



SCHOOL RECYCLING PROGRAM

HANDBOOK

SDUSD
Recycles



**SAN DIEGO UNIFIED
SCHOOL DISTRICT
RECYCLING PROGRAM**

This Handbook is a step-by-step guide
to help your school begin or improve
campus recycling programs.

WHY RECYCLE?



Recycling conserves natural resources, saves energy in the manufacturing of new products and reduces or eliminates pollution associated with the extraction and processing of raw materials.

Recycling reduces the need for landfills and incinerators. Recycling decreases greenhouse gas emission that contribute to global climate change. Recyclables have value. By recognizing and using recyclables as valuable raw materials, we can use recycling to create jobs, strengthen the economy and help sustain the environment for future generations. So why not recycle?

WHY RECYCLE AT SCHOOL?

Schools are essential in making recycling work in San Diego (and the state of California), and **it's the law!** AB 341 requires schools to recycle and to meet State goals of 75% diversion by 2020. Recycling and schools make a practically perfect partnership. A school recycling program provides a learning experience for everyone involved. By recycling at school, students, teachers, staff, administration and parents can learn not only the basics of recycling, but about sustainability, resource conservation and environmental stewardship.

School recycling programs also give teachers opportunities to provide valuable hands-on, real-life projects to students. In addition, recycling helps schools and school districts save money through avoided disposal costs. Remember, the less you throw away, the less the District pays to have garbage hauled away and buried in the landfill.

Depending on what is recycled, there may be a chance to earn revenue from the sale of the collected items. By recycling, schools can make a significant contribution to California's recycling efforts and help the state meet its goals, all while helping the economy and protecting the environment.



GET READY.....



BUILD A TEAM

The key to any successful school recycling program is to have everyone participate. A good team can help build a sustainable program. Schools should create a Green Team to facilitate the recycling program.

School Green Teams help to collect recyclables, monitor recyclables, and educate others on how to recycle. Ideally, the team should include a representative from each sector of the school (e.g., teachers, students, parent/teacher organizations, administration and custodial staff).

See Additional Resources for more information on Green Team roles and responsibilities. You may select students from multiple grades, or designate one grade to be the Green Team students (for example, all fourth graders will be part of the Green Team). The person(s) responsible for specific tasks should be identified. Select one person to be the team leader.



Collecting Recyclables:

Some schools locate larger size recycling bins in each hallway/main area of campus (e.g. 35-gallon or 65-gallon rolling carts or bins). Teachers in each classroom ask one student per day or per week to be the Recycling Monitor and empty their classroom recycling bin into the larger hallway bin at the end of the day. Then either the custodian or Green Team members take the larger cart or rolling bin to the recycling dumpster area to be emptied by custodial staff.

Another option is for Green Team members to collect recyclables from each classroom on a designated day/schedule. Green Team members should work together to create manageable routes for collecting recycling from classrooms and office spaces. Green Team members may use evacuation maps or other materials to divide the school into collection zones. These zones could be divided by halls, grade, or other means.

Dividing the responsibility for collection helps to make pick-up more manageable and reduces the time it takes to get recyclables from classrooms and offices to outside roll carts and dumpsters. Students may consider taking roll carts from classroom to classroom or collecting individual classroom recycling bins. If recycling collection occurs during instruction time, be sure to remind Green Team members to be quiet and courteous during their collection.

Monitoring Recycling:

Green Team members will be the first line of defense against contaminants in the recycling bins. Ask students to check classroom bins for contaminants and create a system for politely informing teachers if bins cannot be emptied.

The Green Team will be vital in cafeteria recycling where students and faculty may need to be reminded to dump foods/liquids before placing materials in the recycling bins. One way to do this may be to create a “Recycling Patrol” that can issue tickets to recycling offenders. This should be fun, lighthearted, and help educate the “offender” on how to recycle in the future.

Recycling Education:

Green Team members will be the faces of your recycling program and will be interacting with students and faculty on a regular basis. Don't be surprised if these Green Team members get asked a question or two about what can be recycled and how it can be recycled.

It is okay if they don't know every answer, but think about setting up a system for collecting and responding to these questions about your recycling program. You could try setting up a questions box, having teachers turn in questions to the Green Team on their weekly collection routes, or even explore methods such a dedicated Green Team email address. Answers can be provided in school announcements or newsletter, or other outreach.



GET SET.....



Location, location, location...

