability and Green Team Initiatives.</li> </ul>	TMV Staff		

## 7. Green Tips

Each member will come up with two small items to be included on the Town website, Mayor’s Minute.

Tips need to be at least 100 words and information source must be provided emailed to [zdohnal@mtnvillage.org](mailto:zdohnal@mtnvillage.org)

Budget Allocation: **Communication channels will be free.**

Time Frame	Team Member(s)	Time Spent	Date Completed
January – February	<ul style="list-style-type: none"> <li>Marti</li> <li>Marti</li> </ul>		
March - April	<ul style="list-style-type: none"> <li>Heidi</li> <li>Heidi</li> </ul>		
May – June	<ul style="list-style-type: none"> <li>Cath</li> <li>Cath</li> </ul>	5 min 5 min	1/31/2020
July – August	<ul style="list-style-type: none"> <li></li> <li></li> </ul>		
September – October	<ul style="list-style-type: none"> <li></li> <li></li> </ul>		
November – December	<ul style="list-style-type: none"> <li></li> <li></li> </ul>		

## 8. [Farm to Community Program](#)

Budget Allocation: **\$40,000**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January	<ul style="list-style-type: none"> <li>Launch 2020 application and communication plan</li> </ul>	TMV Staff and GT distribution volunteers		
March – June	<ul style="list-style-type: none"> <li>finalize program contributions, budget and contracts with farming partners</li> <li>Process applications and payment</li> </ul>			
June-September	<ul style="list-style-type: none"> <li>Organize distribution and volunteers</li> </ul>			
October-December	<ul style="list-style-type: none"> <li>Evaluate outcome</li> </ul>			

## 9. Green Team Dues and Fees

Budget Allocation: **\$2,000**

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
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January-December	<ul style="list-style-type: none"> <li>Attend CC4CA meetings and communicate developments with GT and Council.</li> </ul>	TMV Staff		
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### 10. REMP Funds allocation

Budget Allocation: *There is no money allocated for this in the 2020 budget.*

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January-December	<ul style="list-style-type: none"> <li>Work with staff to update and monitor the REMP program</li> <li>Utilize annual REMP funds toward energy and GHG reduction initiatives.</li> </ul>			

### 11. Solar Rebate Initiative

Budget Allocation: *There is no money allocated for this in the 2020 budget.*

Time Frame	Action Item	Team Member(s)	Time Spent	Date Completed
January-December	<ul style="list-style-type: none"> <li>Look for funding for Wagner project</li> <li>Encourage offsite solar to offset snowmelt rather than paying Town REMP fees.</li> </ul>			

## Items for Consideration

Work towards a sustainable community

- Work with staff to update and monitor REMP program
- Prepare and discuss ideas for the Environment and Sustainability of the Mountain Village Master Plan.
- Review and discuss Mountain Village's efforts to carbon neutrality.
- Zero Waste Initiatives updates regarding regional approaches to reduce, repurpose, reuse and recycle specific waste streams to increase landfill diversion.
- Regional and local compost efforts and measurable on the carbon footprint.
- Quantitative data on recycling and waste for service contracts.
- Eliminate the use of most newsprint and be paperless.
- Help staff find alternative mechanized equipment that is less polluting and more efficient Such as vehicles, landscape equipment, and other related items.
- Review franchise fees with SMPA and Black Hills to offset green energy projects.
- Create a credit for large hotels that create energy systems that reduce their carbon footprint
- Update building codes to 2018. Draft created by staff prior to departure

Education of Green Team

- Continue to learn and examine about waste streams, recycling, repurposing and reduction processes locally, regionally, state wide, nationally and around the world. This include zero waste and impacts on composting and emissions impact.
- Discussions about invasive weeds and eradication and pesticides used. Consider hosting class with CSU extension office or other entity for local landscapers, home gardeners, and property owners - maybe not Green Team specific but open to community
- Drought impacts and run off issues related to extreme weather events
- Colorado parks and wildlife impacts and organizations
- Forest management and the impact to our community
- Memberships with professional organizations
- Attendance to educational conferences

Planet Over Plastics Initiative Update:

We have started the first phase of our outreach: collecting baseline data, informing establishments of the new resolution and establishing a positive collaborative relationship with the businesses. We have 14 eager and dedicated volunteers who will be carrying out surveys and meeting with businesses over the course of the next two months. The initial outreach has been broken up into higher priority in order to reach the busier businesses before the March Spring Break rush and so far, we are looking on track. We have a wonderful volunteer portal and a very organized outreach. We are looking to Green Team members to fill in gaps in the initial outreach and ask all of you to please sign up on our website so that we can assign businesses if needed. In addition, we are starting to compile an alternative distributor list and a price-point comparison and will need a LOT of support in this area. If anyone has any contacts or resources to help with this, please let us know! The goal is to be ready to carry out training, certifications, and pilot plastic-free community events by early summer.

Inga Johansson

Compost Update:

- The website is live with program and application details [townofmountainvillage.com/compost](http://townofmountainvillage.com/compost). Application attached
- Two applications have been submitted as of 2/6/20
  - Applicants must attend one of three trainings.
    - Current training dates are:
      - Friday, February 28, 5:30 – 6:30 p.m.
      - Tuesday, March 3, 5:30 – 6:30 p.m.
      - Wednesday, March 11, 5:30 – 6:30 p.m.
- VCA has an executed Owner/HOA letter on file for any VCA resident who applies.
- Training materials are being produced to provide clear direction to applicants on how to properly use the compost unit, in addition to the BioCompet instructions. Attached.
- Town is still working with Beyond Green, the producer of the BioCOMpet unit, to execute a contract for the purchase of the units.

Submitted (Office Use)	Item No	Submittal Requirements
	1.	<b>Application Form and Fee Acknowledgement Form.</b> Forms Completed Signed (Attached).
	2.	<b>Proof of Ownership.</b> Copy of current deed or title report on the effected property.
	3.	<b>Agency Letter.</b> If application is not submitted by the owner of the property, a letter of agency, signed by the property owner giving permission to a firm or person to submit the requested land use application (Attached).
	4.	<b>HOA Letter.</b> For placement of the personal composter on property that is owned in common by a homeowners association, the development application shall include: <ul style="list-style-type: none"> <li>A. A letter from the Homeowner’s Association (HOA) board giving permission for the application (Attached), and where a vote is required by the HOA governing documents, a copy of the proof of the vote and outcome of such vote.</li> <li>B. A copy of the HOA governing documents, including bylaws and declaration.</li> </ul>
	5.	<b>Application Narrative.</b> A short-written narrative of the application that outlines the request and how requirements will be met. The narrative should include a summary of how the application will meet the key requirements of the composting, and how they will commit to providing Town staff a food diversion weight report*. <p><i>*This helps calculate landfill diversion rates and Green House Gas reductions.</i></p>
	6.	<b>Site Plan.</b> A site plan showing all proposed compost location with an engineered scale of 1”=10’ to a maximum of 1” =30’ showing: <ul style="list-style-type: none"> <li>i. Compost Unit information and size (<b>BioCOMPet Unit - 20” x 12” x 20”</b>)</li> <li>ii. Unit location</li> <li>iii. Compost distribution area for curing</li> <li>iv. Scale location</li> </ul>
	7.	<b>Introduction and Letter of Acknowledgment</b> All applicants must participate in introduction to composting meeting and sign a letter of acknowledgment with a full understanding of the correct composting process and program requirements.

**Please return completed compost incentive application form to Zoe Dohnal: Town of Mountain Village, 455 Mountain Village Boulevard, Suite A, Mountain Village, CO, 81435. You may also deliver the form to Mountain Village Town Hall or email the form to [zdohnal@mtnvillage.org](mailto:zdohnal@mtnvillage.org).**

*\*The Colorado Department of Public Health and the Environment (CDPHE) exempts in-vessel composting units under 10 square feet from reporting requirements.*

## INDIVIDUAL COMPOSTING UNIT APPLICATION

### APPLICANT INFORMATION

Name:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	

Household Size: \_\_\_\_\_

### PROPERTY INFORMATION

Physical Address: \_\_\_\_\_

Are you the property:     OWNER     RENTER

Is your property managed by an HOA? \_\_\_\_\_

### OWNER INFORMATION \*If you are not the owner of your property

Property Owner:		E-mail Address:	
Mailing Address:		Phone:	
City:	State:	Zip Code:	

### DESCRIPTION OF REQUEST

**Unit Information:** *Please note if you are going to purchase compatible solar panels for the unit. For solar panel information please contact [info@bioDOGradablebags.com](mailto:info@bioDOGradablebags.com), (800) 983-7221*

*All participants will receive a BioCOMPet Unit - 20" x 12" x 20" and a scale.*

Planned Compost Location: \_\_\_\_\_

Planned Compost Curing Location: \_\_\_\_\_

Planned Scale Location: \_\_\_\_\_

Please select a date to attend and introduction to composting meeting.

Friday, February 28<sup>th</sup> 5:30 – 6:30 p.m.   
  Tuesday, March 3 5:30 – 6:30 p.m.   
  Wednesday, March 11 5:30 – 6:30 p.m.



**OWNER/APPLICANT  
ACKNOWLEDGEMENT  
OF RESPONSIBILITIES**

I, \_\_\_\_\_, the owner of Lot \_\_\_\_\_ (the "Property") hereby certify that the statements made by myself and my agents on this application are true and correct. I acknowledge that any misrepresentation of any information on the application submittal may be grounds for denial of the compost application or the imposition of penalties and/or fines pursuant to the Community Development Code. We agree to allow access to the proposed composting curing site at all times by members of Town staff, DRB and Town Council. We agree that if this request is approved, it is issued on the representations made in the compost application submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations or conditions of approval. By signing this acknowledgement, I understand and agree that I am responsible for the following:

- 1) Applicant will be required to attend an in-person training to go over proper composting procedures.
- 2) Applicant will be responsible for following procedures and properly curing compost.
- 3) Applicant is responsible for ensuring compost does not become a public nuisance due to smell or unsightliness nor a wildlife hazard.
- 4) Applicant will provide data of food weights prior to composting through an online form for at least 360 days.
- 5) The Town makes no representations or warranties as to the composing unit and the Applicant agrees to indemnify and hold harmless the Town from any and all liability associated with the applicants use of the composing unit. In the event the composting unit is damaged, defective or in any way unusable the Applicants sole remedy, if any, is through the manufacturer of the composing unit.

