

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Recycling and Composting Supplies Available to Schools at No Cost

Items and Guidance	Illustration
<p>Standard classroom/office bin (7 gallon) – paper only</p> <p>1 per classroom and office. Use in classrooms and offices to collect paper. Each classroom and office should have at least one recycling bin clearly labeled for paper placed next to the trash can.</p>	
<p>Large office bin (23 gallon) – paper only</p> <p>1 per area that generates large amounts of paper (e.g. front office, next to copiers, mail room, art room). Label for paper.</p>	
<p>Recycling station – paper and glass/cans/plastic</p> <p>1 recycling station per common area. A recycling station is a set of one slim jim bin for paper and one for bottles/cans, placed next to a trash can in a common area. Common areas are where people congregate such as teacher’s lounges, a large atrium or outside theaters. Fit bins with appropriate lids and labels. Every trashcan should be accompanied by recycling bins. Avoid placing trash cans and recycling bins in hallways.</p>	
<p>Collection bin (32 gallon)</p> <p>Minimum 1 per kitchen. Use to collect plastic/aluminum/glass from your kitchen; 0 or more per cafeteria. Use to collect plastic/aluminum/glass in cafeteria. NOT NECESSARY if your school generates very little of these materials in the cafeteria; Maximum 6 for school recycling collection purposes. Use to collect recyclables from bins in rooms around school and transport to dumpster.</p>	
<p>Signage</p> <p>Signs will be provided to be attached to the bins and over the bins and dumping station illustrating what goes in each bin. Posters will also be provided for both the kitchen and cafeteria. Signs for classrooms and other areas of school will be available online.</p>	
<p>Composting bin and wheels (Compost Pilot Schools only)</p> <p>1-2 per kitchen. All food services contracts include provisions for food services staff to participate in composting and recycling programs. They will need dedicated containers to stay in the kitchen.</p> <p>1 per sorting station in cafeteria. A sorting station consists of a yellow bin for compost, blue for recycling, and gray for trash. Signage will be provided.</p>	
<p>Biodegradable plastic bags (Compost Pilot Schools only)</p> <p>These bags are special – they must be used to line the yellow composting bins, and ONLY the yellow composting bins!</p>	
<p>Bucket with liquid measurements (Compost Pilot Schools only)</p> <p>1-4 per cafeteria. Use these to create dumping stations for students to pour out liquids (esp. milk) before placing containers (including milk cartons) into the recycling bin.</p>	