Place the recycling bins and containers next to trash cans and in areas where recyclables are generated. Each classroom and office should have recycling containers. Don't forget the labs, teachers' lounge, parent work room, and cafeteria. Larger collection bins should be placed in hallways or in high-volume areas such as by vending machines or by copier machines. Consider placing a recycle bin by every trash can to help make recycling an easy choice. The easier you make recycling, the more success your program will have.

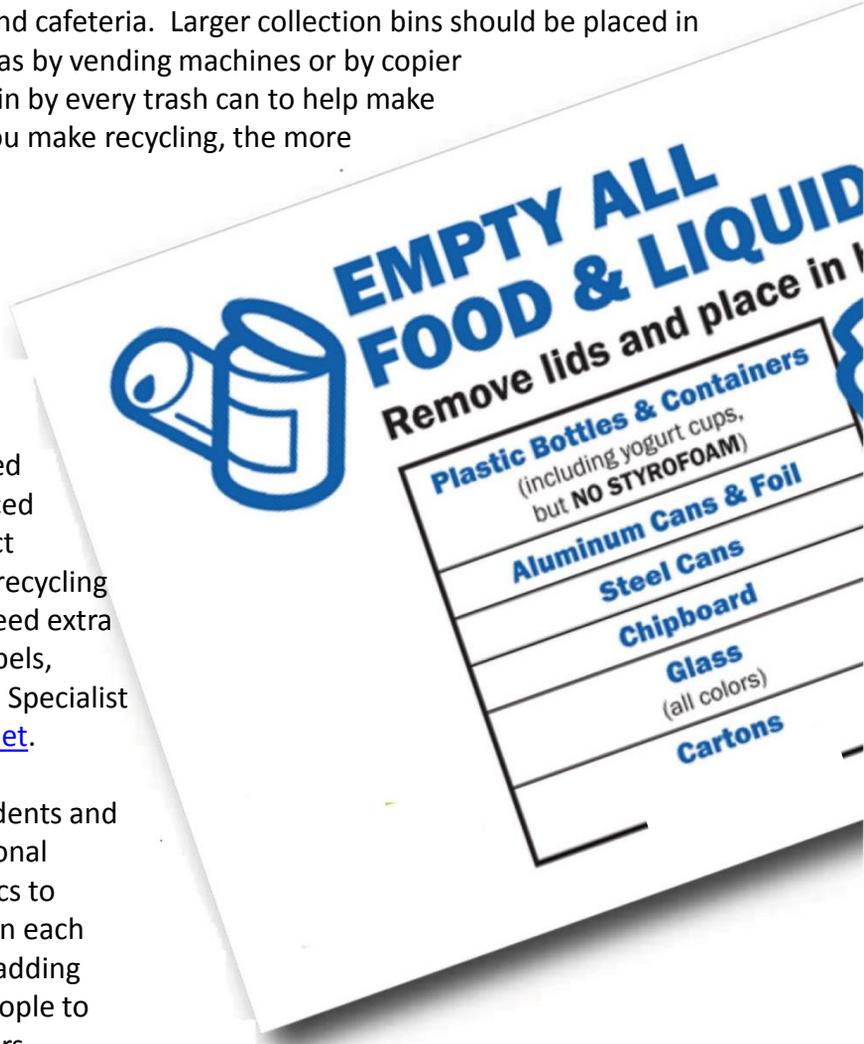
Clearly label recycling bins and containers

Each container should be clearly marked to indicate what item(s) should be placed inside. San Diego Unified School District (SDUSD) has labels and/or signage for recycling bins and trash bins, too. Should you need extra labels/signage or to replace existing labels, simply contact Janet Whited, Recycling Specialist at (858) 637-6268 or jwhited@sandi.net.

Remember to appeal to all of your students and staff. You may want to consider additional bilingual signage and the use of graphics to show what materials are to be placed in each container. Other signage may include adding "Stop Signs" to trashcans to remind people to think before they throw away, or posters advertising recycling competitions to encourage people to participate.

Keep records and set goals

SDUSD will track an estimate of how many pounds or tons of material is recycled to help evaluate the program's performance and set benchmarks for improvement. Each school may also track their own classroom recycling by counting the number of full bins recycled each week. Green Team members may track this information or each class may take responsibility for tracking their classroom recycling. Records also will help determine cost savings (from avoided disposal costs) as well as revenue generated (e.g. bottle and can recycling fundraisers).