We further understand that I (we) are responsible for paying Town legal fees and other fees as set forth in the Community Development Code.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

**OWNER AGENT AUTHORIZATION FORM**

I have reviewed the application and hereby authorize (agent *name*) \_\_\_\_\_  
to be and to act as my designated representative and represent the individual composting unit application through  
all aspects of the application review process with the Town of Mountain Village.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)

**HOA APPROVAL LETTER**

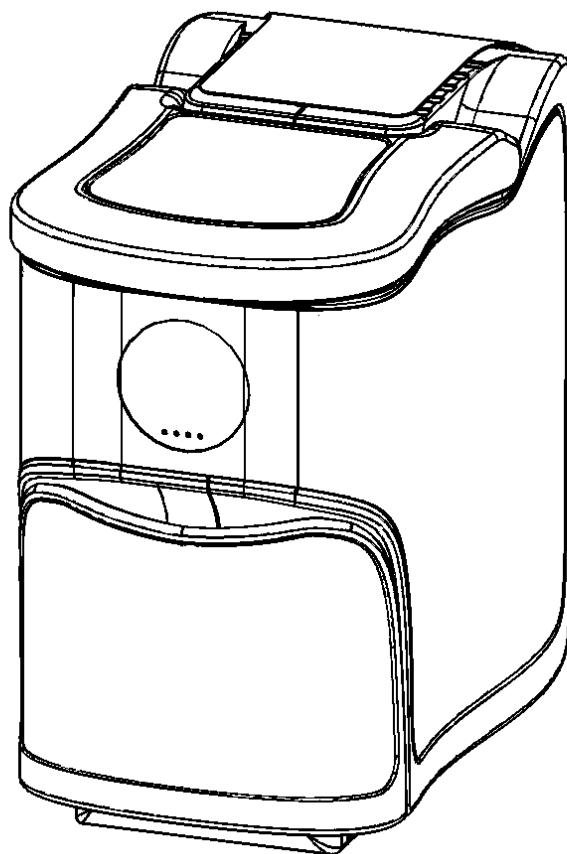
I, (*print name*) \_\_\_\_\_, the HOA president of property located at \_\_\_\_\_, provide this letter as written approval of the compost application dated \_\_\_\_\_ which have been submitted to the Town of Mountain Village for the proposed in-home compost unit at the address noted above. I understand that the proposed in-home compost unit include (*indicate below*):

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name)

bioCOMpet™  
PET WASTE COMPOSTER



Outdoor Composter  
[www.biodegradablebags.com](http://www.biodegradablebags.com)  
[info@biodegradablebags.com](mailto:info@biodegradablebags.com)

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FOR OUTDOOR USE

MADE IN THE USA.

SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE

## PRECAUTIONS

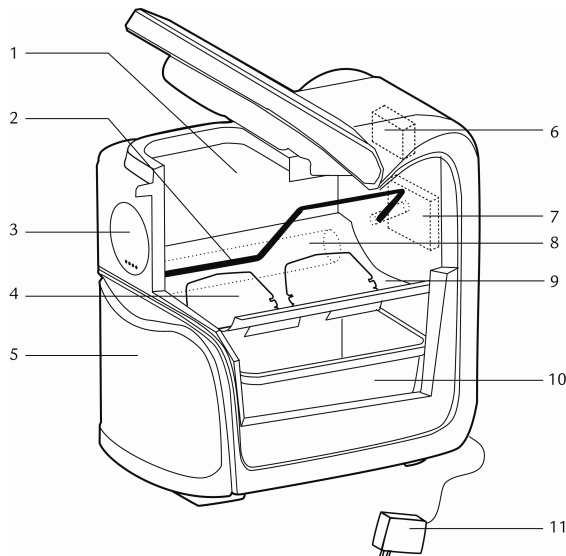
- **READ INSTRUCTIONS THOROUGHLY.** When directions are followed correctly, all finished compost can be used safely for home gardening and landscaping areas. We do not recommend using it on leaf, root or stem vegetables.
- The bioCOMPet composter can only be used **OUTDOORS ONLY**. It should be at least 100 feet from your home and living area. It needs shelter from the elements. We recommend purchasing our hot box to keep your unit protected. You could also keep it under a roof, tent, or construct an outdoor cabinet. Handling pet waste can be messy and dangerous, please follow the instructions to avoid serious harm.
- It is best to fill the upper mixing chamber ½ to ¾ filled than fill in the lower mixing chamber. **DO NOT** overload the mixing chamber by filling it all the way to the top as this may result in a jam or failed transfer.
- **Handle THE COMPOST CAREFULLY!** We encourage you to wear protective eye wear, cloth gloves, and wash hands after handling; **DO NOT EAT** and keep away from food & dishes. This compost can be used only on plants that you **do not eat**. Do not use this compost inside.

Do not unplug composter for more than twenty-four (24) hours or compost activity may decrease. If you wish to turn your unit off it is recommended that you complete the composting cycle in the upper mixing chamber. Then transfer

- the contents of the upper chamber into the lower cure tray and allow it to cure for 12 hours. After compost has been in the lower chamber for 12 hours then remove compost and place outside. It will continue to break down further. Then take your unit outside and clean it with a wet rag and allow it to dry out for 24-48 hours before storage.
- For outdoor use, protect the power supply from weather.
- Do not clean the mixing chamber. Never use soap or chemicals. These destroy compost cultures and can damage the machine.
- Odors mean inappropriate foods were added, or an imbalance destroyed the natural cultures. See TROUBLESHOOTING section.
- Do not let, pregnant women, children and pets near the composter.
- Fresh compost is very powerful. Apply to soil surface only, away from sensitive plant roots. See GARDENING WITH COMPOST.
- For best results, only use bioDOGradable bags, as many compostable bags do not provide a HOME COMPOSTABLE certification with biobased materials. This could cause jams as well as destroy compost due to their lack of disintegration in this environment.

## DIAGRAM OF UNIT

1. Mixing chamber
2. Mixing bar
3. Control panel
4. Flappers (2)
5. Cure Tray Door
6. Air pump (*hidden*)
7. Motor (*hidden*)
8. Air filter (*hidden*)
9. Divider
10. Cure tray
11. Power supply
12. Circle Power Supply Hole
13. Triangle air pump hole



## INTRODUCTION

Composting is the natural process of breaking down food into fertilizer. When food scrapes and pet waste are put into your composter to process the unit will accelerate heat, mixing and air flow essentially speeding up the process of composting 10 times over. Normal backyard composting takes 6 months but with our constant air flow, accelerated heat, and continued mixing it breaks it down within a matter of days. The reason our unit can break down pet waste is because we have added a custom heating component to this unit. In pet mode, the heat is between 140-160 degree's, in organic mode 120-140 degree's, and then vacation mode between 100-120 degrees and once the cultures are established the compost itself will create its own heat. To help the food scrapes and pet waste become compost you need an even amount of green and brown items. Green items such as meat, veggies, fruit when broken down creates water and you need the brown item (sawdust pellets) to dry up the moisture and create compost. For example, if you put a head of lettuce in your upper chamber it's going to create a lot of moisture and you need the sawdust pellets to absorb the moisture and help turn it into soil. Most pet waste is a little on the drier side so you may not need as many sawdust pellets as you would if you are using it with a lot of food scrapes.

## SETUP

- If you have questions about using your unit once you have read the instructions, please email [info@biogradablebags.com](mailto:info@biogradablebags.com)
- Included in your bioCOMpet shipment is a cure tray, power supply, 6 month of backing soda, 1 month supply of sawdust pellets, and a 45 pack of bioDOGradable pet waste bags.
- Remove power cord, baking soda, pellets from the cure tray inside the unit. (#10) and re-insert the cure tray back into unit and close the door tightly. (#5)
- Insert the power cord into the round hole in the back (#12) and plug into a wall outlet. You will notice a hum sound, and solid indicator light on the control panel.
- Position the unit 100 feet away from home and human access.
- Leave the unit plugged in at all times. You will hear the air pump humming almost all the time and the unit mixes automatically every few hours for several minutes.

- For OUTDOOR USE ONLY -See below for special instructions below

## START COMPOSTING

When you are ready to begin **Set to 'PET Mode'** and it is recommend keeping it in pet mode at all times. We recommend starting the unit up with organic waste during the initial startup process. This is going to heat up your unit and get your cultures established. We recommend filling the upper mixing chamber  $\frac{3}{4}$  of the way up and add an even amount of green and brown items and let it sit for 12 hours. The next day you can look into the mixing chamber. If the compost looks similar to soil then close the lid and leave for 24 hours. If the compost looks wet or has odors then add more pellets and leave for 24 hours. Continue to check on the compost in the upper chamber adding more pellets as need be. After the first 3-4 days if the compost in the upper mixing chamber looks like compost and seems to be a good consistency then your cultures are starting to become established. At the end of 7 days if the upper mixing chamber looks like soil you can transfer to the lower cure tray. With the initial set up your flappers may open and some items may fall to the lower cure tray. If this happens remove them from the lower tray and put them back in the upper mixing chamber. This may occur when the lower chamber is empty; once the lower chamber is full it won't allow items to fall to the bottom. Once you complete your first transfer then you can start to add your pet waste into the top mixing chamber. We do recommend putting some food or pet scraps in with the pet waste and bio bags to make a green and brown ratio. We DO RECOMMEND leaving your unit in PET MODE anytime there is pet waste in the upper mixing chamber as the pet waste needs to reach a temperature between 140-160 degrees to kill off bacteria and pathogens. After a few days, pet waste and food will become granular like soil, with steam and heat are in the upper chamber. Then continue to add waste any time, any day.

