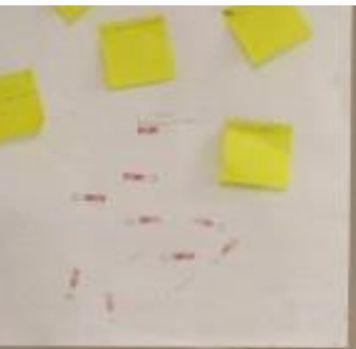


HOPE
AND
DREAMS



DCPS RECYCLES!



Waste Management
Procedures for DCPS
Schools

2017-2018



DC Department of General Services

<https://dgs.dc.gov/page/dgs-healthy-schools>

Brookland Middle School

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UNDERSTANDING DCPS RECYCLES!



Program Goals

The DCPS Recycles! Program is designed to fulfill legal requirements; improve building operations; reduce wasted money and natural resources; achieve the [Sustainable DC](#) target of zero waste by 2032; and teach DCPS students values and skills for success in a sustainable 21st century.

The primary goals are to:

1. Send all **organic** and **recyclable** material to facilities where they will be made into compost or recycled into new products, instead of wasting space in a landfill or creating pollution by being burned in an incinerator.
2. Reduce the amount of waste generated by DC schools overall.

Program Overview

All DCPS schools are to sort and collect **organics**, **paper recyclables**, **mixed recyclables**, and **non-recyclable trash** into the correct outdoor containers so that they can be picked up and processed properly. When schools sort incorrectly, the District can lose money because of penalties for contamination.

The DCPS Recycles! Program provided by the Department of General Services (DGS) manages **non-hazardous waste** produced by schools on a daily basis. For more information see <http://dgs.dc.gov/page/healthy-schools>.

Each school's recycling program is evaluated on an annual basis using the [Honor Roll checklist](#). For the most up to date information on which schools are on the Honor Roll, check out the [DCPS Recycles! interactive maps](#).

DCPS Recycles! Goals Illustrated

All **organic** and **recyclable** materials are **composted** or **recycled** instead of going to **waste** in a landfill or incinerator.

Organics



MAKE COMPOST
to be sold for
agriculture and
landscaping



Paper Recyclables



GET RECYCLED
to be processed and
sold as new paper
products



Mixed Recyclables



GET RECYCLED
to be processed and
sold as new
products



Trash



GOES TO WASTE
to be incinerated or
buried in landfill



CREATE ACCOUNTABILITY

Establishing and Sharing Responsibilities

School recycling programs are successful when responsibilities are clearly established and shared:

- **Everyone** is responsible for sorting their own waste properly according to DCPS Recycles! guidelines.
- **Custodial staff** is responsible for collection around the building and proper disposal into outdoor containers.
- **DGS** (Department of General Services) is responsible for providing hauling services, equipment (bins, lids, etc.), supplies (compostable bags) and on-site support.



If there are problems with supplies, services, OR if staff and students are not sorting their waste properly, please request support from DGS through Salesforce.

Delegating Leadership Roles

All schools are responsible for delegating these leadership roles:

- **Administrator (Principal or delegated administrative staff)** is responsible for communicating responsibilities to all school staff and students and delegating leadership roles.
- **Operator (e.g. Maintenance Foreman)** is responsible for assessing and communicating services, supply, and support needs to DGS and communicating responsibilities to custodial staff.
- **Educator(s) (one or more Teacher or other staff)** is/are responsible for promoting participation (proper sorting) among all staff and students. Educators may also work with DGS staff to create hands-on learning and leadership opportunities for students, such as conducting waste audits, organizing cafeteria bin monitors, composting on-site, or launching a campaign.



Students can make posters to promote recycling!

Student and Staff Responsibilities

Everyone is responsible for participating, and should know what their specific responsibilities are:



Custodial staff lines bins and collects sorted waste into correct outdoor containers for pick up (dumpster, compactor, or cart).

All staff and students sort waste in classrooms, offices, common areas, and the cafeteria.

All teachers are responsible for ensuring that students sort waste properly in their classrooms. Ensure students sort paper into the paper only recycling bin and other waste into a trash bin. All teachers can connect recycling with curriculum (art, math, science, etc.). See [DGS website for resources](#) to do so.

Kitchen staff correctly sorts back of house kitchen waste.

