

## 2024 EDIBLE FOOD RECOVERY CAPACITY PLANNING Responsibilities and Instructions

### Capacity Planning Responsibilities of the County and Jurisdictions

For food recovery planning efforts, each jurisdiction is responsible for:

- Estimating the amount of edible food that will be disposed by commercial edible food generators that are located within jurisdiction boundary.
- Identifying existing capacity at food recovery organizations that are available to commercial edible food generators located within jurisdiction boundary.
- Estimating the amount of new or expanded food recovery capacity that will be needed.
- Submitting an implementation schedule to CalRecycle *when or if* they lack food recovery capacity.

For food recovery planning efforts, the County is responsible for:

- Collecting food recovery planning information from each jurisdiction within the county.
- Submitting the capacity planning report to CalRecycle.
- Reporting any jurisdiction, including itself, that identifies itself as not having enough verified existing, planned, or new food recovery capacity.
- Informing jurisdictions that lack capacity about the timeline for submitting the implementation schedule to CalRecycle.

### ---Submittal Instructions---

Jurisdictions have 120 days to respond to the County's capacity planning request for information (RFI). This notice serves as that request. Therefore, the deadline to submit estimated edible food disposed and edible food capacity to the County is **May 16<sup>th</sup>, 2024**.

Please complete and return by email the attached Reporting Template (Excel spreadsheet/Edible Food Tab) to provide your food recovery capacity and edible food disposal numbers.

#### **Step 1: Estimating your Jurisdiction's Edible Food Disposal Numbers**

Jurisdictions must estimate and submit to the County the edible food (in tons) to be disposed by commercial edible food generators in your jurisdiction. There are two tools available to help jurisdictions estimate the edible food disposed by your jurisdiction: The [County's Tool for Estimating Edible Food Disposal](#), or the [CalRecycle Recovery Capacity Planning Calculator Tool](#).

Jurisdictions shall report the estimated edible food disposal tons for the target planning year of 2034.

#### **Step 2: Estimating your Jurisdiction's Edible Food Recovery Capacity**

Jurisdictions are responsible for identifying existing capacity at food recovery organizations that is available (in tons) to commercial edible food generators located within jurisdiction boundary and for estimating the amount of new or expanded food recovery capacity that will be needed or any available additional capacity.

Available edible food recovery capacity shall be reported for the target planning year of 2034.

Tips for obtaining edible food recovery capacity numbers:

1. Use the annual report required by Food Recovery Organizations or Services (FRO's) in your jurisdiction to determine the pounds of edible food recovered annually. (Note: this will not be a complete estimation as this will only reflect what was rescued annually, and not the excess available beyond that annual rescue number).
2. Survey FRO's in your jurisdiction through site visits or follow-up phone calls on how much additional rescue capacity they may have in the future.
3. Combine the numbers from 1 and 2 and report that capacity to the County in the reporting temp

Some combination of the above may need to be used to assess the most accurate edible food capacity for an individual jurisdiction.

NOTE: If during the edible food donation capacity exercise, a jurisdiction has excess food donation capacity, this can be added to total organics capacity.

**Next steps:**

Once the County receives reporting template from jurisdictions, the County is required to report surplus (or lack of) capacity by jurisdiction to CalRecycle.

The County must report this information from jurisdictions to CalRecycle by August 1, 2024 in the Electronic Annual Report (EAR). The County will submit the report required and in parallel shall notify the jurisdiction or jurisdictions that lack sufficient food recovery capacity. The County is also responsible for reporting jurisdictions to CalRecycle that did not provide the required capacity data. The County is not required to include estimates for that jurisdiction in the report it submits pursuant to Section 18992.3.

If the County reports that a jurisdiction identified itself as lacking capacity, that jurisdiction must submit an implementation schedule to CalRecycle (within 120 days of County report submittal of August 1, 2024) demonstrating how it will ensure there will be enough food recovery capacity (this will include timelines and milestones for funding, and identification of new food recovery facilities in the county).

Please email [Stephanie Ewalt1@sdcounty.ca.gov](mailto:Stephanie.Ewalt1@sdcounty.ca.gov) with any questions you may have.

## 2024 ORGANICS INFRASTRUCTURE CAPACITY PLANNING Responsibilities and Instructions

### Capacity Planning Responsibilities of the County and Jurisdictions

For organics infrastructure planning efforts, each jurisdiction is responsible for:

- Estimating organic waste disposal within their jurisdiction.
- Identifying the amount of existing capacity available to their jurisdiction, located both in the county and outside of the county, that is verifiably available.
- Estimating the amount of new or expanded capacity that will be needed.
- Consulting with various entities throughout the planning process.
- Submitting an implementation schedule to CalRecycle if or when they lack capacity.

For organics infrastructure planning efforts, the County is responsible for:

- Collecting capacity planning information from each jurisdiction within the county.
- Submitting the capacity planning report to CalRecycle.
- Identifying any jurisdiction, including itself, that does not have enough verified existing, planned, or new capacity.
- Informing jurisdictions that lack capacity about the timeline for submitting the implementation schedule to CalRecycle.

### ---Submittal Instructions---

Jurisdictions have 120 days to respond to the County's organics capacity planning request. Therefore, the deadline to submit estimated organics infrastructure capacity to the County is **May 16<sup>th</sup>, 2024**.

Please use the attached Reporting Template (Excel spreadsheet/Organics Tab) to provide your organics capacity and disposal numbers.

#### **Step 1: Estimating your Jurisdiction's Organics Disposal Numbers**

Jurisdictions must estimate and submit to the County the organic waste tons to be disposed by your jurisdiction during the planning period Jan 1, 2025 through Dec 31, 2034. This [CalRecycle Tool](#) is available for determining that estimation. Jurisdictions shall report estimated organics disposal tons for the target planning year of 2034.

#### **Step 2: Estimating your Jurisdiction's Organics Infrastructure Capacity**

A jurisdiction must obtain verification of sufficient organics processing capacity and report that to the County. This can be in the form of a contract, franchise, or other documentation of existing, new, or expanded capacity at a facility, activity, operation or property that recovers organic waste that will be available to the jurisdiction. Optionally, jurisdictions can report the tons of organics capacity available. This [Cal Recycle tool](#) can be used to estimate available capacity. Jurisdictions shall report estimated on organics capacity for the target planning year of 2034.

Next steps:

Once the County receives and aggregates organics disposal and capacity data from jurisdictions, the County is required to report surplus (or lack in capacity) by jurisdiction to CalRecycle.

The County must report this information from jurisdictions to CalRecycle by August 1, 2024 in the Electronic Annual Report (EAR). The County is also responsible for reporting jurisdictions to CalRecycle that did not provide the required capacity data. The County is not required to include estimates for that jurisdiction in the report it submits pursuant to Section 18992.3.

Each jurisdiction is required to conduct community outreach regarding locations being considered for new or expanded facilities, operations, or activities to seek feedback on the benefits and impacts that may be associated with new or expanded facilities, operations, or activities.

Please email [Stephanie Ewalt1@sdcountry.ca.gov](mailto:Stephanie.Ewalt1@sdcountry.ca.gov) with any questions you may have.