*>NOTE: Kitty Litter is also acceptable but should not contain any sort of fragrance or additives, as these could destroy the cultures.*



**See enclosed FOOD GUIDE  
for a list of foods**

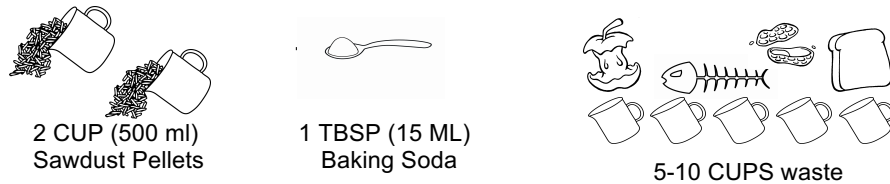
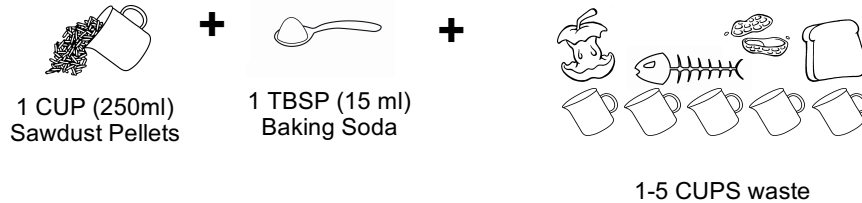
If you are adding pet waste and bio bags, add a small amount of pellets to help absorb liquid. The pet waste that is acceptable comes from small animals such as dogs, cats, hamsters, birds. This unit cannot accept large animal waste such as goats, horses, cows, and sheep. Litter is also acceptable but should not contain any sort of fragrance or additives as these could destroy the cultures.

- If you are adding food scraps smaller items compost faster. Cut food item 4 inch (10 cm) pieces or smaller.
- You can add meat, chicken, fish, eggs, and dairy products, due to the high temperatures inside the mixing chamber. Add extra sawdust pellets.
- Do not overload the mixing chamber or it will jam. Add a little food each day or several times per day, rather than a large amount of food all at once.
- It is important to keep the composter up to 100 feet from your home as you might experience some odors especially in the beginning. If you do experience odors it is best to add some extra pellets and baking soda and let the unit just sit and work through the composting process and regulate itself.
- Lemon, lime, orange, grapefruit, pineapple, and other acidic foods can kill the cultures; limit them to 2-3 small pieces per load, or add extra baking soda.
- Paper, liquid, pits, bones, corn cobs, husks, tough plant stems, etc., will not break down and can cause repeated jams.

## BALANCE COMPOST EVERY TIME

Composting is a natural process to recycle food into fertilizer. It takes time, and a little practice! To prevent odors, you must balance compost **every time** you add food scraps by adding sawdust pellets and baking soda. The **sawdust pellets** are a “brown” item necessary to balance the carbon-nitrogen ratio of “green” pet waste and food waste, it helps absorb water, eliminates odors and helps break down nitrogen rich pet waste. **Baking soda** aids in the balances food acidity. The basic measurement that you can use is for every 2 parts pet waste you add, additional add 1 part sawdust pellets. For example, if you add 2 cups of pet or food waste, then add 1 cup of pellets.

### BALANCE Compost EVERY TIME you add food:

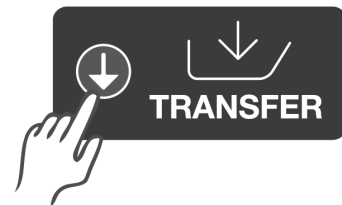


## TRANSFER COMPOST

Transfer compost down to the tray every 1-3 weeks, when compost looks like soil. Wait until the mixing chamber is at least half full, but before it is completely full or overloaded as it may jam. It will continue to compost in the tray.

When you push the TRANSFER button, the motor will mix the compost one last time for a few minutes. Then it will reverse direction to open the flappers. The compost will fall down to the tray below, where it will continue to compost until you remove it. Finally, the motor will reverse again to close the flappers. The entire process lasts about 20 minutes.

- Try not to add waste to the mixing chamber for 12 hours before a transfer. New waste needs time to mix in.
- A good time to transfer is after a weekend away or just before preparing a big meal.
- Some compost remains in the mixing chamber to “activate” the next batch.
- Some compost may leak down to the tray before you press TRANSFER. This is normal, and not a problem. Just leave it there.



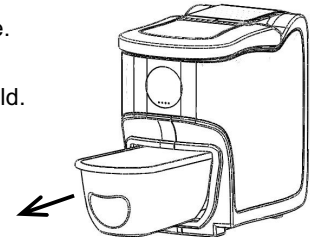


## REMOVE FINISHED COMPOST


Leave compost in the tray as long as possible to cure and dry. Check the tray just before each transfer. Empty it if half full or more. Fresh compost attracts earthworms and beneficial insects, so be sure to deposit it outdoors.

THE FIRST BATCH may be very wet and lumpy because the compost cultures are not yet established. Discard the first batch.

- The area under the tray may contain some stray compost.  
Clean this area. Reinsert the tray quickly to prevent more compost from falling there.
- Close the door tightly. Resume normal use or initiate a transfer if ready.
- See TROUBLESHOOTING section if compost is wet, dry, lumpy, or has odors or mold.  
All of these can be improved with practice.
- You can use the compost outdoors right away, or store outdoors for later use.  
See GARDENING WITH COMPOST.
- Do not cover fresh compost for prolonged periods – it needs fresh air to breathe.
- Rain, snow, dry, wet, hot, or freezing cold storage locations are ok.




## ADJUST POWER SETTING

Press the  button to adjust the power setting which varies the timing of mixing, air flow, and temperature. Higher power works faster, but you should make sure to not dry out your compost.

- **PET MODE** is best for normal every day usage and large quantities of food, tough or wet foods, or if you experience odors, wetness, or lumpy compost.
- **ORGANIC MODE** is ideal if you are not adding new material every day.
- **VACATION** is best for if you are away for the weekend or on vacation and want to cure waste.



## CLEARING A JAM

1. In the rare event that the jam light comes on, just wait 24 hours. The unit will attempt to clear the jam automatically, and it is usually successful.
2. If the jam light stays on for more than 24 hours, remove the jammed material from the mixing chamber. Usually it is a large, hard, or fibrous item, or a wad of tough material. The unit may just be overloaded – remove some material. Press the  button to try mixing again and resume normal operation.
3. In the future, avoid whatever jammed or cut it smaller. DO NOT overload. See Food Guide (included).

## OUTDOOR USE


- Freezing outdoor winters are ok. Warm locations up to 120°F (50°C) produce compost faster. Please place under coverage such as an awning or under shelter.
- Protect power supply from weather. We recommend an “in-use” electrical outlet cover, available at most hardware stores. Otherwise, keep the power supply covered or indoors.



*In-use electrical outlet cover*


## TROUBLESHOOTING

Healthy compost is spongy, moist, and granular, with a mild “earthy” aroma of damp wool, mushrooms, parmesan cheese, or coffee. It should look like healthy soil. Steam and heat rising are good signs. Here are some common problems:

Problem	Solutions
<b>Transfers too soon</b>	Some compost will leak down to the lower tray, especially in the first batch. This is normal and not a problem just put back up top.
<b>Won't Transfer or Jams often</b>	Repeat the transfer. Hard, large, fibrous, or stringy items can cause problems – try to remove them. An overloaded mixing chamber can also cause this problem – remove some material.
<b>Strong Odors</b>	You may experience some odors especially in the beginning while the cultures are being established. Make sure your unit is in PET MODE and if compost is wet add more pellets and baking soda and leave for 24 hours. Repeat if necessary. If the mixing chamber is filled to high the unit cannot get oxygen properly via mixing and the air pump and filter as well. Please make sure you don't over fill the unit.
<b>Sour, Sharp, or Ammonia Odors</b>	These odors indicate too many green items to balance compost with more pellets and baking soda, wait 24 hours. Pet waste may require extra pellets.
<b>Wine aroma</b>	Sometimes compost can smell like wine. This is normal. The aroma should go away in a few days. Use PET MODE
<b>Wet Compost</b>	Add more pellets; increase power setting; leave food in mixing chamber for a few more days. Do not add liquids. Wet food; require extra pellets to soak up the moisture.
<b>Dry Compost</b>	Add more to the upper chamber or fewer pellets reduce power setting; transfer sooner before compost dries out.
<b>Lumpy Compost</b>	Cut foods smaller; avoid hard, stringy, and fibrous items; leave food in the mixing chamber for a few more days; increase power setting. In severe cases, lumpy compost will not transfer down.
<b>Mold</b>	Mold is generally harmless. It is usually caused by excess moisture. See “Wet Compost” above.
<b>Lid pops open</b>	An overloaded mixing chamber can pop the lid open, releasing heat and odors. Transfer compost sooner. Do not overload.
<b>No heat, air pump, mixing, or power.</b>	Change power to LOW and then HIGH. Check that the power cord is firmly connected to the ROUND hole on the back of the machine, and plugged into a working wall outlet. Reset the unit by holding the  button for 5 seconds until all lights blink. If there is still no light on the control panel, contact customer service

## RESET, CLEANING, MAINTENANCE

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- At any time, you can “reset” the unit: hold the  button for 5 seconds. All lights will turn on briefly.
- Remove any stray compost from the seals on the lid and door, and discard any stray compost or liquid from under or behind the tray.
- Wipe the exterior of the machine with a wet cloth or sponge.
- Never use soaps, sprays, or chemicals. DO NOT clean the mixing chamber.
- Rinse the tray when you empty the compost.
- Remove any stringy or fibrous material that remains in the mixing chamber after several transfers.
- The air filter should last a lifetime. It is deep inside, and is not accessible.