Communicate and Educate

The success of the program depends on how well everyone participates. Tell students, teachers, instructors, and custodial staff – everyone at school – about the program, what is accepted, how the items need to be prepared and so on. Make announcements. Make and hang signs, posters and banners throughout the school. Place the information on the school's web page and in the school handbook. Present information about the program at school orientations, assemblies or parent/teacher meetings. See Appendices A, B, C, D, E, and F for examples.

Students: It is important for students to recycle and help run the program from the beginning. This hands-on emphasis helps students to learn new habits and values about recycling. In addition to developing your Green Team, consider activities that encourage and educate students about recycling. Consider using recycling rates to help students learn about graphs, fractions, or percentages. Use a household scale to weigh the recycling and track the results. Have students design recycling posters for your school. Have students write about what they've learned about recycling, or have them propose ideas for increasing your recycling. Think outside the box and add recycling games such as relays to field days. When the school hosts games or events, have students volunteer to help remind visitors to use recycling bins.

Faculty and Staff: It is important for faculty and staff to show that they too are involved in the recycling process. Remind faculty what can be recycled in department meetings, on teacher workdays, and through occasional emails. Get teachers motivated to help their students by recognizing teachers who are doing an exceptional job of incorporating recycling into their classroom. Encourage teachers to share recycling lesson plans and activities. Perhaps even encourage some friendly competition between teachers. Encourage teachers to recycle when moving to a new classroom or when cleaning out at the end of the year!

Everyone Else: Remember that a successful recycling program will get everyone involved, including parents and visitors. If your school is hosting an event or game, remind visitors that you have made a commitment to recycle. Have hosting faculty or students remind visitors to use recycling bins correctly. Put up additional signs about what can be recycled, and warn against contamination. Advertise the success of your program by posting top classes or your overall recycling rate in a high traffic area; this will show visitors that your school is taking recycling seriously, and will encourage them to take it seriously as well.





REWARD THE “DOERS”

Reward the Doers

Let students know that everyone wins in recycling. Incentives, such as T-shirts, stickers, recycled-content pencils and posters can be given to students or classes that participate. Other incentives include field trips to a local recycling center or a pizza party. SDUSD and EDCO will facilitate district wide contests to reward schools with CASH prizes for having a high recycling rate and low trash generation rate (pounds per student).

Event Recycling:

Recycling is important during special events as well. When there is an upcoming event, work with faculty/staff to make sure to have roll carts or other collection bins moved into the special events area to collect recyclable materials. This could include carnivals, field days, science fairs or concerts. Make sure that drinks are served in recyclable containers and consider providing reusable service ware (plates, silverware, etc.).

It is important to provide signs and posters to encourage attendees to recycle. When possible, have Green Team members present and available to help attendees make good decisions regarding recycling. Make frequent announcements reminding attendees to recycle. In order to maintain recycling, have staff or Green Team members available to empty bins as they become full so that recycling continues to be available throughout the event.

WHAT

can be recycled?

The most common items recycled at school are paper, aluminum cans, plastic bottles, other plastic containers, milk cartons, cardboard and chipboard. SDUSD has a commingled recycling program where all recyclables can be mixed together!

COMMINGLED

**Remove food and liquid from all recyclables -
Remove all lids and place in bin**



ALL PAPER & CARDBOARD

- Construction & Poster Paper
- Pizza, Donut & Bagel Boxes
- Wrapping Paper
- Milk & Juice Cartons
- Paper Sacks
- Molded Fiber Drink Carriers & Lunch Trays
- Spiral Notebooks (metal or plastic spiral ok)
- Old Books, Magazines & Catalogs

ALL RIGID PLASTIC

- Bottles, Jugs, Jars, & Tubs
- Microwave Bowls, Trays & Plastic Food Containers
- Catering Trays, Containers & Lids
- Plastic Coffee Shop Cups & "Party" Cups
- Buckets, Pails, Toys & Crates

ALL METAL

- Aluminum Foil & Food Service Products
- Tin Cans
- EMPTY Aerosol Cans & Paint Cans
- Metal Frames, Parts, Pipe, Office Products

GLASS

- All Glass Bottles & Jars

HOW

will the recyclables be collected and stored?

Each school can develop a Green Team made up of students, teachers, administration and support staff. School policy will dictate who collects the recyclables. In some cases custodial staff may do it, and in other cases it's considered a shared responsibility. In this situation the students in the Green Team could be responsible for collecting the recyclables from each classroom and emptying them into a larger rolling cart. Custodial staff should empty the carts into the recycling dumpster.