Cafeteria aides assist and monitor student sorting in the cafeteria.

Student leaders can form a green team to help monitor bins in the cafeteria or promote the program in other creative ways.

Anyone can advocate for the program or tell the recycling program administrator (principal, maintenance foreman, or DGS) if they notice problems.

CHECK HAULING SERVICES

Summary of Services

DGS provides all DCPS schools with four types of containers for pick up services. Use each type of container to store *only* the materials indicated below.

Most schools have these containers and pick up schedule:*

Container Type	Material in Container	Collection Frequency
(1) 8-cubic yard dumpster	Paper recyclables	2 times / week
2+ blue 96-gallon carts	Mixed recyclables	2 times / week
2-3 green 96-gallon carts	Organics	3 times / week
(1) 8-cubic yard dumpster	Non-recyclable trash	3 times / week

* Schools with compactors instead of dumpsters receive on-call services.

Use the [Master Hauling Schedule](#) to see if your school is receiving the organics recycling program.

Preventing Hauling Issues

Use correct liners for each bin. See [Appendix 3. Bin Liners Explained](#) on page 19 for further instructions.

Keep cart lids completely closed at all times. Any overflow should be placed in trash dumpster to avoid attracting pests. Request support from DGS through Salesforce if this becomes a recurring issue.

Lock dumpster or dumpster enclosure to prevent illegal dumping and contamination.

Do not allow cars to park in front of dumpster or dumpster enclosure, as this prevents haulers from serving containers.

Do not leave bulk trash outside unless you have requested bulk trash services, as this can create pest problem and/or safety hazard.

Request support from DGS through Salesforce if there are problems with these services, to confirm the pick-up schedule, request changes to pick up services or number of containers, or report other issues such as missing labels or damaged containers.

HAULING SERVICES CHEAT SHEET

ONLY the following containers will be serviced:

Containers that are not under contract will NOT be serviced by hauling companies.



(1) PAPER RECYCLING DUMPSTER

Clean, dry paper products and cardboard



Picked up 2x a week



(2) MIXED RECYCLING CARTS

Plastic, metal, and glass containers



Picked up 2x a week



(2-4) ORGANICS CARTS

Food scraps and soiled paper products



Picked up 3x a week



(1) TRASH DUMPSTER

Non-recyclable waste



Picked up 3x a week

Setting up Supplies and Equipment

Requesting Supplies or Equipment

Schools can request the following from DGS at no cost:

- BLUE bins (paper or mixed recycling)
- YELLOW bins (organics recycling)
- BLACK bins (trash)
- WHITE buckets
- Bin labels, posters, and signs
- Compostable bags (organics recycling)

To request supplies or equipment, submit a work order request to DGS.

Collection Inside of School Building

Most schools use **round barrel bins** and **dollies** to collect discarded waste from rooms around the building.



Grey bins should be used to collect **trash**.

-Do not put recyclables in the trash bin.



Recyclables should be collected from around the building in a separate barrel bin.

-Use blue bins to collect **paper recyclables** from rooms and classrooms.

-Use an additional bag and/or bin to collect **mixed recyclables** from common areas.

Blue bins do not need to be lined if used properly. They can be lined with a clear bag secured to the bin.

DO NOT mix recyclables with trash (non-recyclable waste) during collection.
This causes **contamination**.

Setting Up Supplies in Your Building

CLASSROOMS AND OFFICES

1 recycling bin and 1 trash bin per classroom/office

- Place bins next to each other (optional)
- Label blue bins for paper only
- Place recycling bin next to teacher's desk to allow for active monitoring



Blue bins do not need to be lined if used properly. They can be lined with a clear bag secured to the bin that is only replaced when necessary due to the bin not being used properly (e.g. if it is contaminated with messy food or drinks).

COPY ROOMS, MAIL ROOMS, ART ROOMS

Rooms that generate large amounts of paper should have 1 large recycling bin

- Label blue bins for paper only
- Blue bins do not need to be lined if used properly



COMMON AREAS AND TEACHERS' LOUNGES

Rooms that generate both paper and bottles/cans should have a sorting station:

- A sorting station should include:
 - o 1 blue bin for paper only,
 - o 1 blue bin for bottles/cans
 - o 1 trash can
- Label blue bins for either paper only or bottles/cans only



Blue bins do not need to be lined if used properly. They can be lined with a clear bag secured to the bin.