## PET WASTE TIPS

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Manure has been used as fertilizer for many centuries. The bioCOMpet Pet Waste Composter can safely compost pet waste and most kitty litter, along with our patented bioDOGradable Bags. Internal temperatures reach or exceed 160F (60C), which eliminate harmful bacteria such as E.Coli and Salmonella, therefore the compost can be safely used for home gardening purposes. Please follow these safety guidelines:

- First gain experience using your composter for several weeks, with food only,
- Always use caution when handling pet waste. Wash hands after handling.
- Be sure your pet is healthy and disease free.
- Pregnant women should never handle cat droppings due to toxoplasmosis risk.
- Keep your composter OUTDOORS and in PET MODE to avoid issues.
- Pet droppings are generally “green” waste, so balance with sawdust pellets.
- Do not use resulting compost near edible plants, do not use on indoor plants.
- Do not attempt to compost pet hair or fur. They will jam.
- Kitty litter and cage beddings: read ingredients list or contact the manufacturer to determine if it is safe and chemical free. Organic or biodegradable products are best. Test just a small amount first. Most kitty litter is “brown” material.
- The bioDOG bags take about 7-14 days to breakdown. If you do a transfer and you see some of your bioDOG bags may not fully compost just leave them. It is fine and they will continue to breakdown in the lower cure chamber.

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SÓLO PARA USO DOMÉSTICO -- DENTRO O FUERA DE LA CASA

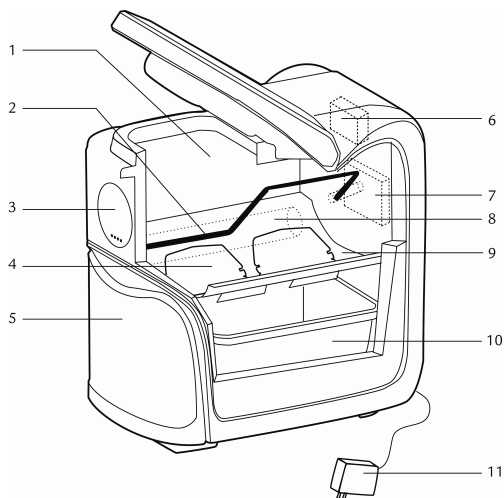
PATENTE EN TRÁMITE. FABRICADO EN USA.

CONSERVE ESTAS INSTRUCCIONES PARA REFERENCIA FUTURA

## PRECAUCIONES

- LEA LAS INSTRUCCIONES DETENIDAMENTE.
- NO sobrecargue la cámara mezcladora porque se pueden producir atascos o puede fallar la transferencia.
- La cámara mezcladora puede estar CALIENTE, especialmente el separador de metal que está en el fondo. No toque en forma directa - use un objeto sin punta, por ej., una cuchara, si fuera necesario.
- En raras ocasiones, se pueden producir goteos o derrames desde el aparato. Proteja el suelo cuando sea necesario con una bandeja de plástico u otro medio de protección. No coloque el compostador sobre alfombras o pisos de madera u otro material sin sellar ya que se pueden dañar.
- Trate el compost como si estuviera trabajando la tierra; lávese las manos después de estar en contacto con el compost; no coma; manténgalo alejado de los alimentos y las vajillas. Lave los alimentos provenientes de la huerta antes de ingerirlos.
- No desenchufe el aparato por más de veinticuatro (24) horas seguidas porque la actividad del compost puede disminuir.
- En el caso de usar el compostador afuera, proteja la fuente de energía del clima. Recomendamos usar una tapa protectora de tomacorriente. Ver "USO EXTERNO".
- No limpie la cámara mezcladora. No use jabón ni productos químicos ya que destruyen los cultivos del compost y pueden dañar el aparato.
- La presencia de olores significa que se agregaron alimentos inadecuados o que el desequilibrio destruyó los cultivos naturales. Ver "SOLUCION DE PROBLEMAS".
- Controle a los niños y a las mascotas cuando están cerca del compost fresco.
- El compost fresco es muy potente. Aplíquelo sólo a la superficie de la tierra lejos de las raíces de las plantas delicadas. Ver REALIZAR JARDINERÍA CON COMPOST.

1. Cámara mezcladora
2. Barra mezcladora
3. Panel de control
4. Aletas (2)
5. Puerta
6. Bomba de aire (*oculta*)
7. Motor (*oculto*)
8. Filtro de aire (*oculto*)
9. Separador
10. Bandeja
11. Fuente de energía



## INSTALACION Y MONTAJE

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- Quite el cable de alimentación y los pellets de la bandeja que está adentro del aparato.
- Coloque otra vez la bandeja en el aparato y cierre bien la puerta.
- No coloque el compostador sobre alfombras, pisos de madera u otro material sin sellar ya que se pueden dañar. Colóquelo sobre una bandeja de plástico u otro medio de protección.
- Introduzca el cable de alimentación en el orificio de atrás. Enchúfelo a un tomacorriente. Se debería escuchar un zumbido y encender una luz en el panel de control.
- Mantenga el compostador siempre enchufado. Escuchará el motor mezclar automáticamente cada tantas horas. Se volverá muy silencioso en unas horas.
- Use el compostador adentro o afuera. Ver a continuación las instrucciones especiales para el uso externo.
- Se puede instalar en la mayoría de los muebles de cocina. Ver [biodegradablebags.com](http://biodegradablebags.com) para consultar por información sobre el kit de instalación de mueble.
- Coloque la parte posterior del aparato a una distancia de por lo menos 1 pulgada (2,5cm) de la pared.

## USO EXTERNO

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- Se aceptan las temperaturas exteriores bajo cero. En los sitios calurosos de hasta 120°F (50°C) se produce compost más rápido. Ni la lluvia ni la nieve dañarán el aparato.
- Proteja la fuente de energía del clima. Se recomienda usar una tapa protectora de tomacorriente, que se puede adquirir en la mayoría de las ferreterías. De lo contrario, proteja la fuente de energía o manténgala adentro.



Tapa protectora de tomacorriente

## AGREGAR ALIMENTOS

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La primera semana llene la cámara mezcladora sólo hasta la mitad, dando tiempo a los cultivos para que se desarrollen. Use la potencia HIGH. Equilibre con pellets (ver a continuación).

Después de la primera semana, agregue alimentos en cualquier momento, cualquier día. La mezcladora y la bomba de aire se activarán en forma periódica. En unos días los alimentos comenzarán a parecer compost con apariencia granular y húmedo como la tierra saludable. ¡El vapor y el calor son buenas señales!



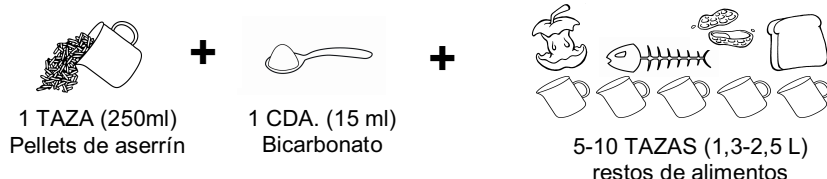
### **Ver el listado de alimentos en la GUIA DE ALIMENTOS adjunta**

- Los elementos más pequeños se compostan más rápido. Corte los alimentos en trozos de 4 pulgadas (10 cm) o menos.
- Puede agregar carne, pollo, pescado, huevos y lácteos debido a la presencia de altas temperaturas en el interior de la cámara mezcladora. Agregue más pellets de aserrín.
- No sobrecargue la cámara mezcladora o se producirán atascos. Agregue pocos alimentos por día o varias veces al día en lugar de una gran cantidad de una vez.
- Brócoli, coliflor, repollo, col, repollito de Bruselas, mostaza oriental y otros vegetales *Brassica*: producen fuertes olores, inclusive en pequeñas cantidades. Evítelos o mantenga el compostador afuera.
- Limón, lima, naranja, uvas, ananá y otros alimentos ácidos pueden matar los cultivos; límitelos a 2-3 trocitos por carga o agregue más bicarbonato de sodio.
- Papel, líquido, carozos, huesos, mazorcas de maíz, cáscaras, tallos duros, etc., no se romperán y pueden causar repetidos atascos.

## EQUILIBRAR EL COMPOST

El compostaje es un proceso natural para transformar los alimentos en fertilizante. ¡Requiere tiempo y un poco de práctica! Para evitar olores, equilibre el compost *cada vez* que agregue alimentos. El **aserrín** es un elemento "marrón" necesario para equilibrar la relación carbono-nitrógeno de los desechos alimenticios "verdes". La carne y los alimentos húmedos como lechuga, durazno, tomate, melón y sandía necesitan más pellets. El **bicarbonato de sodio** equilibra la acidez de los alimentos.

### **EQUILIBRE el compost CADA VEZ que agregue alimentos:**

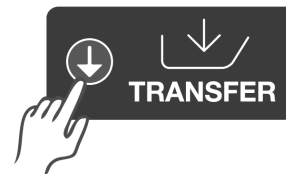


## TRANSFERIR EL COMPOST

Transfiera el compost a la bandeja cada 1-3 semanas, cuando tenga apariencia de tierra. Espere hasta que la cámara mezcladora esté medio llena, pero antes de que esté completamente llena o sobrecargada porque se pueden producir atascos. Se continuará el compostaje en la bandeja.

Después de presionar el botón TRANSFER, el motor mezclará el compost unos minutos por última vez. Posteriormente cambiará la dirección para abrir las aletas. El compost caerá a la bandeja de abajo, donde continuará el compostaje hasta el momento de sacarlo. Finalmente, el motor se invertirá otra vez para cerrar las aletas. El proceso completo dura aproximadamente 20 minutos.

