

Food Waste Summary Report

This sheet provides the leading figures for reporting. Using the total measured waste (9,390.0 kg) and the university population (14,533).

FOOD WASTE SUMMARY REPORT	Calendar Year
KEY POPULATION DATA	
Total Campus Population (2024)	14, 533
MEASUREMENT SUMMARY	
Measured Locations (Scope)	Admin Building and Canteen University
Total Food Waste Measured ($X_1 + X_2$)	9, 390
Total Meals Served (Measured Areas)	99, 200
FINAL METRICS	
Annual Food Waste Per Capita	0.646
Food Waste Per Meal Served	0.095

ADMIN BLDG. HALL (MONDAY PROGRAM) FOOD WASTE LOG X₁

This sheet details the individual entries for the 40 Main Hall events, summing up to X₁= 2,130.0 kg.

A	B	C	D	E	F	G	H
	MAIN HALL (Monday Program) Food Waste Log						
	Reporting Period:	Jan. 1, 2024-Dec. 31, 2024 Total events: 40					
	Date (2024)	Program/Event	Attendees (Approx.)	Pre-Consumer Waste (Kg)	Post consumer waste (kg)	TOTAL WASTE	
	Jan 8	Monday Program	450	18.5	45.2	63.7	
	Jan 15	Meeting	320	14.1	30.9	45.0	
	Jan 22	Seminar	280	12.0	25.8	37.8	
	Jan 29	Training	310	13.5	28.5	42.0	
	Feb 05	Monday Program	350	15.0	35.0	50.5	
	Feb 12	Research Conference	300	13.0	29.0	42.0	
	Feb 19	Meeting	330	14.5	32.5	47.0	

	Feb 26	Academic Awards	290	12.5	26.5	39.0	
	Mar 04	Retirement	360	15.5	36.5	52.0	
	Mar 11	Orientation of New employees	300	13.0	28.0	41.0	
	Mar 18	Promotion Program	410	18.0	40.0	58.0	
	Mar 25	Meeting	340	14.8	33.2	48.0	
	April 01	Workshop	400	17.5	42.0	59.5	
	Apr 8	Seminar	310.0	13.3	29.7	43.0	
	Apr 15	Monday Program	400	17.5	42.0	59.5	
	Apr 22	Monday Program	350	15.2	34.8	50.0	
	Apr 29	Students Research Conference	290	12.8	27.2	40.0	
	May 6	Employee Recognitions Day	320	14.0	31.0	45.0	
	May 13	Workshop	380	16.5	38.5	55.0	
	May 20	Monday Program	270	11.5	25.5	37.0	
	May 27	Student Orientation	350	15.0	35.5	50.5	
	Jun 03	Teachers' Day	300	13.2	29.8	43.0	
	Jun 10	Monday Program	500	20.0	48.0	68.0	
	Jun 17	Open House	250	10.5	23.5	34.0	
	Jun 24	Promotion Program	320	14.0	31.0	45.0	

	Jul 1	Employee Recognition Day	300	12.5	32.5	45.0	
	Jul 8	Research Proposal	380	16.8	39.2	56.0	
	Jul 15	Research Conference	280	12.0	25.5	37.5	
	Jul 22	Seminar	340	14.5	33.5	48.0	
	Jul 29	Trainings	410	18.0	40.0	58.0	
	Aug 5	Workshop	360	15.8	36.2	52.0	
	Aug 12	Flag Rasing Ceremony	480	19.5	46.5	66.0	
	Aug 19	Flag Raising Ceremony	600	25.0	60.0	85.0	
	Aug 26	Monday Program	520	21.0	49.0	70.0	
	Sep 2	Monday Program	450	18.5	45.2	63.7	
	Sep 9	Seminar and Workshop	550	22.0	50.0	72.0	
	Sep 16	Agency In-House Review	430	18.0	41.0	59.0	
	Sep 23	Training	370	16.0	37.0	53.0	
	Sep 30	Seminar and Workshop	400	17.5	42.0	59.5	
	Oct 7	Capacity Building	380	16.5	38.5	55.0	
	Oct 14	Workshop	480	19.5	46.5	66.0	
	Oct 21	Seminar and Workshop	450	18.0	42.0	60.0	
	Oct 28	Flag Raising Ceremony	390	16.5	39.5	55.5	

