

# FOOD WASTE TRACKER MANUAL

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## 1 Intended use

Food Waste Tracker is a solution for a food service company to track food loss. Monitoring covers all kitchen functions: receiving, storing, and handling raw materials, as well as meal preparation, serving and food left on plates.

Based on comprehensive monitoring and analysis of reports received from the service, the phases and items that generate the most losses are identified. Based on the information, measures to reduce waste can be targeted to minimize costs and greenhouse gas emissions.

## 2 Preconditions

Purchasing and activating the ioLiving Food Waste Tracker license entitles you to use the service. The functions included in the Food Waste Tracker are also part of Digital HACCP solution.

Food waste tracking can be started once waste categories and items have been created in the ioLiving service. Waste items can also be given a cost and carbon dioxide equivalent value. After this is done the waste entries are automatically saved to the ioLiving cloud service. The data collected is monitored and used for measures to reduce food waste.

### 3 Deploying the service

Follow these steps to start using the service:

- Step 1:** Create user account on [ioliving.com](http://ioliving.com) service.
- Step 2:** Activate the license you received. This is done on the Account menu. Fill in the company information. Your account will become the unit main user account.
- Step 3:** If the unit staff needs to log in with their own accounts, those needs to be created and added to the unit. The unit main user grants permissions by adding staff accounts by selecting Unit Information and Unit members on the Account menu.
- Step 4:** In the Food Waste menu, specify the waste items. Each item can be assigned a value in cost and carbon dioxide equivalents.
- Step 5:** In the Food Waste menu, under General settings, select if production amount is recorded in addition to the waste amounts. From the solution point of view, production amount means the daily amount of each waste item imported into a unit or manufactured in a unit.
- Step 6:** In the Food Waste menu, under General settings, select if the food waste reason is also recorded.
- Step 7:** If you have purchased an ioLiving waste scale, activate it under Measurement devices in the Device Settings menu. Give the scale an easily recognizable nickname. For details, refer to the operating instructions of the Waste Scale.

The Food Waste Tracker service has now been set up and the recording of waste data can begin.

### 4 Food waste recording

It is recommended that food waste be recorded in the Food Waste Tracker solution as soon as it occurs. At the same time as the waste is poured into the collection container, it is recorded by selecting the waste item and its quantity (kg) from the service.

Other types of recordings are also possible. For example, recording when a waste collection container is emptied. In this case, only the total amount of waste generated can be monitored.

It is not recommended that the amount of waste is first written on paper and later entered in the service, as this is where there is the greatest possibility of incorrect entries.

The recording instruction made by unit main user is followed.

Food waste entries can be made in the following ways:

1. Make the waste recording using Waste Scale (WSS) and touchscreen
2. The amount of waste is entered manually into the ioLiving service using a web browser.
3. The amount of waste is entered manually using the KitchenHelper smartphone app.

### 1) Recording the amount of food waste with the WasteScale with touch screen (WSS).

**Typical use:** The excess food on the restaurant's buffet line must be thrown away after closing the service. First, all remaining salad is collected, poured into a collection container, and "salad" is selected on the Waste Scale touch screen. The weight and type of food waste is saved directly in the ioLiving service. Then the leftover meat products are collected and poured into the collection container, and "meat" is selected etc. In this way, the amount of waste is recorded with desired accuracy. The waste container on the scale is emptied when it is full.

**Alternative use:**

The food waste occurs in the restaurant kitchen during food preparation or at some other stage. The spoiled food or raw material is poured into a container on top of the Waste Scale and its type is selected on the touch screen. The weight and type of food waste is saved directly in the ioLiving service. After the measurement, the waste is poured into a waste bin. Each batch of waste is weighed separately. This method is good when WasteScale is on the table and the kitchen waste is sorted.

**Guide:** Check the ioLiving Waste Scale manual.

### 2) Manually entering the waste with a web browser to the ioLiving service.

**Typical use:**

Communal food service produces meals in central kitchen for forty schools. The municipality wants to keep track of the leftover food amount on each school. Leftover food is weighed with normal kitchen scale, and the result is entered to ioLiving service with web browser.

**Guide:** Log in to Food Waste Tracker with your username. The Food Waste menu has a "Input waste amount" function.

### 3) Entering the food waste data manually with KitchenHelper smartphone application.

**Typical use:** A batch of expired food items is found during a weekly inventory. The person making the inventory reads the total amount (kg) of expired food from packages, pours the waste into the waste bin and enters the amount into the ioLiving service with the KitchenHelper smartphone application.

**Guide:** Download the Kitchen Helper app from the Google Play Store and sign in with your username. To enter waste, select the waste item, the reason for the waste (if enabled), and enter the amount in kilograms. Press "Save" to accept.

## 5 Production amount recording

It is not necessary to record production amounts. Production data is needed if the amount of waste is to be analyzed and reported in relation to the amount of food produced. If the daily numbers of diners are also recorded, the amount of waste can be analyzed and reported in relation to the number of customers.

From the solution point of view, production amount means the daily amount of each waste item imported into a unit or manufactured in a unit.

In the Food Waste menu, under General settings, specify whether the unit records production amounts. Under Production settings specify the items for which production amounts are recorded.

**Guide:** Record production amount and number of diners daily from the Food Waste menu under Enter Production amount. Select a date, record the number of diners for that day and the production amounts of the items in kilograms. The data can be corrected afterwards.

## 6 Analyzing and reporting the food waste data

The food waste data recorded in all the above examples is stored in the ioLiving service, where the data can be viewed on a daily, weekly, or monthly basis. In addition to the total amount of waste, data can be viewed for each collection point and scale. The data is presented both in numerical and graphical format, making it easy to transfer to reports and distribute further. Viewing take place by weight (kg), cost (local currency) and size of its carbon footprint (kgCO<sub>2</sub>e).

Graphical reports can also be printed as pdf or image files which are easily attached to other documents.

By analyzing the food waste data, targeted measures can be taken to reduce waste costs and the carbon footprint.

## 7 Task management

By reducing food waste, the kitchen can significantly save costs and reduce greenhouse gas emissions. Kitchen staff take measures to reduce waste in their daily work. Several measures are smaller and quick to implement. Sometimes it is also necessary to do broader and longer-lasting tasks to reduce waste. In this case, the “Tasks” function of the Food Waste Tracker is used. This function records the objective of the corrective action and its brief description, person in charge, and schedule goal. In this way, the tasks are easy to remember and regularly reviewed. At the same time, the tasks and their results are archived and can be found later.

**Guide:** See separate guide for Task Management. The function is also part of the ioLiving Digital HACCP solution.