- Trate de no agregar alimentos a la cámara mezcladora por 8 horas antes de una transferencia. Los alimentos nuevos necesitan tiempo para mezclarse. Se puede usar la característica "Transferencia retardada" manteniendo presionado el botón "transfer" por 5 segundos: la luz de transferencia parpadea y la misma comenzará automáticamente en 8 horas.
- Un buen momento para transferir es después de un fin de semana afuera o justo antes de preparar una comida.
- Parte del compost permanece en la cámara mezcladora para "activar" el próximo lote.
- Parte del compost puede derramarse en la bandeja antes de presionar TRANSFER. Esto es normal y no significa que haya un problema.

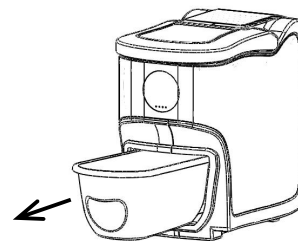


## EXTRAER EL COMPOST TERMINADO


Deje el compost en la bandeja tanto tiempo como sea posible para su curación y secado. Revise la bandeja antes de cada transferencia. Vacíela si está por la mitad o más. El compost fresco atrae lombrices e insectos beneficiosos así que asegúrese de dejarlo al aire libre.

EL PRIMER LOTE puede estar muy mojado y ácido porque los cultivos aún no están totalmente establecidos. Descarte el primer lote si está muy mojado.

- La parte de abajo de la bandeja puede tener compost derramado. Limpie y coloque rápidamente la bandeja para evitar que el compost caiga.
- Cierre bien la puerta. Reanude el funcionamiento normal o comience una transferencia si está listo.
- Ver la sección SOLUCION DE PROBLEMAS si el compost está húmedo, seco, grumoso o tiene olor o moho, lo cual puede mejorarse con la práctica.
- Puede usar el compost al aire libre en forma inmediata o conservarlo afuera para usarlo después. Ver REALIZAR JARDINERIA CON COMPOST.
- No cubra el compost fresco por largos períodos; necesita aire fresco para respirar.
- Se puede conservar en lugares calurosos, muy fríos, húmedos, secos, con lluvia o nieve.




## AJUSTAR LA POTENCIA

Presione el botón  para ajustar la potencia que varía la regulación del mezclado, flujo de aire y temperatura. La potencia más alta actúa más rápido, pero puede secar el compost. La potencia más baja reduce el ruido, el consumo de energía y el uso.

- **HIGH** es mejor para el inicio, grandes cantidades de alimentos, alimentos duros o húmedos o si hay olores, humedad, o compost grumoso. Primero pruebe esta modalidad.
- **MEDIUM** es ideal para la mayor parte del compostaje doméstico. Use esta modalidad si el compost se seca en la modalidad High.
- **LOW** es mejor para cantidades pequeñas de alimentos, si se va de vacaciones o si el compost está seco o tiene polvo en la modalidad Medium.



## DESTRABAR ATASCOS


1. En el caso eventual que se encienda la luz de atasco, sólo espere 24 horas. El compostador intenta destrabar el atasco en forma automática y, por lo general, lo logra.
2. Si la luz de atasco permanece por más de 24 horas, quite el material atascado de la cámara mezcladora. Por lo general, se trata de un elemento grande, duro o fibroso o un montón de material resistente. El aparato puede estar sólo sobrecargado, en cuyo caso quite parte del material. Presione el botón  para intentar mezclar nuevamente y reanudar el funcionamiento normal.
3. En el futuro, evite los atascos o corte elementos más pequeños. NO sobrecargue.

## REALIZAR JARDINERÍA CON COMPOST

- El compost fresco está listo para ser usado en el exterior, pero no en el interior porque todavía está "activo" y puede atraer lombrices e insectos beneficiosos y puede tener un fuerte aroma a tierra. Para usar el compost adentro de la casa, primero debe curarlo y secarlo afuera por varios días o semanas. Sólo déjelo amontonado o en un recipiente abierto para que se airee. La lluvia, la nieve, los lugares secos, húmedos, calurosos o muy fríos no dañarán el compost.
- El compost fresco es muy potente. Para obtener un efecto gradual, esparza el compost sólo sobre las plantas que están en la superficie de la tierra, como el humus. El riego en forma gradual lleva nutrientes a la tierra. Revolver la tierra según la estación también mezcla los nutrientes.
- Una bandeja es suficiente para 10-40 pies<sup>2</sup> (1-4 m<sup>2</sup>) de césped o plantas de jardín, aplicada una a cuatro veces por año.
- Consulte con un experto en jardinería o en instructivos sobre plantas acerca de las plantas específicas, el suelo, y las condiciones de crecimiento.
- Use un desplantador de mano para separar las matas. Quite los elementos no compostados y trate de evitarlos en el futuro.

## SOLUCIÓN DE PROBLEMAS


El compost sano es esponjoso, húmedo y granular y tiene un suave aroma a “tierra” de lana húmeda, hongos, queso parmesano o café. Debería asemejarse a tierra saludable. La aparición de vapor y el aumento del calor son buenas señales. A continuación, se presentan algunos problemas frecuentes:

Problema	Soluciones
<b>Olores fuertes</b>	Brócoli, coliflor, repollo, col, repollito de Bruselas, mostaza oriental y otros vegetales <i>Brassica</i> : causan olores fuertes, incluso en pequeñas cantidades. Evitarlos o colocar el compostador afuera. No hay forma de reducir los olores a menos que se retiren del aparato: vaciar la bandeja, transferir y vaciar la bandeja por segunda vez.
<b>Olores ácidos, fuertes o a Amoníaco</b>	Equilibrar el compost con más pellets y bicarbonato de sodio, y esperar 24 horas. La carne requiere más pellets. El ácido del limón, lima, naranja, uva o ananá puede matar los cultivos; limitarlos a 2-3 trocitos por carga y agregar unas cucharadas más de bicarbonato para equilibrar la acidez. Si los olores persisten por 24 horas: vaciar la bandeja, transferir y vaciar la bandeja por segunda vez.
<b>Aroma a vino</b>	A veces el compost puede tener aroma a vino. Esto es normal y debería desaparecer en unos días. Aumentar la potencia a HIGH.
<b>Compost húmedo</b>	Agregar más pellets; aumentar la potencia; dejar los alimentos en la cámara mezcladora unos días más. No agregar líquidos. Los alimentos húmedos como lechuga, duraznos, tomates, melón o sandía, requieren más pellets para absorber la humedad.
<b>Compost seco</b>	Agregar menos pellets; añadir 1 taza (250ml) de agua corriente; reducir la potencia; transferir antes de que el compost se seque.
<b>Compost grumoso</b>	Cortar alimentos más pequeños; evitar elementos duros y fibrosos; dejarlos en la cámara mezcladora unos días más; aumentar la potencia. En casos graves, el compost grumoso no se transferirá.
<b>Moho</b>	El moho, generalmente, no es perjudicial y lo causa el exceso de humedad. Ver “Compost húmedo” arriba.
<b>Tapa abierta</b>	La cámara mezcladora puede causar que la tapa se abra si está sobrecargada, liberando calor y olores. Transferir el compost rápido. No sobrecargar.
<b>Sin transferencia o atascos frecuentes</b>	Los elementos duros, grandes o fibrosos pueden obstaculizar las transferencias o atascarse. Extraerlos de la cámara mezcladora. Cuando la cámara mezcladora está sobrecargada también puede causar este problema; eliminar parte del material.
<b>Sin calor, bomba de aire o mezcla</b>	La mezcladora, la bomba de aire y el calentador se encenderán automáticamente todo el día. La luz del panel de control debería estar encendida. Cambiar a la potencia LOW y después a HIGH. Si no funciona, ver “Sin energía” debajo.
<b>Sin energía</b>	Revisar que el cable de alimentación esté conectado al ORIFICIO de atrás del aparato y enchufarlo a un tomacorriente. Poner a funcionar el aparato otra vez manteniendo presionado el botón  por 5 segundos hasta que las luces parpadeen. Si aún no se ve ninguna luz en el panel de control, contactar al servicio al cliente – ver <a href="http://biogradablebags.com">biogradablebags.com</a> .



## REAJUSTE, LIMPIEZA Y MANTENIMIENTO

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- En cualquier momento puede volver a poner en funcionamiento el aparato: mantenga presionado el botón  por 5 segundos. Se encenderán todas las luces.
- Quite cualquier resto de compost derramado del cierre de la tapa y puerta y elimine cualquier resto de compost derramado o líquido de abajo o de atrás de la bandeja.
- Limpie el exterior del aparato con un trapo húmedo o esponja.
- No use jabones ni aerosoles ni productos químicos. NO limpie la cámara mezcladora.
- Enjuague la bandeja una vez que retire el compost.
- Extraiga cualquier material fibroso que permanezca en la cámara mezcladora después de varias transferencias.
- El filtro de aire debería durar toda una vida. Se encuentra adentro del equipo y *no está visible*.