Recycling should be available in the following locations: classrooms, cafeteria/lunch court, and office spaces.

Classroom

Each classroom should have at least one recycling bin. Attach signage on and above the bin to show what can be recycled. Contact jwhited@sandi.net for signage and labels. Classroom recycling should be emptied several times per week, depending on volume.

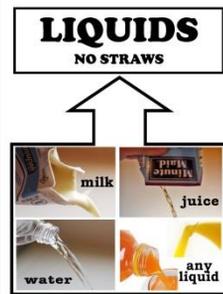


HOW

will the recyclables be collected and stored?

Cafeteria & Lunch Court

- Use the large BLUE commingled roll carts or round blue (Brute) bin with a wheeled dolly attached on the bottom to collect your lunchtime recyclables. Bins should be lined with a CLEAR liner.
- Place a liquids collection bucket or bin next to the recycling bin so students can empty their milk and juice cartons before recycling them. Next comes the trash can. Students should “whack” the food, spork, napkin, juice pouch, etc. into the trash and then have a place to neatly stack their lunch tray for recycling. At the start, Green Team members may need to stand next to the bins to help students make good choices about what can be recycled, as well as to remind them where to empty food/liquids.
- Coordinate with custodial staff on collection of the lunchtime recyclables.
- Make sure cafeteria staff know that they can recycle all plastic bottles, jugs, jars, large tin cans, etc. from the kitchen. They are usually good about recycling their cardboard boxes.



Office Areas & Teacher Work Rooms

Containers for paper and commingled recycling should be placed in office areas and teacher work rooms. These containers may also be collected by Green Team students as part of their regular route.



WHERE

will the recyclables go?

Once collected and placed in the correct blue dumpster, recyclables will be collected on the designated collection day by EDCO. Recyclables can be placed in clear plastic liners and placed in the recycling dumpster for collection, if needed.

Once picked up by the City of San Diego, material will be taken to EDCO's Material Recovery Facility (MRF). The material will be sorted and sent to recycling markets to be made into new products.

Recyclables are taken to EDCO's Material Recovery Facility where they are sorted and baled. Sorted material is sent to manufacturers....



...and made into new products!

WHO

are the Recycling Program Leaders?
What are their roles?

SCHOOL RECYCLING COORDINATOR

KEY ROLE:

To assume responsibility for facilitating all aspects of program design and implementation; to be the central contact and point person for the program at your school.

RESPONSIBILITIES:

- Organize the Green Team
- Work out a schedule for the school's internal flow of recyclables based on the collection schedule. If students will be assisting in collection of materials from classrooms, notify students of collection routine. Work with Green Team students to create and post collection assignments.
- Facilitate implementation of program
- Ensure materials are monitored for quality control
- Reinforce program through continuing educational and promotional efforts
- Serve as point person for the program
- Explore ways to improve and/or expand programs

RECYCLING COORDINATOR'S MASTER CHECKLIST

- Organize recycling Green Team
- Ask principals to alert custodians and food service workers about program
- Identify educational and promotional needs
- Communicate information about program to all principals, school personnel, PTAs and other groups.
- Meet with student environmental clubs and/or other appropriate personnel to discuss potential kickoff events and other educational projects.
- Contact school newsletter editor to discuss an article on program.
- Assure that all collection boxes within the school are in place, signs and posters are mounted, and student/teacher monitors understand their roles.
- Ask that teachers discuss recycling and environmental issues with classes to give students background on why recycling is important.
- Ask teachers to send letters home to parents about new recycling program.
- Coordinate school assembly or other event to kickoff the new recycling program.
- Disseminate announcement via school newsletter and website.

WHO

are the Recycling Program Leaders?
What are their roles?

PRINCIPAL

KEY ROLE:

Generate enthusiasm and support for the recycling program within the school. Work closely with recycling coordinator to communicate the school's recycling needs and to disseminate information.

RESPONSIBILITY:

- Keep the school's program visible: make recycling a recurrent school theme

LEAD SITE CUSTODIAN

KEY ROLE:

Assist with implementing and maintaining the recycling program, and serve as school contact for discussions about waste and recycling issues.

