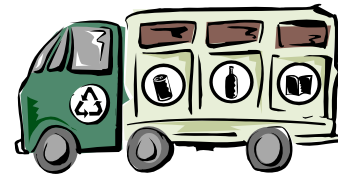




This document is available online at  
[http://www.seattleschools.org/area/conservation/resources\\_links.html](http://www.seattleschools.org/area/conservation/resources_links.html)

## Recycling Toolkit

### How to Begin a Recycling Program in your School



### Overview

This toolkit provides information for individuals or a group at a school to begin or enhance a recycling program. The following materials will guide you through the planning and implementation of an effective recycling program.

### Toolkit Contents

- ❖ Why Run a Recycling Program & How To Do It (p. 2)
- ❖ Frequently Asked Questions (p. 4)
- ❖ Checklist for a Comprehensive Recycling Program (p. 5)
- ❖ Roles & Responsibilities Form & Quick Reference (p. 6)
- ❖ Types of Recycling Containers (p. 7)
- ❖ Sample Recycling Poster (p. 8)
- ❖ Recyclable Materials List (p. 9)
- ❖ Fun Ideas (p. 10)

# Why run a recycling program at your school?

## Garbage Service vs. Recycling Services

- ✓ Recycling fees on a per yard basis are generally **half the cost** of municipal solid waste (garbage).
- ✓ Recycling waste is **exempt from the King County Hazardous Waste fee** that is applied to refuse.
- ✓ Putting **paper, cardboard, or yard waste into the garbage dumpster is prohibited** by City of Seattle ordinance and could result in a fine.
- ✓ **Recycling is good for the environment.** It reduces the amount of new (virgin) materials being mined and manufactured for new goods and reduces the space needed for landfills. Recycled materials are used to create an exciting, new variety of products all the time.

## How do I do it?

### Roles and Responsibilities:

*(The Recycling Coordinator may conduct all roles, depending on the school.)*

#### Recycling Coordinator

- ✓ Complete the Recycling Roles and Responsibilities Form and return the appropriate portion to MS :23-365.
- ✓ Act as a liaison between your school and the District Resource Conservation Specialists.
- ✓ Oversee the recycling program to ensure other roles and responsibilities are being met and checklist is conducted.

#### Recycling Education Lead

- ✓ Work to educate all students and staff on the recycling program and recyclable materials.
- ✓ Promote the recycling program throughout the school (ex: post signage and posters, arrange school assemblies, discuss at staff meetings, reward examples proper recycling, etc.).
- ✓ In conjunction with the Recycling Logistics Lead, oversee the recycling collection at the classrooms and common areas to ensure recyclable materials get recycled and reduce/eliminate contamination.
- ✓ Communicate and involve the Custodial Engineer and Principal to establish a smoothly running recycling program that is understood throughout the school.

### Recycling Logistics Lead

- ✓ Ensure all classrooms have recycling container.
- ✓ Identify appropriate locations in common areas for larger recycling containers and ensure containers are in place.
- ✓ Ensure recyclable material is being moved from the classroom containers to the common area containers. This can be done by students, teachers, or school groups.
- ✓ In conjunction with the Recycling Education Lead, oversee the recycling collection at the classrooms and common areas to ensure recyclable materials get recycled and reduce/eliminate contamination.
- ✓ Verify that common area containers are emptied into the recycling dumpster by the Custodians or Special Education Program.

### District Facilitation (conducted by a Resource Conservation Specialist)

- ✓ Be available to the Recycling Coordinator to address issues and answer questions.
- ✓ Provide posters, signage, and classroom and common area containers, where appropriate.
- ✓ Be available for site visits to help clarify recycling issues and evaluate the number and location of recycling containers.
- ✓ Be available to speak at staff meetings, classroom trainings, or school assemblies to promote and educate the recycling program.

**Parental Permission:** Please be aware that not all students and parents appreciate the idea of sorting through garbage. It is advisable to provide students that are taking an active role in recycling with gloves and acquire parental permission if appropriate.

## **Frequently Asked Questions:**

### **We already have recycling at my school. Why do we need a recycling program?**

All schools have recycling available but not all schools have effective recycling programs. This toolkit is designed to help you avoid or solve some of the problems that can occur and design a well-run recycling program. By signing up as a Recycling Coordinator you will have priority access to a District Resource Conservation Specialist (RCS). A RCS can provide recycling containers, posters and signage, perform site visits for troubleshooting problems, and find answers to difficult recycling questions.

### **Why do I have to separate recyclables at home, but not at school?**

Residential and commercial recycling are executed differently. They can be serviced by different trucks and sometimes, different companies, so the requirements are different.