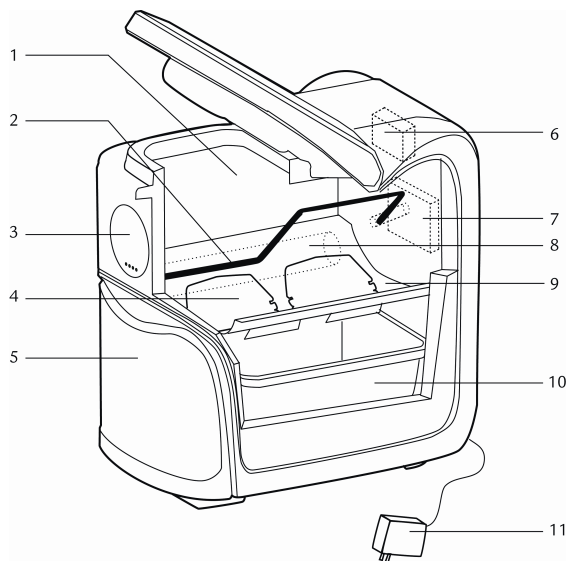
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## PRÉCAUTIONS

- LIRE ENTIÈREMENT LES INSTRUCTIONS.
- NE PAS surcharger la chambre de mélange car elle pourrait se bloquer ou ne pas transférer le compost.
- La chambre de mélange pourrait être CHAUDE – en particulier le diviseur de métal au fond. Ne pas toucher directement - utiliser un objet contondant, comme une cuillère si nécessaire.
- Il pourrait de temps en temps y avoir des déversements ou du liquide pourrait s'écouler de l'unité. Protéger le plancher au besoin avec un plateau en plastique ou autre barrière. Ne pas utiliser sur des tapis, du bois ou autres matériaux de sol non étanches, par crainte de dégâts éventuels au sol.
- Le compost se manipule comme le terroir : se laver les mains après manipulation ; ne pas manger ; tenir loin de la nourriture et des plats. Toujours laver les produits du jardin avant de manger.
- Ne pas débrancher plus de vingt-quatre (24) heures à la fois, par crainte de diminuer l'activité de compostage.
- Pour une utilisation à l'extérieur, protéger l'alimentation électrique des intempéries. Nous recommandons un boîtier étanche de prise électrique pour usage extérieur. Voir la section UTILISATION À L'EXTÉRIEUR.
- Ne pas nettoyer la chambre de mélange. Ne jamais utiliser de savon ou de produits chimiques. Ceux-ci détruisent les cultures de compost et peuvent endommager la machine.
- La présence d'odeurs indique que des aliments inappropriés ont été ajoutés, ou un déséquilibre a détruit les cultures naturelles. Voir la section DÉPANNAGE.
- Surveiller les enfants et les animaux à proximité de compost frais.
- Le compost frais est très puissant. Appliquer à la surface du sol seulement, loin des racines des plantes sensibles. Voir JARDINAGE AVEC DU COMPOST.

1. Chambre de mélange
2. Barre de mélange
3. Panneau de commande
4. Battants (2)
5. Porte
6. Pompe à air (cachée)
7. Moteur (caché)
8. Filtre à air (caché)
9. Diviseur
10. Plateau
11. Alimentation



## INSTALLATION

- Retirer le cordon d'alimentation et les granulés du plateau intérieur de l'appareil.
- Réinsérer le plateau et bien fermer la porte.
- Ne pas utiliser sur des tapis, du bois ou autres matériaux de sol non étanches, par crainte de dégâts éventuels au sol. Placer l'appareil sur le plateau en plastique ou autre barrière protectrice.
- Insérer le cordon d'alimentation dans l'orifice rond à l'arrière. Brancher sur une prise murale. Vous devriez entendre un bourdonnement, et un voyant devrait s'allumer sur le panneau de commande.
- Laisser l'appareil branché en tout temps. Vous allez entendre le moteur mélanger automatiquement toutes les quelques heures. Il deviendra très calme dans quelques semaines.
- Utilisation à l'intérieur ou à l'extérieur. Voir ci-dessous pour les instructions spéciales sur l'utilisation à l'extérieur.
- Peut être installé dans la plupart des armoires de cuisine. Voir [comspotio.com](http://comspotio.com) pour l'ensemble de cabinet.
- Positionner l'arrière de l'appareil à une distance de 1 po (2,5 cm) d'un mur.

## UTILISATION À L'EXTÉRIEUR

- Les conditions hivernales très froides ne posent pas de problèmes. Les endroits chauds jusqu'à 120 ° F (50 ° C) produisent du compost plus rapidement. La pluie ou la neige n'endommagera pas l'appareil.
- Protéger l'alimentation électrique des intempéries. Nous recommandons un boîtier de prise électrique pour usage extérieur, disponible chez la plupart des quincailleries. Sinon, garder l'alimentation couverte ou à l'intérieur.



## AJOUT D'ALIMENTS

Durant la première semaine, **remplir la chambre de mélange à moitié seulement**. Cela donne aux cultures le temps de se développer. Utiliser l'intensité HIGH (forte). Équilibrer avec des granulés (voir ci-dessous).

Après la première semaine, ajouter de la nourriture, à tout moment, n'importe quel jour. Le mélangeur et la pompe à air se mettront en marche périodiquement. Les aliments commenceront à ressembler à du compost en quelques jours : granulaires et humide, comme du terroir sain. La vapeur et la chaleur sont de bons signes !



### **Consulter le GUIDE ALIMENTAIRE ci-joint pour une liste des aliments**

- Les plus petits articles se transforment en compost plus rapidement. Couper les aliments en pièces de 4 po (10 cm) ou plus petit.
- Vous pouvez ajouter de la viande, du poulet, du poisson, des œufs et produits laitiers, en raison des températures élevées à l'intérieur de la chambre de mélange. Ajouter plus de granulés de sciure de bois.
- Ne pas surcharger la chambre de mélange car elle pourrait se bloquer. Ajouter un peu d'aliments chaque jour ou plusieurs fois par jour, plutôt qu'une grande quantité de nourriture à la fois.
- Le brocoli, le chou-fleur, le chou, le chou frisé, le chou de Bruxelles, les feuilles de moutarde, et autres *Brassicacées* causent des odeurs fortes. Même de petites quantités provoquent de fortes odeurs. Éviter ceux-ci ou garder votre composteur à l'extérieur.
- Le citron, la lime, l'orange, la pamplemousse, l'ananas et autres aliments acides peuvent tuer les cultures ; les limiter à 2 ou 3 petits morceaux par charge, ou ajouter plus de bicarbonate de soude.
- Le papier, les liquides, les noyaux, les os, les épis de maïs, les coques, les tiges de plantes coriaces, etc., ne se décomposent pas et peuvent provoquer des blocages répétés.

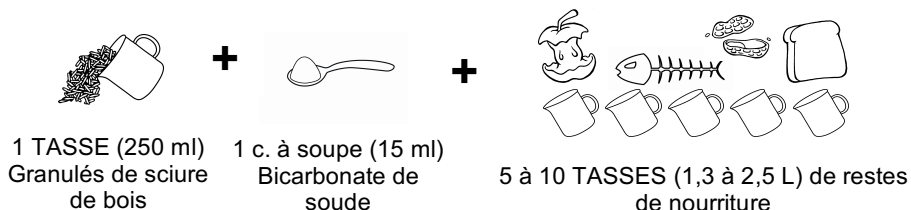
## RÉINITIALISATION, NETTOYAGE, ENTRETIEN

- Vous pouvez « réinitialiser » l'unité à tout moment : maintenir le bouton enfoncé pendant 5 secondes. Tous les voyants s'allumeront brièvement.
- Enlever tous les restes de compost des joints sur le couvercle et la porte, ainsi que tous les restes de compost ou de liquide sous ou derrière le plateau.
- Essuyer l'extérieur de la machine avec un chiffon humide ou une éponge.
- Ne jamais utiliser de savon, vaporisateurs ou produits chimiques. NE PAS nettoyer la chambre de mélange.
- Rincer le plateau lorsque vous videz le compost.
- Retirer tous les matériaux filamenteux ou fibreux qui restent dans la chambre de mélange après plusieurs transferts.
- Le filtre à air devrait durer toute la vie de l'appareil. Il est profondément à l'intérieur, et n'est pas accessible

## ÉQUILIBRER LE COMPOST CHAQUE FOIS

Le compostage est un processus naturel de recyclage d'aliments en engrais. Ça prend du temps, et un peu de pratique ! Pour éviter les odeurs, équilibrer le compost *chaque fois* que vous ajoutez des aliments. **La sciure** est un élément « brun » nécessaire pour équilibrer le rapport carbone-azote des produits alimentaires « verts ». Les viandes et aliments humides comme la laitue, les pêches, les tomates, les melons et les pastèques ont besoin de plus de granulés. **Le bicarbonate de soude** équilibre l'acidité des aliments.

**ÉQUILIBRER le compost CHAQUE FOIS que vous ajoutez des aliments :**

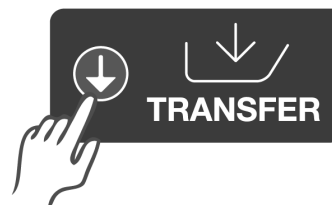


## TRANSFERT DU COMPOST

Transférer du compost vers le plateau chaque 1 à 3 semaines, quand le compost ressemble à du terreau. Attendre jusqu'à ce que la chambre de mélange soit à moitié pleine au moins, mais avant d'être complètement pleine ou surchargée puisqu'elle pourrait se coincer. Le compostage continuera dans le plateau.

Lorsque vous appuyez sur le bouton TRANSFER (transférer), le moteur mélangera le compost une dernière fois pour quelques minutes. Ensuite, il va inverser la direction pour ouvrir les battants. Le compost tombera sur le plateau plus bas où il continuera de se composer jusqu'à être retiré. Finalement, le moteur tournera dans le sens inverse à nouveau pour fermer les battants. Le processus entier dure environ 20 minutes.

- Essayer de ne pas ajouter des aliments à la chambre de mélange pendant 8 heures avant un transfert. Les nouveaux aliments ont besoin de temps pour se mélanger. Vous pouvez utiliser la fonction « Delayed Transfer » (transfert retardé) en appuyant 5 secondes sur le bouton de transfert : le voyant de transfert clignotera, et un transfert se fera automatiquement toutes les 8 heures.
- Un bon moment pour le transfert est, après une fin de semaine ou juste avant de préparer un grand repas.
- Un peu de compost reste dans la chambre de mélange pour « activer » le prochain lot.
- Du compost pourrait fuir plus bas vers le plateau avant d'appuyer sur le bouton TRANSFER. Ceci est normal et ne pose pas de problème.

