

Waste Recycling Program; Set Up

Placement:

- Egress Pathways
 1. Place receptacles near exits
 2. Consider poster space near this area
 - Velcro works well for adhesion to windows
 - May consider using screws with fender washers to fasten onto vinyl tackboard or wood paneling
 - Easels work well for stations set up at stage area of MPR
 3. Clear path of tables, benches, waste receptacles, etc.

Labeling; Sorting Stations:

- Adhere the 14"x17" bin signage onto 32-gallon grey cans using clear package tape
Colors for type of waste are as follows:
 1. Blue – plastic bottles, aluminum cans, glass bottles, milk and juice cartons
 2. Brown - food scraps such as fruits, vegetables, meat, bones, breads, grains, etc. as well as soiled napkins and cardboard food containers (pizza boxes)
 3. Gray - all other trash including plastic bags, straws, Styrofoam, soiled aluminum foil, soiled paper cups, soiled plastic food containers, used food utensils, plastic wrapping, chip bags, wax paper, pouched and bagged drinks
- Place each matching Waste Recycling Program poster directly above its appropriate waste bin
- Order of waste bins:
 1. Liquid separation unit
 - Pour all liquids into liquid separation unit
 2. Blue marked bin
 - Dispose of all plastic, aluminum, glass, and carton drinks
 - Bagged/pouched drinks DO NOT go here
 3. Brown marked bin
 - Empty all food scraps and paper napkins, *only*
 4. Gray marked bin
 - Empty all other trash including utensils, plastic food containers, pouched and bagged drinks, chip bags, etc.
- ***TIP: Stack paper and Styrofoam trays
 - Set up a table at the end of the sorting station for students to stack their disposable trays after sorting
 - Stacking trays saves time and space at the bin so that bags can be changed less often. Once lunch period is over, custodians to dispose of paper and Styrofoam trays in their appropriate waste bins

***Elementary schools using Styrofoam trays; dispose of trays in gray marked bin

***Secondary schools using “paper boat” trays; dispose of trays in brown marked bin

Assign Staff:

- Site proctors, custodian, admin, etc. may serve as monitors for first few weeks.
- Eventually, students may take ownership of program (sorting instruction)
 1. Build student body monitoring groups by grade level
 2. Peer to peer instruction is key
 - ASB
 - Green/Environmental Clubs
 - Student lunch sorting groups
 3. Consider incentives for student participation
 - PBIS points, treasure box, extra time for recess, movie tickets, etc.

Public Outreach

- Announcement on weekly newsletter
- Send Waste Recycling Program flier and brochure out to parents and staff (via email)
- Provide link to Waste Recycling Program support documents on district website
- Provide student curriculum (training video?) to teachers for in class discussion on waste recycling

Roll Out

- Consider introducing the sorting practice by grade levels
 - Begin with upper grade levels for modeling purposes
- Tips during lunch
 - Encourage students to drink fluids and finish as much on plate/food tray
 - Remind students to empty opened packaged food items onto plate/food tray before dismissal
 - Speeds up disposal at waste recycling station
 - Remind students to leave all *unopened* packaged food items at the share table (if applicable)
- Gauge what works
 - Frequency and timing of emptying waste bin contents (bags and fluids)
 - Food waste will be prioritized as it is the heaviest of the bagged waste (custodial)
 - Releasing students by table(s)
 - May want to arrange table configuration to allow for proper line-up and easy egress during waste sorting activity

Feel free to reach out to the Maintenance and Operations office for further assistance and/or onsite support at (909) 357-7520.