CLASSROOM & COMMON AREAS CHEAT SHEET

CLASSROOMS AND OFFICES

Goes to
WASTE
OTHER

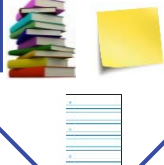
(Tissues, napkins, paper towels, plastic utensils, snack bags, plastic wrappers, etc.)



Gets
RECYCLED

CLEAN AND DRY PAPER PRODUCTS

(Books, notebooks, sticky notes, colored paper, cardboard, etc.)



COMMON AREAS

Gets
RECYCLED

CLEAN AND DRY PAPER PRODUCTS

(Books, notebooks, sticky notes, colored paper, cardboard, etc.)



Gets
RECYCLED

EMPTY PLASTICS, ALUMINUM, GLASS, MILK CARTONS



Goes to
WASTE
OTHER

(Tissues, napkins, paper towels, plastic utensils, snack bags, plastic wrappers, etc.)



CAFETERIA



Sorting Stations

Cafeteria sorting stations have five (5) components:

1. BUCKET labeled for **LIQUIDS**
2. **BLUE** bin labeled for **MIXED RECYCLING**
3. **GREY** bin, labeled for **WASTE**
4. **YELLOW** bin, labeled for **COMPOST**
5. Designated area for stacking **TRAYS**

*Set up can be modified for each school. See **Additional Sorting Stations Examples** on page 12.*

Tips for successful sorting stations:

- Set up as many as three sorting station sin your cafeteria in the same places every day. Putting bins against a wall with signs from DGS can help to achieve proper sorting.
- Make sure all bins are labeled. (If missing, request labels or signs from DGS using Salesforce)

Cafeteria Best Practices

Empty liquids bucket into a drain in the kitchen or custodial closet. **DO NOT** pour into an outdoor drain.

Prevent contamination by putting the contaminated organics bag in the **trash dumpster** if staff and students are not sorting correctly, then request support.

Periodically remind staff and students what goes in each bin. You can use the **Cafeteria Sorting Cheat Sheet** on page 13 to help.

Which liner should you use?



*Clear and black bags are NOT provided by DGS. Green compostable bags are provided by DGS. Additional **compostable** bags can be requested from DGS through Salesforce.*

On average, schools should use between 3-5 compostable bags each day. IF you are using significantly more, you might be able to improve your process. Contact DGS for help.

Practice Makes Perfect! It sometimes can take several weeks for staff and students to consistently sort correctly. Be aware of what is being put in the yellow organics bins while staff and students are learning to sort; if a lot of trash gets into the organics bin, put it in the trash dumpster.

Do not allow trash to get in the outdoor organics recycling carts! Once the sorting is correct, start putting it in the organics recycling carts.

Additional Cafeteria Sorting Station Examples



Burroughs Elementary School: Students on the Green Team volunteer as bin monitors during meal times. Students must pass a test to demonstrate their ability to sort correctly to be eligible to be chosen as a bin monitor. It is a coveted volunteer position!



Payne Elementary School: This sorting station uses extra milk crates to stack trays on because the majority of students eat school lunch. Stacking trays significantly reduces the volume of organic materials, reducing bag usage and disposal fees.

CAFETERIA SORTING CHEAT SHEET

Please note that the exact set-up may vary depending variables in each school

Gets
RECYCLED

**EMPTY Plastic,
Aluminum/Tin,
Glass containers,
and Milk cartons**



Goes to
WASTE

Other

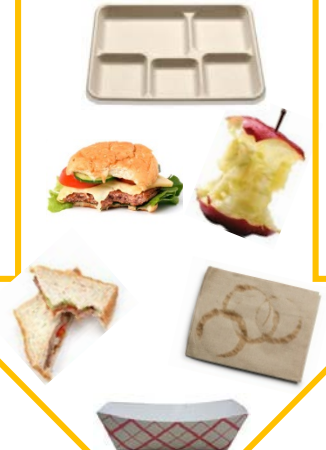
(plastic utensils,
snack bags, plastic
wrappers, Styrofoam
products, plastic
bags, etc.)