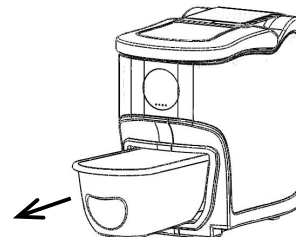


## RETIRER LE COMPOST TERMINÉ


Laisser le compost le plus longtemps possible dans le plateau pour durcir et sécher. Vérifier le plateau avant chaque transfert. Le vider si à moitié plein ou plus. Le compost frais attire les lombrics et les insectes utiles, donc soyez sûr de le déposer à l'extérieur.

LE PREMIER LOT pourrait être très humide et acide, car les cultures ne sont pas encore complètement établies. Jeter le premier lot si très humide.

- La zone sous le plateau pourrait contenir des restes de compost. Nettoyer cette zone. Replacer le plateau rapidement afin d'éviter que plus de compost ne tombe là-bas.
- Bien fermer la porte. Continuer l'utilisation normale ou initier un transfert si prêt.
- Voir la section DÉPANNAGE si le compost est humide, sec, grumeleux, ou présente des odeurs ou de la moisissure. Tous ces éléments peuvent être améliorés par la pratique.
- Vous pouvez utiliser le compost à l'extérieur tout de suite, ou stocker à l'extérieur pour une utilisation ultérieure. Voir JARDINER AVEC DU COMPOST.
- Ne pas couvrir le compost frais pour des périodes prolongées - il lui faut respirer de l'air frais.
- Les emplacements de stockage sous pluie ou neige, secs, humides, chauds, ou très froids conviennent.




## AJUSTER LE RÉGLAGE D'INTENSITÉ

Appuyer sur le bouton  pour ajuster le réglage d'intensité qui varie le chronométrage de mélange, l'écoulement de l'air et la température. L'intensité plus élevée fonctionne plus rapidement, mais peut assécher le compost. L'intensité plus basse réduit le bruit, la consommation d'énergie, et l'usure.

- **HIGH** (fort) est le meilleur choix pour le démarrage initial, de grandes quantités de nourriture, les aliments durs ou humides, ou si vous avez des odeurs, de l'humidité, ou du compost grumeleux. Essayez ce mode en premier.
- **MEDIUM** est idéal pour la plupart des compostages à domicile. Utiliser ce mode si le compost s'assèche à haute intensité.
- **LOW** (bas) est le meilleur mode pour de petites quantités de nourriture, si vous partez en vacances, ou si votre compost est sec ou poussiéreux en mode Medium.



## DÉGAGEMENT D'UN BLOCAGE

4. Attendre 24 heures si le voyant de blocage s'allume, situation rare. En général, l'unité essaie et parvient à éliminer le blocage automatiquement.
5. Si le voyant de blocage reste allumé plus de 24 heures, retirer le matériel coincé de la chambre de mélange. Normalement ceci consiste d'un élément large, dur, ou fibreux, ou une liasse de matériel coriace. L'appareil pourrait juste être surchargé - retirer du matériel. Appuyer sur le bouton  pour essayer de mélanger de nouveau et reprendre un fonctionnement normal.
6. Dans l'avenir, éviter tout ce qui coince ou coupe en plus petit. NE PAS surcharger.

## JARDINER AVEC DU COMPOST

Le compost frais est prêt pour une utilisation à l'extérieur, mais pas pour une utilisation à l'intérieur. Il est encore « actif » et va attirer les lombrics et les insectes utiles, et il pourrait avoir un fort arôme terreux. Pour une utilisation à l'intérieur, durcir d'abord et le sécher à l'extérieur pour plusieurs jours ou semaines. Il suffit de le laisser empilé, ou à s'aérer dans un seau ouvert. Les emplacements de stockage sous pluie ou neige, secs, humides, chauds, ou très froids n'endommageront pas le compost.

- Le compost frais est très puissant. Pour un effet progressif le répandre autour des plantes à la surface du sol seulement, comme le paillis. L'arrosage imprègne le sol progressivement en éléments nutritifs. Retourner le sol en saison mélange aussi les éléments nutritifs.
- Un plateau est suffisant pour 10 à 40 pieds carrés (1 à 4 m<sup>2</sup>) d'herbe ou de plantes de jardin, appliqué une à quatre fois par an.
- Consulter un expert de jardinage local ou du matériel de référence pour les plantes, les sols et les conditions de culture spécifiques
- Utiliser une pelle à main pour réduire les touffes et obtenir une meilleure apparence. Retirer les éléments non compostés et essayer de les éviter à l'avenir.

## DÉPANNAGE

Le compost sain est spongieux, humide et granuleux, avec un léger arôme terreux de laine humide, champignons, fromage parmesan, ou de café. Il devrait ressembler à du terroir sain. La vapeur et l'augmentation de chaleur sont de bons signes ! Voici quelques problèmes communs :

Problème	Solutions
<b>Les odeurs fortes</b>	Le brocoli, le chou-fleur, le chou, le chou frisé, le chou de Bruxelles, les feuilles de moutarde, et autres <i>brassicacées</i> causent des odeurs fortes. Même de petites quantités provoquent de fortes odeurs. Éviter ceux-ci ou garder votre composteur à l'extérieur. Il n'existe aucun moyen de réduire leurs odeurs, sauf les retirer de l'unité : vider le plateau, transférer et vider le plateau une deuxième fois.
<b>Odeurs acides, fortes, ou d'ammoniac</b>	Équilibrer le compost avec plus de granulés et de bicarbonate de soude, puis attendre 24 heures. Les viandes nécessitent plus de granulés. L'acide de citron, de lime, d'orange, de pamplemousse, ou d'ananas peut tuer les cultures ; les limiter à 2 ou 3 petits morceaux par charge, ou ajouter plus de bicarbonate de soude pour équilibrer leur acidité. Si les odeurs persistent pendant 24 heures : vider le plateau, transférer et vider le plateau une deuxième fois.
<b>Arôme de vin</b>	Parfois le compost peut sentir le vin. Cela est normal. L'arôme devrait disparaître en quelques jours. Augmenter l'intensité à HIGH.
<b>Compost humide</b>	Ajouter plus de granulés augmenter le réglage d'intensité laisser de la nourriture dans la chambre de mélange pour encore quelques jours. Ne pas ajouter de liquide. Les aliments humides comme la laitue, les pêches, les tomates, les melons ou les pastèques ont besoin de plus de granulés pour absorber la moisissure.
<b>Compost sec</b>	Ajouter moins de granulés ; ajouter 1 tasse (250 ml) d'eau du robinet ; réduire le réglage d'intensité ; transférer plus tôt avant le séchage du compost.
<b>Compost grumeleux</b>	Couper les aliments en plus petit ; éviter les éléments durs, filamenteux, et fibreux ; laisser de la nourriture dans la chambre de mélange pour encore quelques jours ; augmenter le réglage d'intensité. Dans les cas graves, le compost grumeleux ne transférera pas plus bas.
<b>Moisissure</b>	La moisissure est généralement inoffensive. Elle est habituellement due à un excès d'humidité. Voir « Compost humide » ci-dessus.
<b>Le couvercle s'ouvre</b>	Une chambre de mélange surchargée pourrait faire ouvrir le couvercle, libérant de la chaleur et des odeurs. Transférer le compost plus tôt. Ne pas surcharger.
<b>Ne transfère pas ou bloque souvent</b>	Les éléments durs, grands, fibreux ou filamenteux peuvent empêcher les transferts ou bloquer le composteur souvent. Les retirer de la chambre de mélange. Une chambre de mélange surchargée peut également causer ce problème - enlever du matériel.
<b>Pas de chauffage, pompe à air, ou de mélange</b>	Le mélangeur, pompe à air, et le réchauffeur se mettent en marche automatiquement pendant la journée. Un voyant du panneau de commande devrait être allumé. Changer l'intensité à LOW (bas) et ensuite HIGH (élevé). Si cela ne fonctionne pas, voir la partie « Pas d'alimentation » ci-dessous.
<b>Pas d'alimentation</b>	Vérifier que le cordon d'alimentation est bien branché dans l'orifice ROND à l'arrière de la machine, et branché dans une prise murale opérationnelle. Réinitialiser l'appareil en appuyant sur le bouton pendant 5 secondes jusqu'à ce que tous les voyants clignotent. S'il n'y a toujours pas de lumière sur le panneau de commande, contacter le service client – visiter <a href="http://biodegradablebags.com">biodegradablebags.com</a> .

3

## NO - Do Not Compost

### Strong odors will result from:

- Broccoli
  - Cauliflowers
  - Cabbage
  - Kale
  - Brussel Sprouts
  - Mustard Greens
- (Avoid these, or keep composter outdoors)



### Fibrous items:

- Tough or Woody Plant Stems
  - Corn Husks
  - Lemongrass
  - String
  - Rose Stems
  - Hair
- (These could cause a jam)



### Hard items:

- Corn Cobs
  - Steak Bones
  - Peach Pits
  - Lobster and Clam Shells
  - Wine Corks
  - Walnut Shells
- (These will not break down)



### Paper:

- Newspaper
  - Shredded Paper
  - Paper Cups
  - Coffee Filters
  - Tea Bags
- (Paper may contain unsafe chemicals, and cause odors)



### Excess liquid:

- Drip-dry waste items first. Excess liquid may cause mold



### Artificial items:

- Plastic
- Metal
- Glass
- Rubber
- Laundry Lint
- Chemicals



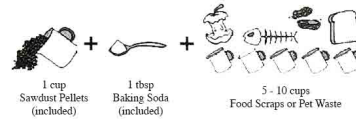
In case of a jam, wait 24 hours. If jam remains, remove large or hard items.

