

How to Conduct a Food Waste Audit

Goal: Systematically track food waste to identify opportunities to reduce waste, save money, and lower your bakery's environmental footprint

Step 1: Plan



- Assign team members to track and oversee the food waste audit
- Select a Tracking Tool that works for your bakery, such as the [EPA's open-access Waste Prevention Tool](#)
- Set Reporting Parameters:
 - How often will waste be tracked? (e.g., daily or weekly)
 - What types of waste will be included? (e.g., preparation waste, unsold food, inedible food scraps)
 - How will food waste be measured? (e.g., pounds per week)
 - Where does food waste go? (e.g., landfill, compost, donation)

Step 2: Establish a Baseline



- Track food waste daily for at least 2 weeks to establish a baseline
- Tools like the [EPA's Waste Prevention Tool](#) auto-generate summaries and graphs to highlight trends.

Step 3: Analyze Food Waste Data



- Identify patterns in the data:
 - How much food is wasted overall?
 - Which foods are wasted most?
 - Why is food being wasted?
 - Where is the waste going?

Step 4: Implement Reduction Strategies



- Use the "Strategies to Reduce Food Waste" guide for actionable solutions.

Step 5: Monitor Progress



- Compare new data to the baseline to evaluate improvements and adjust your strategy to maximize success.

References

United States Environmental Protection Agency. (2024). *Tools for preventing and diverting wasted food*. <https://www.epa.gov/sustainable-management-food/tools-preventing-and-diverting-wasted-food>