UNL Office Composting Guide
Any office can begin composting with proper preparation and the following steps to guide you . . .

**Getting Set Up**

1. Designate a location in the office for the compost station.

2. Purchase an office compost container [here](#) and compostable liners [here](#).

3. Print off the Office of Sustainability’s [Compost 101 Guide](#) and hang it above your office compost container.

4. Locate the nearest campus drop off bin. UNL currently has four compost bins on campus located at the following locations:
   - **City Campus**
     - Outdoor Adventure Center | East side of building
     - 1901 Y Street Facilities & Maintenance Building | East side of building
     - Hamilton Hall | West side of building
   - **East Campus**
     - Recreation and Wellness Center | North side of building

**Taking Out the Compost**

The office compost container should be taken out at least once a week or whenever it is full. This task entails two easy steps:

1. Empty your office compost container into the nearest campus compost drop off bin.

2. Put a new liner in your container to avoid making a mess.

   It’s recommended to assign this task to one person OR rotate around the office each week — do whatever works best for your team!
1. Let everyone in your office know that they now have the option to compost.

2. It’s important to educate them on why and how to compost properly. You can do this by:
   - Scheduling a short office meeting
   - Sending a team email with all of the information from the **Compost 101 Guide**

---

**Help spread the word!**

- Let other UNL offices know how well your composting program is going.
- Encourage them to adopt the same practice in their office.
- Start a competition to see which office diverts the most waste from the landfill.
- Send pictures and updates to sustainability.unl.edu.

---

Thank you for helping UNL reach its sustainability goals!