# Food Guide

CUT food scraps into 4 inch pieces, Do not overload

1

## To Prevent Odors, BALANCE Compost EVERY TIME



2

## YES - Compost These

### “Green” Items:

- Pet Waste
- Fruit, Vegetable Scraps
- Meat, Chicken, Fish
- Shrimp Shells and Tails
- Cheese, Eggs, Egg Shells
- Tea Leaves (Not Bags)
- Coffee Grounds



### “Brown” Items:

- Wood Stove Pellets
- Wood Shavings (Untreated Wood)
- Hamster Cage Bedding
- Organic Kitty Litter
- Bread, Pasta
- Grains, Rice
- Cereal
- Crackers
- Corn Chips
- Tortillas
- Peanut Shells
- Straw



### Limit to 2-3 small pieces per load:

Lemon, Lime, Oranges, Grapefruit, Pineapple, and other acidic items. (Acid can kill compost cultures)

5

## The Motor Mixes Every Few Hours

After a few days, waste will become granular like soil, with an earthy aroma. Steam and heat rising are good signs! You can continue to add more waste anytime, any day. Some compost may leak down to the tray before you press ‘TRANSFER’ - this is normal and not a problem



### Perfect

Healthy compost, looks like healthy soil.



### Too Dry

Reduce power - Add 1 cup of water.



### Too Wet / Odors

Increase power - Add 1 cup of pellets and wait 24 hours.

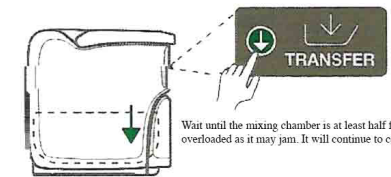


### Too Lumpy or Won't Transfer

Increase power. Wait 48 hours. Cut items smaller.

6

## Transfer Down to the Tray Every 1-3 Weeks, When Looks like Soil

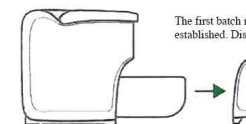


Wait until the mixing chamber is at least half full, but before it is overloaded as it may jam. It will continue to compost in the tray

7

## Removed Finished Compost

Check the tray just before each transfer. Empty it if half full or more



The first batch may be very wet, as the cultures are not yet established. Discard the first batch.

Dear bioCOMpet Customer,

Thank you for your purchase. Please use this supplement to the instruction manual for starting your first batch of compost.

The flappers are designed to remain and operate while slightly open, the unit was designed to operate this way. If you are not putting much waste in your unit and the composition of the waste is drier material, you may find that these items will fall to the cure tray below when the unit mixes. If the flappers are flipped all the way open during the mixing cycle, you can move them to the close position by hand. Referenced instructions on the next page will show you how you can operate the unit even with the flappers opened fully and cycle compost through you bioCOMpet. Your bioCOMpet is a two-chambered system that was designed to have compost curing in the lower tray while waste is composting in the upper chamber. This prevents items from falling to the lower tray during the mixing cycle because the lower tray is full even with the flappers open. Initially this may be a problem if your waste is not mixing well or if you do not have enough waste.

### You will need to do the following to get the unit cycling properly:

1. Fill the mixing chamber at least 3/4 full with waste items per instructions.
2. The mixing chamber should be filled with at least 50% green items and 50% brown items per your food guide. This helps start the composting process and helps prevent items from falling into the cure tray. **If you do not have a good mixture of green items and your compost waste is very dry, you will need to fill the cure tray with saw dust pellets to simulate compost curing in the lower tray. After the first batch and transfer, you should not have to use saw dust pellets.**
3. If the Cure tray is full, there will be no more room for un-composted items to fall from the mixing chamber to the lower cure tray and the items in the mixing chamber will compost before you do a transfer.
4. After your first batch, continue to cycle the waste through the unit this way. After transferring compost to the cure tray, fill mixing chamber at least 3/4 full with waste.

### Helpful Tips During Initial Set-Up:

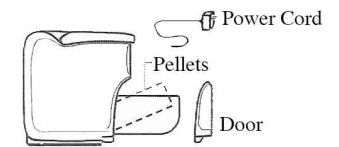
1. Keep the unit in the High setting.
2. The first batch that you produce may be a little wet and smell, but after the first batch, things should get better as the cultures start to develop.



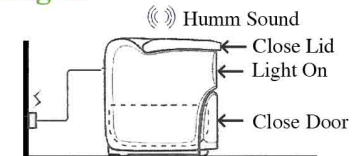
## Quick Guide

Composting is a natural process to recycle food and pet waste into fertilizer. Sawdust pellets are “brown” items which are required to balance “green” items. Baking soda balances natural food acidity.

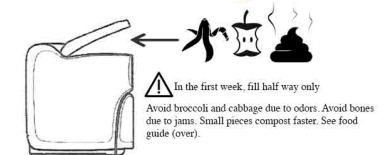
### 1 Remove Accessories



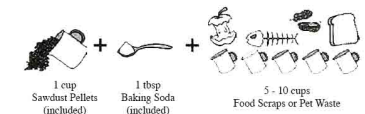
### 2 Plug In



### 3 Add Food to Mixing Chamber



### 4 To Prevent Odors, BALANCE Compost EVERY TIME





## **Welcome to Green team of the Mountain Village's compost study pilot program.**

### **Here is a basic 'how-to training' guide.**

We want to thank you for participating in the Mountain Village Compost Incentive program and helping us reach our goals of zero waste. Together, through this pilot compost study program, we can divert anywhere between 40-60% of our waste stream from the landfill.

The data tracking portion of this program is crucial so we can calculate how much household food waste can be diverted from the landfill and the reduction potential for our community's greenhouse gas emissions. In exchange for your diligent data tracking, the Town of Mountain Village will supply a fully subsidized in-home compost unit and scale.

Follow the steps below. Make this a family project to help change the culture and behaviors of all our residents!

#### **Step 1**

##### **Now you have your machine, isn't it cool?!**

You have received a composting unit and a small household scale. The composter will have the unit itself, a box of carbons, some baking soda and some compostable bags. Some of you may be able to set your unit out on your deck or in a vented room in your house. Just keep in mind that if you have snow shed issues or a ground floor room like a garage or mudroom, you might encounter a bear issue.

The unit requires a regular power outlet for heating and breaking down the food scraps. There are small solar panels available to purchase from the compost provider company if you so desire.

#### **Step 2**

##### **Ok, now you're ready to compost in this small in-vessel composter. Let's talk about your food scraps, AKA feedstock.**

This unit will break down about just about anything compostable. Prep for the feedstock is just like prepping for your meal. ALL food waste needs to be in small pieces for the food scraps to break down more efficiently. Look at it this way, even in your own body, your digestive system breaks down food and is converted to energy far better when you ingest smaller pieces.

Here's how we do this. Dice up your food scraps THEN put them into the unit. Make sure all citrus peels are cut into small pieces about the size of a fingernail or smaller. Same with all bananas and watermelons and other larger fruits and veggies.

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TIP: PUT FOOD SCRAPS INTO A FOOD PROCESSOR OR BLENDER TO GET THEM SMALLER.

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The composter can accept bread, coffee grounds, ripped open teabags, house plant stems and leaves, hair, popsicle sticks and skewers, small pieces of toilet paper rolls, paper bags, and newspaper pieces. This list of acceptable compostable items goes on and on, including dog poop and cat litter!

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NOTE: IF YOU ARE PUTTING DOG POOP OR KITTY LITTER IN THE UNIT, DO NOT USE THE END PRODUCT COMPOST ON YOUR VEGETABLE GARDEN.

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What you DON'T want to put in it is compostable bags, the little individual stickers that are on each piece of fruit, shellfish shells, bones, fluids ( most foods have lots of water in it already, and that's ok ), real trash, and few other others items.

### **Step 3**

**Let's learn how to record weight diversion data properly.**

After prepping the feedstock, store it in a small container near your sink.

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TIP: IF, FOR WHATEVER REASON, THE COMPOST CONTAINER STARTS TO SMELL, JUST ADD A LITTLE BAKING SODA TO IT OR GET READY TO PUT IT INTO THE COMPOSTER.

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When full, place the container on the scale, weigh it, and enter the data into the [Compost Waste Diversion Form](#).

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NOTE: TO CALCULATE THE WEIGHT OF **JUST** THE FEEDSTOCK (OR FOOD DIVERTED FROM THE LANDFILL), MAKE SURE TO SUBTRACT THE WEIGHT OF THE EMPTY CONTAINER FROM YOUR TOTAL BEFORE INPUTTING THE WEIGHT INTO THE FORM.

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Next, empty the feedstock into the compost unit, and add the carbons — just a half scope of the wood pellets and a dusting of baking soda.

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TIP: IF YOUR FINAL PRODUCT OF COMPOST IS A LITTLE TOO WET, THEN ADD MORE WOOD PELLETS TO THE RECIPE.

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Then let the unit does it work! Empty the composter every 21-30 days, or when full.

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NOTE: YOU MAY BE SURPRISED TO KNOW THAT WHAT YOU PUT IN WILL BE REDUCED BY ABOUT 60-70%!

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Do the same process as the beginning; weigh the output compost product and enter the data into the [Compost Waste Diversion Form.](#), don't forget to subtract the weight of the empty container. This is how much compost you have produced. Nice job!

#### **Step 4**

**Place compost in a predetermined spot outdoors to cure.**

Pick a curing spot near your garden but not near any plants. There will be some nitrogens in the breakdown process that will not be ready for your garden ... yet. You can have multiple curing piles and when ready, spread the compost around your plants or wherever you decide to use the final product. It takes anywhere between 90 or more days to be ready for use.

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TIP: THE EPA RECOMMENDS NOT TO USE COMPOST NEAR YOUR VEGETABLE GARDEN BECAUSE OF POTENTIAL PATHOGENS; HOWEVER, THIS UNIT KILLS 99.9% OF ALL PATHOGENS TO BE ON THE SAFE SIDE.

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#### **Step 5**

**That's it!**

SMILE for doing the right thing by participating in the cultural /behavioral change and the continuous quest for zero waste. Oh, and don't forget to send in your data at the first of the month.