RESPONSIBILITIES:

- Coordinate with the Recycling Coordinator, principal and other school personnel
- Help determine size and quantity of recycling containers needed in classrooms, offices, lunch areas.
- Understand what can be recycled in the District's recycling program.
- Place recyclables into proper recycling dumpsters.
- Provide the final quality control check for the school's recyclable products. If recyclables are particularly contaminated, notify the Recycling Coordinator.
- Monitor program logistics such as the size of outdoor dumpsters and roll carts and frequency of pick-ups by the waste hauler.

LEAD SITE CUSTODIAN'S CHECKLIST

- Work with other key personnel to determine the size and quantity of recycling containers needed throughout the school.
- Know when recyclables are picked-up by EDCO.
- With the Recycling Coordinator, create and distribute a school collection schedule for all recyclables.
- Provide ongoing quality control for all recyclables by monitoring collection bins.
- Report any problems with the size or number of dumpsters or roll carts or frequency of pick-ups by the hauler to District Recycling staff.

WHO

are the Recycling Program Leaders?
What are their roles?

CAFETERIA STAFF SUPERVISOR

KEY ROLE:

Facilitate the collection of recyclables from the kitchen.

RESPONSIBILITIES:

- Help determine the placement and number of recycling roll carts necessary in the kitchen. For example, if garbage cans are available at each end of the cafeteria, recycling roll carts should be placed nearby.
- Understand what items can be recycled from the kitchen.
- Educate kitchen workers about the program's requirements; enlist their cooperation.

CAFETERIA STAFF SUPERVISOR'S CHECKLIST

- Assist with the layout of recycling roll carts in the kitchen area.
- Instruct staff on how to participate in the program.

TEACHERS

KEY ROLE:

Educate students about how to participate in the school's recycling program. In addition, foster enthusiasm for the program by giving students positive feedback about their recycling efforts.

RESPONSIBILITIES:

- Use available recycling projects and curricula to educate students about the environment. Be sure to emphasize that daily recycling efforts by students can add up to a significant savings in landfill space in just one school year.
- Involve students in promoting the recycling program by making posters for the classroom, hallways or lunch court.
- Keep parents informed about the school's program via school newsletters or letters sent home with students.
- Use recycling as a fun, educational opportunity (e.g., in math, record weight of the collected materials).

WHO

are the Recycling Program Leaders?
What are their roles?

TEACHER'S (cont)

TEACHER'S CHECKLIST

- Have your students make posters, visit younger students to discuss recycling, or promote the new program in other ways.
- Assign Classroom Recycling Monitor to help with classroom recycling efforts and empty recycling bins into hallway bins, as needed (if applicable).
- Educate students about the environment (especially during Earth Week in April).
- Monitor students' participation and quality of recyclables in the classroom.

STUDENTS

KEY ROLE:

Get involved in the recycling program as much as possible by source separating materials, monitoring materials for contaminants, promoting the program, and spreading the word about your school's environmental effort.

RESPONSIBILITIES:

- Become part of the school's recycling team by forming or joining a school environmental club, or working with administrators to establish a club at your school.
- Volunteer to talk about the recycling program on the school morning announcements.
- Keep other students enthusiastic about recycling through a school poster contest, classroom challenges, or articles in the school newspaper.

STUDENTS' CHECKLIST

- Join the school environmental club. If the school doesn't have a club, form one.
- Assist in collection of materials from classrooms, where appropriate.
- Promote the recycling program and lead by example. Become Recycling Champions!
- Design a school recycling mascot.
- Create recycling information and display board.
- Challenge other classrooms to collection and quality control contests.
- Hold a school poster contest.
- Tell your parents about the recycling program.