Makes
COMPOST

All food scraps

Paper products
(napkins, paperboard
food boats,
compostable lunch
trays)



L
I
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D
S

STACK TRAYS



KITCHEN



Kitchen sorting stations have three (3) components:

1. **BLUE** bin, labeled for **MIXED RECYCLING**
2. **GREY** bin, labeled for **WASTE**
3. **YELLOW** bin labeled for **COMPOST** (if school is receiving organics recycling hauling)

Identify a space for kitchen staff to separate and **break down cardboard boxes**.



Kitchen staff can reference *Kitchen Sorting Cheat Sheet* page 15 and the **DCPS Kitchen Waste Management Procedures poster** (left) as a reminder of what goes in each bin.

KITCHEN SORTING CHEAT SHEET

Makes COMPOST

All food scraps

Paper products
(napkins, paperboard food boats, compostable lunch trays)



Gets RECYCLED

EMPTY Plastic, Aluminum/Tin, and Glass containers, milk cartons

(Please rinse containers)



Goes to WASTE

Non-recyclable trash

(plastic wrap, dirty aluminum trays, gloves, Styrofoam products, plastic bags, etc.)



Gets RECYCLED

(break down boxes)



REQUEST SUPPORT



While **custodial staff** is responsible for the setting up supplies, collection, and maintenance of the waste management program, it is **everyone's responsibility to sort their own waste properly**.

Each principal is responsible for delegating a recycling program administrator, who is responsible for communicating the program to all staff and students.

If there are problems with the program, alert the recycling program administrator for help first.

Additional Assistance

Contact DGS for added support. Upon request, DGS can provide:

- On-site consults
- Labels and signs
- Trainings (e.g. for kitchen staff, custodial staff, teachers)
- Student activities such as waste audits
- Help organizing bin monitors

You can request supplies, equipment, and support through Salesforce.

Connect with Us!

Contact: Beth Gingold, Schools Conservation Coordinator
Beth.Gingold@dc.gov or (202) 727 - 3587

Website: <http://dgs.dc.gov/page/healthy-schools>

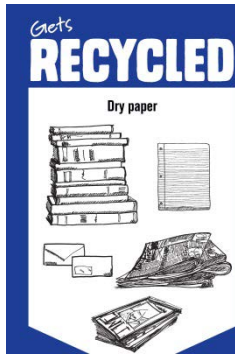
Twitter: @DCDGS #DCPSRecycles

Appendix 1. Waste Management Program Cheat Sheet

Stream	Acceptable materials	Bin liner/bag	Collection bin	Outdoor disposal bin
Organics	Food Soiled paper products Compostable trays			
Mixed Recyclables	EMPTY Plastics Aluminum/tin Glass Milk cartons			
Paper Recyclables	Clean/dry paper products Broken-down cardboard	None		
Excess liquids	Milk Water Juice Soda	None		n/a – pour down drain in kitchen or custodial closet
Non-recyclable trash	Other			

Appendix 2. Acceptable Materials

PAPER RECYCLING



- Clean **paper** - Lined paper, white paper, colored paper, notebooks, construction paper, newspapers, envelopes, magazines, shredded paper, paper scraps, paper egg cartons, cereal and frozen food boxes, soft covered books, hard covered books – *Staples, paper clips, and spiral notebooks are OK*
- Clean, broken-down **cardboard**

NO tissues, napkins, paper towels, milk cartons, or paper trays

MIXED RECYCLING



- Empty milk, juice, and other drink cartons
- Empty plastic bottles, cups, and tubs
- Empty aluminum cans
- Clean aluminum foil and trays - If a lot of food is stuck to it, put in trash
- Empty glass bottles
- Other plastic, metal and glass materials

Follow the “empty enough” rule: If you turn the item upside down and nothing comes out, it is “empty enough” and can be placed in the mixed recycling.