### **Can we really recycle glass?**

Yes, the district's risk manager approved glass to be recycled in our single-stream recycling.

### **Can we recycle milk cartoons?**

Yes. Milk cartons can be recycled provided they are empty of milk. This requires a place for students to dispose of the leftover milk. Many schools use a 5-gallon bucket with a colander over the top to catch straws. Keep in mind this has to be placed where students can easily empty their milk without tipping over the bucket. Don't forget to ensure that someone will empty the bucket when it is full. It is advisable to make your school's Head Custodian aware of this lunchroom change and include him/her in the planning.

### **What student art projects are recyclable?**

The general rule is if it is water-soluble it is ok. Projects that are made up of paper colored with markers, colored pencil, or watercolor paint **can** be recycled. Paper with other types of paint **cannot** be recycled. Paper taped or glued together is ok to recycle as long as the adhesive is minimal. Projects covered in tape, glue, or laminated cannot be recycled. And clay can never be recycled.

## Checklist for a Comprehensive Recycling Program

Resource Conservation Specialists are available to assist in any part of this process.  
Contact Beth Dolan 252-0618 or Nicole Laky 252-0599.

- Identify person(s) to fulfill the roles and responsibilities. A Recycling Coordinator may be the only role necessary, provided that person is willing to take on the tasks of the other roles.
  
- Obtain a floor plan or map of your school from the main office to assist in conducting a recycling container survey/audit.
  
- Conduct a recycling container survey/audit. Note on the map which classrooms need recycling containers, where the common area containers are located currently, and appropriate common area recycling container locations. *Note: Additional common area containers may be needed OR current containers may just need to be moved to more appropriate locations.*

If the results of the container audit determine that more containers are necessary:

- Meet with your Principal and Head Custodian. Discuss the locations of any new containers. Review the following pictures and descriptions of the containers the District supplies.
  - Agree upon the location of all additional common area containers.
  - Ask the Custodian to order the required amount of classroom and common area containers from their Area Supervisor or a Resource Conservation Specialist. *Note: Common area containers can be ordered with or without wheels. Please determine if you would like wheels for these containers and make sure it is specified when ordering.*
  - Containers will be delivered to the custodian. Determine who is responsible for placing the containers in the new locations.
- 
- Obtain signage and posters from the Resource Conservation Specialists and post in appropriate locations.
  
  - Establish how recyclable materials collected in the classroom will get to the common area containers. This can be done by each teacher emptying their classroom, assigning a student to empty it, utilizing a student group (e.g. Earth Service Corp) to empty the classroom, or any other way that works for your school. *Note: Emptying classroom recycling is NOT part of the Custodian's duties or responsibilities.*
  
  - Verify that Custodians or Special Education Students are emptying the common area recycling containers into the recycling dumpster.
  
  - Train and educate the school about what can be put in the recycling.
  
  - Periodically verify that students and staff are recycling appropriately. If not, determine if more education or more containers are the cause and meet the need.
  
  - Congratulations!** Celebrate your success with a recognition event.

## Recycling Roles and Responsibilities Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

Recycling Coordinator: \_\_\_\_\_

Recycling Coordinator's Phone: \_\_\_\_\_

Recycling Coordinator's email: \_\_\_\_\_

Please return top portion to Resource Conservation Specialists at MS: 23-365.

Retain bottom portion for school use

## Recycling Roles and Responsibilities Quick Reference

School: \_\_\_\_\_ Date: \_\_\_\_\_

**Recycling Coordinator:** \_\_\_\_\_

- ✓ Complete the Recycling Roles and Responsibilities Form and return the appropriate portion (see above).
- ✓ Act as a liaison between your school and the District Resource Conservation Specialists.
- ✓ Oversee the program to ensure other roles and responsibilities are being met.

**Recycling Education Lead:** \_\_\_\_\_

- ✓ Work to educate all students and staff on the recycling program and recyclable materials.
- ✓ Promote the recycling program throughout the school (ex: posters, signage, school assemblies, topic at staff meetings, rewarding examples proper recycling, etc.).
- ✓ In conjunction with the Recycling Logistics Coordinator, oversee the recycling collection at the classrooms and common areas to ensure recyclable materials get recycled and reduce/eliminate contamination.
- ✓ Communicate and involve the custodial engineer and principal to establish a smoothly running recycling program that is understood throughout the school.

