

MEMORANDUM

Logistics Department Custodial Services



To: All district employees
From: Beth Dolan, Resource Conservation Specialist
Subject: Mandatory Recycling

A mandatory recycling city ordinance is being enforced beginning January 1, 2005. If upon inspection a garbage dumpster is found to have recyclable materials the school will receive an educational notice. After two notices the facility will be fined. This mandate will also apply if recycling dumpsters are contaminated with garbage.

Due to this mandate, I wanted to update everyone on the current recycling practices in the district. We currently have a single-stream recycling program. This means that **all** recyclable materials go in the same recycling dumpster. It is **not** necessary to separate recyclable materials. Plastic, metal, and this year glass too can be recycled and placed in the same receptacle.

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)
 - Milk Cartons (emptied)
- 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)

If you have any questions about recycling please contact your building's Custodial Engineer or Beth Dolan (x20618). Also if you are a recycling coordinator for your school, would like to be, or would just like to lend a hand with recycling let me know. I would like to hear how your school's recycling program is going.