ORGANICS RECYCLING



- Uneaten food – including meat and dairy products (i.e. milk, butter, cheese, egg/egg shells, bones, shellfish, etc.)
- Paper napkins and towels
- Compostable trays
- Paperboard food boats
- Pizza boxes – clean or greasy
- Uncoated paper bags
- Approved compostable tableware and bags
- Waxed paper

**ABSOLUTELY NO:
PLASTICS,
STYROFOAM, METALS,
or GLASS IN THE
ORGANICS BIN**

TRASH BIN



- Plastic wrap, plastic bags and plastic film – These clog the machines at the recycling facility.
- Styrofoam™ – (Foam Ban effective in DC as of January 1, 2016).
- Plastic utensils and straws – They fall through the cracks at the recycling facility and end up as trash anyway.
- Condiment packets
- Chip bags and candy wrappers
- Gloves
- Foil-backed or plastic-backed paper
- Other non-recyclables

Appendix 3. Bin Liners Explained

The recycling haulers may refuse to pick up your recycling if black bags are used for collection because they cannot verify that it is indeed recyclable materials in your outdoor containers. The composting haulers can only accept compostable bags and will refuse collection if they see any other type of bags. To avoid collection issues please follow protocol below:

- **For recycling bins (blue)**, save money by using NO liners if staff and students are sorting correctly. This also reduces issues at the recycling facility with plastic bags getting tangled in the machinery. However, if liners are necessary, purchase and use ONLY clear liners for recycling bins (blue). Schools are responsible for purchasing clear liners. DGS does NOT provide clear liners.
- **For organics bins (yellow)**, use ONLY compostable liners (green-tinted clear), provided by DGS. DO NOT use compostable liners for trash, paper or mixed recycling. DGS provides compostable liners ONLY for those schools participating in organics recycling.
- **For trash bins (black or grey)**, use black or clear liners. Schools are responsible for purchasing all black or clear liners. DGS does NOT provide clear or black liners.

PAPER/CARDBOARD & MIXED RECYCLING

No liner or clear liner – purchased by school



Money-Saving Tip:

Minimize liner use to save money & resources. In many cases liners are not necessary or can be reused.

TRASH

Clear liner or black liner – purchased by school



ORGANICS RECYCLING

Compostable (green-tinted) liner – provided by DGS to schools participating in organics recycling program



Appendix 4. Honor Roll Assessment Checklist

To achieve Honor Roll with Distinction, your school must be able to answer YES to all of the questions below.
Use this checklist to see how you're doing.

CLASSROOMS AND OFFICES

- Does each CLASSROOM and OFFICE have RECYCLING BINS for collecting PAPER?
- Are these bins LABELED for paper only?
- Do these bins have either NO LINER or a CLEAR LINER?
- Do these bins have ONLY paper in them? Small amounts of contamination will not be penalized
- Do you have non-blue TRASH BINS for collecting non-recyclable trash in CLASSROOMS and OFFICES?

COMMON AREAS

- Do you have blue RECYCLING BINS for collecting MIXED RECYCLABLES in COMMON AREAS?
- Are these bins LABELED for mixed recyclables (e.g. glass/plastic/metal) only?
- Do these bins have either NO LINER or a CLEAR LINER?
- Do these bins have ONLY mixed recyclables in them?

KITCHEN

- Does your KITCHEN have bins for sorting MIXED RECYCLABLES and TRASH?
- Does your KITCHEN have bins for sorting ORGANICS?
- Does your KITCHEN have a designated bin or area for sorting CARDBOARD?
- Are all bins in the kitchen LABELED?
- Are all BLUE bins lined with NO or CLEAR plastic bags?
- Are all YELLOW bins lined with COMPOSTABLE bags?
- Do all the bins in your KITCHEN contain the right materials?

CAFETERIA

- Does your CAFETERIA have bins for sorting ORGANICS, MIXED RECYCLABLES, and TRASH?
- Does your CAFETERIA have a dump bucket for LIQUIDS?
- Does your CAFETERIA have a place to stack TRAYS?
- Are all bins in the cafeteria LABELED?
- Are all BLUE bins lined with NO or CLEAR plastic bags?
- Are all YELLOW bins lined with COMPOSTABLE bags?
- Do all the bins in your CAFETERIA contain the right materials?

DUMPSTER AREA

- Do you have a DUMPSTER or COMPACTOR designated for CLEAN PAPER and CARDBOARD?
- Does your recycling dumpster contain ONLY clean paper and cardboard?
- Do you have 96-gallon blue TOTES designated for MIXED RECYCLABLES?
- Do your 96-gallon blue TOTES designated for MIXED RECYCLABLES contain ONLY mixed recyclables?
- Do you have 96-gallon green TOTES designated for ORGANICS?
- Do your 96-gallon blue TOTES designated for ORGANICS contain ONLY organics?