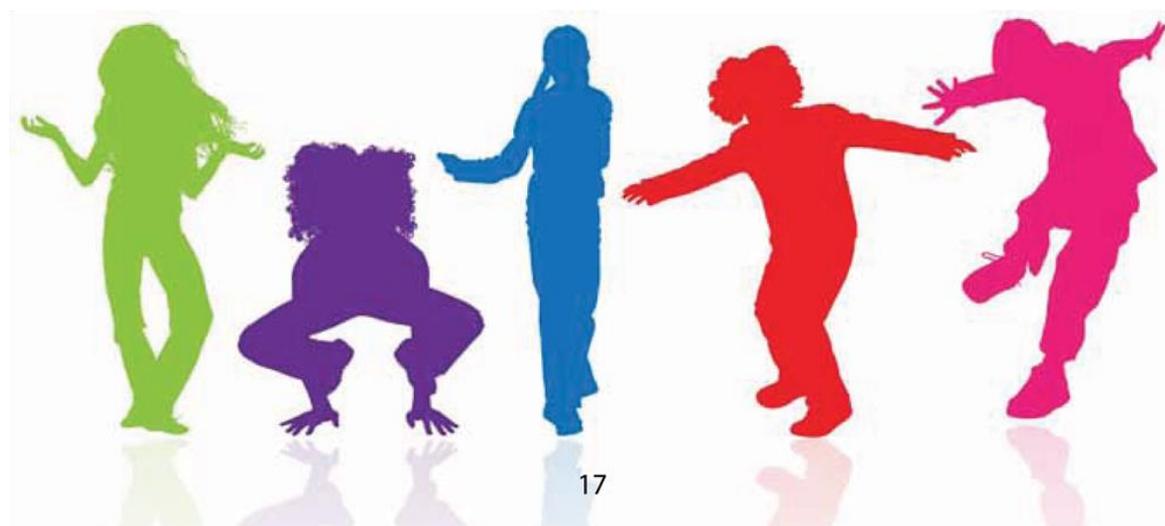


Recommended Training and Promotional Tools

- Posters designating locations of recycling containers
- Signs on recycling containers describing what is acceptable and what is unacceptable
- A one-page fact sheet stating the environmental benefits of the program for distribution to teachers, food service staff and custodians (see Appendix A)
- Environmental curricula and classroom exercises
- Loudspeaker announcement (see Appendix B)
- Lunchtime announcement (see Appendix C)

Student Activities

- Poster contests
- Essay contests
- Trash/Recycling Sculpture contests
- Produce a recycling video
- Development a kickoff assembly
- Formation of environmental clubs, or recycling clubs
- Recycling fairs; Earth Day events



BENEFITS OF RECYCLING AT SCHOOL

Why recycle at all?

- Recycling conserves natural resources, saves energy in the manufacturing of new products and reduces or eliminates pollution associated with the extraction and processing of raw materials.
- Recycling reduces the need for landfills in our community. Recycling decreases greenhouse gas emissions that contribute to global climate change. Recyclables have value.
- By recognizing and using recyclables as valuable raw materials, we can use recycling to create jobs, strengthen the economy and help sustain the environment for future generations.

So why not recycle?

Why recycle at school?

- **It's the law!** AB 341 requires schools to recycle and to meet State goals of 75% waste diversion by 2020.
- A school recycling program provides a learning experience for everyone involved. By recycling at school, students, teachers, staff, administration and parents can learn not only the basics of recycling, but about sustainability, resource conservation and environmental stewardship.
- School recycling programs also provide opportunities for teachers to offer valuable hands-on, real-life projects to students.
- Recycling helps our district save money through avoided disposal costs. Remember, the less that is thrown away, the less we pay to have garbage hauled away.
- By recycling, schools can make a significant contribution to California's recycling efforts and help the state meet its goals, all while helping the state's economy and protecting the environment.

Appendix B

SAMPLE LOUDSPEAKER ANNOUNCEMENT

Students, faculty, and staff; we are expanding our comprehensive recycling program. Not only is recycling good for the environment, but we are also required by law to recycle and cannot throw certain materials in the trash.

Please look for the blue recycling containers located in every classroom, office, (list locations of containers, i.e. hallway, lunch court, etc.).

In the classrooms, we will be recycling all paper, magazines, catalogs, construction and butcher paper, poster paper, worksheets, office paper, and newsprint. Generally, if you can tear it, we can take it! Exceptions: NO paper towels, tissue or Kleenex, paper plates, food wrappers, or laminated paper.

In the cafeteria/lunch court, we will continue to stack lunch trays for recycling and will also recycle EMPTY milk and juice cartons, food boxes (i.e. Lunchables), plastic trays, paper bags, yogurt and other plastic containers, bottles, cans, foil, etc. No plastic bags, wrappers, sporks, napkins, or straws.

There will be signs on the recycling containers to help remind you of what to recycle and what to throw away.

Each one of us can make a difference. Every time we recycle just one piece of paper or one aluminum can, we are helping to conserve the earth's natural resources. So please, do your part. If you have any questions or suggestions, ask your teacher (or a member of the Green Team.)

Thank you for your help, and have a green day!