**Recycling Logistics Lead:** \_\_\_\_\_

- ✓ Ensure all classrooms have recycling container with adequate capacity.
- ✓ Identify appropriate locations in common areas for larger recycling containers and ensure containers are in place.
- ✓ Ensure recyclable material is being moved from the classroom containers to the common area containers. This can be done by students, teachers, or school groups.
- ✓ In conjunction with the Recycling Education Coordinator, oversee the recycling collection at the classrooms and common areas to ensure recyclable materials get recycled and reduce/eliminate contamination.
- ✓ Verify that common area containers are emptied into the recycling dumpster by the Custodians or Special Education Program.

**Resource Conservation Specialists:** Beth Dolan 252-0618, Nicole Laky 252-0599

- ✓ Be available to the Recycling Coordinator to address issues and answer questions.
- ✓ Provide posters, signage, and classroom and common area containers.
- ✓ Available for site visits to help clarify recycling issues and evaluate if you have an appropriate number of containers.
- ✓ Available to speak at staff meeting, classroom trainings, or school assemblies to promote and educate the recycling program.

## Recycling containers the District supplies



The District supplies **5-gallon yellow metal buckets** with handles for classroom recycling use. These are durable, inexpensive, and noticeably different from garbage containers. The small size and handle makes it manageable for younger students to carry, so all ages can participate in the recycling program.

5-gallon buckets are now only available in yellow.



The District supplies **32-gallon blue Rubbermaid® barrels** for collecting recyclable materials in common areas. Barrels come with lids that can be modified by cutting a circle or paper slot in them to reduce contamination. A white recycling symbol on the side is clearly visible. Additionally recycling posters have been designed to correspond with the blue barrels. Wheels or dollies are available for these containers to assist in moving recycling through and out of the school. Please designate if wheels are desired when placing an order.

**To order recycling containers please contact your school's Head Custodian.**

# Example 11"x17" Recycling Poster

To order originals contact a Resource Conservation Specialist.

# RECYCLING

## Cans & Bottles

- plastic bottles & jugs
- glass bottles & jars
- aluminum cans
- tin cans
- juice & milk cartons (emptied)
- plastic tubs

## Paper & Cardboard

- office papers
- catalogs, magazines, brochures
- mail envelopes
- cardboard (flattened)
- newspapers
- shredded paper (strip shred only)

**NO!** plastic bags, cups, lids or caps

**NO!** plates, napkins, paper towels or plastic utensils

WE RECYCLE

SEATTLE PUBLIC SCHOOLS

City of Seattle

# Example 8.5”x11” Recyclable Materials List

**Recyclable materials include:**

- Paper and Cardboard
  - Clean paper and mail (staples and window envelopes OK)
  - Magazines, brochures and flyers
  - Shredded paper – bagged (no confetti)
  - Flattened Cardboard (size limit: 3’ x3’)
  - Frozen food boxes (liner removed)
- Plastics
  - Plastic bottles, jugs, and jars
  - Plastic dairy tubs
  - Plastic retail bags (bagged in one plastic bag, tied securely)
  - Plastic film, shrink wrap, bubble wrap (bagged in one plastic bag, tied securely)
- Metal
  - Aluminum cans
  - Tin cans
  - Scrap metal
- Glass
  - Bottles and jars (no lids)

**Do not recycle:**

Aerosol cans, batteries, art projects that contain glue or paint, carbon paper, CDs, ceramics or dishes, detergent boxes, diapers, empty motor oil containers or greasy car parts, food waste, light bulbs or fluorescent lights, medical needles or sharps, mirrors or window glass, paper towels, paper plates or napkins, plastic or waxed cardboard, plastic cups, loose plastic bags, plastic plates or utensils, Styrofoam blocks or packing peanuts, tissue or foil wrapping paper, tissues or toilet paper, toxic containers, waxed paper

## Fun Ideas!

In addition to the information already provided some schools have had some great ideas that we couldn't keep to ourselves.

- **Start a Reduce, Reuse, Recycle table.** This is a communal table where the school community can place items they no longer need or pick up items that they find useful. These are typically items that still have use, but would likely end up in the garbage. Specify that the items cannot be district property, must be in good condition, and must be things that others are likely to want. Most commonly people deposit and pick up three-ring binders, partial used notebooks, and hanging file folders.
- **Reward recycling.** Some schools have started a random cookie day. On this day students or staff casually stand by communal recycling barrels (especially in between classes for middle and high schools) and reward individuals for recycling properly with a cookie or some other incentive.
- **Hold a low waste event.** Hold a specific event or encourage other events to reduce their waste by using reusable or recyclable products (reduce Styrofoam cups and plastic ware).
- **Take recycling a step further.** Start a composting program. See "How to start a composting program" online at <http://www.seattleschools.org/area/conservation>, click on "Resources and Links", then click on "How to Start a School Composting Program for Organics."