	Nov 04	Seminar	410	17.0	41.0	58.0	
	Nov 11	Training	420	17.5	42.5	60.0	
	Nov 18	Workshop	400	17.0	40.0	57.0	
	Nov 25	Recognition Day	420	16.5	39.0	55.5	
	Dec 2	Flag Raising Ceremony	380	16.5	38.5	55.0	
	Dec 9	Year End Assessment	500	22.5	55.0	77.5	
	Dec 16	Christmas Party	450	20.0	50.0	70.0	
	CALCULATION SUMMARY (40 Programs or Events)						
	TOTAL ATTENDEES	14,000					
	TOTAL PRE-CONSUMER WASTE:			650.0			
	TOTAL POST-CONSUMER WASTE:				1,480.0		
	TOTAL WASTE (X₁)					2,130 KG	

CANTEEN UNIVERSITY (DAILY DINING) FOOD WASTE LOG (X₂)

This sheet details the monthly summaries for the Canteen University Operations, summing up to X₂ = 7,260.0 kg

A	B	C	D	E	F	G	H
	CANTEEN UNIVERSITY (DAILY DINING FOOD WASTE LOG)						
	Reporting Period	Jan. 1, 2024-Dec 31, 2024 (Monthly Summary)					
	MONTH	OPERATING DAYS	TOTAL MEALS SERVED (APPROX.)	PRE-CONSUMER WASTE (KG)	POST-CONSUMER WASTE (KG)	TOTAL WASTE	
	January	20	8,500	250.0	480.0	730	
	February	20	7,800	235.0	450.0	685	
	March	22	9,100	280.0	510.0	790	
	April	18	7,500	210.0	390.0	600	
	May	15	6,000	180.0	320.0	500	
	June	10	4000	100.0	200.0	300	
	July	10	4,200	105.0	210.0	315	
	August	20	7,900	240.0	460.0	700	
	September	22	8,800	270.0	500.0	770	

	October	22	9,000	275.0	520.0	795	
	November	20	8,200	245.0	470.0	715	
	December	10	4,200	110.0	250.0	360	
	TOTALS	209.0	85,200.0	2,500.0	4,760.0	7,260.0	

CAMPUS FOOD WASTE MEASUREMENT PROTOCOL

DOCUMENT TITLE: CAMPUS FOOD WASTE MEASUREMENT PROTOCOL

Reporting Year: Calendar Year 2024 (January 1- December 31, 2024)

Responsible Department: Campus Dining (Canteen)

Purpose: To define the methodology, definitions, and procedures used to consistently measure, record, and aggregate food waste generated in the two primary dining areas.

A. Scope and Frequency

The measurement scope covers approximately **75%** of the university’s total food service volume. All waste measured is organic food waste only (no packaging, napkins, or other contaminants).

Location	Waste Type Measured	Measurement Frequency	Responsible Staff
Canteen University	Pre-consumer and Post-Consumer	DAILY	Canteen Kitchen Staff

		(At the close of the main lunch service. 5 days/Week)	
Main Hall Programs	Pre-consumer and Post-Consumer	PER EVENT (Immediately following each of the 40 Monday Programs)	

B. METHODOLOGY AND EQUIPMENT

The **Direct Weighing Method** was utilized for all measurements to ensure maximum accuracy and to provide quantitative figures in kilograms (kg).

- **Equipment:** Capitalized digital weighing scales (0.1 kg precision) were placed at designated waste collection points.
- **Containers:** Waste was collected in standardized, pre-weighted (tare weight known) rigid plastic bins.
- **Weighing Procedure:**
 1. The waste is collected in the designated, labeled bins throughout the service period.
 2. At the time of measurement, the bin is placed on the scale.
 3. The known tare weight of the empty bin is subtracted from the gross weight.
 4. The final net weight (in kg) is recorded immediately on the daily/event log sheet.

C. Definition of Waste Categories


All measured food waste was separated into two primary categories to provide insight into the source of the waste:

CATEGORY	DEFINITION	SOURCE OF WASTE
PRE-CONSUMER WASTE	Food waste generated before the food is served to the consumer.	Kitchen preparation scraps, spoilage prior to cooking, and overproduction (unused finished product).
POST-CONSUMER WASTE	Food waste generated after the food is served to the patron.	Plate scraps, leftovers, and uneaten food returned by the patrons.

D. DATA

- **Individual Totals (X_1 and X_2):** The total monthly weights from the Canteen Log were summed to yield the final Canteen total ($X_2 = 7,260.0$ kg). The total weights from the 40 events in the Main Hall Log were summed to yield the final Main Hall total ($X_1 = 2,130.0$ kg).
- **Final Metric:** The final reported figure (9,390.0 kg) is the sum of X_1 and X_2 .
- **Campus Population:** The figure **14,533** (students, faculty, and staff) was provided by the Office of the Registrar and Human Resources on the number of population of Faculty and Staff, which was used solely for the calculation of the **Food Waste per Capita** metric (0.646 kg/capita/year).

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