APPENDIX C

SAMPLE LUNCHTIME ANNOUNCEMENT

ATTENTION STUDENTS:

Today we will be starting a new recycling program at lunchtime to help reduce the amount of trash sent to the landfill. Recycling stations will be set up near the trash cans for you to recycle milk and juice cartons from school lunches, and certain plastic, paper, and aluminum items from lunches brought from home.

The recycling process is simple. After finishing your meal, please carefully empty any leftover liquids from your cartons, juice boxes, or plastic or aluminum drink containers into the designated bucket, and put the empty drink container in the blue recycling bin. Continue to gently empty any leftover food, napkins, and sporks from your school lunch tray into the garbage can and then neatly stack the trays so they can be collected for recycling.

If you bring your own lunch to school, please recycle the following items in the blue recycling bin **after** emptying any leftover food or drinks in the liquids bucket or trash can: Plastic containers, such as fruit and applesauce cups, Pringles plastic chip containers, yogurt cups, milk and juice boxes, Lunchables cardboard boxes and plastic trays, paper lunch sacks, aluminum cans, plastic bottles, aluminum foil, and metal food cans.

We cannot recycle plastic baggies, chip bags, food wrappers, sporks, napkins, or straws. Please throw these in the trash.

Adult or student volunteers will be helping at the new lunch recycling stations to answer questions and show you what can be recycled. Please do not crowd the liquids bucket or other disposal areas to avoid spills. Wait in an orderly line for your turn.

Everyone is responsible for making the recycling program work. We can all make a difference!

Thanks for helping, and keep thinking “green”.

APPENDIX D**SAMPLE LETTER TO PARENTS**

TO: All parents
FROM: ____ School Green Team
DATE: _____
RE: Recycling Program Kickoff

Beginning (kickoff date), your child will be participating in ____ (school name) expanded recycling program. Our school will be recycling a variety of materials, and we are pleased to announce our comprehensive program.

We are especially excited about this hands-on learning experience for our students. Recycling every day at school will reinforce the recycling habit which they have already acquired at home, and hopefully, it will become permanent behavior for them. Recycling will help us reduce our solid waste and be in compliance with local and state waste diversion laws, while keeping the district's garbage costs from rising.

Several materials will be collected and recycled. These include: all paper, cardboard, chipboard, plastic bottles and containers, as well as all rigid (hard) plastics, aluminum cans, steel cans, milk and juice cartons, juice boxes and glass bottles and jars. Everything that can be recycled at home can be recycled at school.

We hope you share our "green" commitment and we welcome your ideas and comments. If you have any questions, please don't hesitate to contact me.

APPENDIX E**“THANK YOU” NOTICE**

THANKS FOR MAKING THE RECYCLING PROGRAM A SUCCESS!!
YOUR RECYCLABLES ARE CLEAN AND WELL SORTED.
YOU'VE MADE OUR JOB EASIER, AND THE RECYCLING PROGRAM POSSIBLE.

THE GREEN TEAM

“RECYCLABLES NOT ACCEPTABLE” NOTICE

SORRY, BUT WE COULD NOT ACCEPT YOUR
GARBAGE/RECYCLABLES FOR THE FOLLOWING REASON(S):

___ THE PAPER WAS CONTAMINATED; PLEASE DO NOT DISPOSE OF COFFEE
GROUNDS, NAPKINS, FOOD, ETC. IN RECYCLING BIN.

___ THE BEVERAGE /FOOD CONTAINERS WERE NOT EMPTIED; PLEASE
EMPTY PRIOR TO DISPOSAL.

___ THERE WAS GARBAGE MIXED IN WITH YOUR RECYCLABLES

APPENDIX F

SAMPLE LETTER TO OUTSIDE ORGANIZATIONS USING SCHOOL FACILITIES

TO:

FROM: School name

DATE:

RE: Your Responsibilities Regarding _____ School's Recycling Program

In order to be in compliance with state and local recycling laws, our school keeps the following material separate from the regular trash for recycling purposes: all paper, cardboard, chipboard, plastic bottles and containers, as well as all rigid (hard) plastics, aluminum cans, steel cans, milk and juice cartons, juice boxes and glass bottles and jars.

Please cooperate by separating and depositing recyclables in the designated recycling receptacles which are located both inside the school buildings and outside on the school grounds. Large blue recycling dumpster(s) is/are located near the school's trash dumpsters for large quantities of recyclables.

Thank you for insuring your organization's compliance with the school's recycling requirements. If you have any questions please call (Coordinator's name and phone number).