**DCPS Waste Management Collection SOP Template**

*Fill in this document according to your school’s recycling program and collection schedule.   
Print and post in the Foreman’s office.*

## Roles and Responsibilities

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (maintenance foreman) is responsible for ensuring custodial staff follow these SOPs for collection.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (leadership delegate) is responsible for communicating to all staff and students the responsibility for proper sorting.

## Collection Standard Operating Procedures (SOPs)

* All waste that is not sorted properly is to be collected as TRASH.
* **TRASH** is collected into trash dumpster(s) every day at \_\_\_\_\_\_\_\_\_\_\_\_ (time).
* **PAPER** recycling is collected into paper recycling dumpster on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (days) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).
* **MIXED** recyclables are collected from the kitchen and cafeteria every day into blue carts, and from common areas on \_\_\_\_\_\_\_\_\_\_\_\_ (days) at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) *\*\* if getting regular service, otherwise, goes in trash*
* **CARDBOARD** from the kitchen is collected into paper recycling dumpster every day at \_\_\_\_\_\_\_\_ (time). All cardboard boxes are to be broken down. *\* if getting regular service, otherwise, goes in trash*
* **ORGANIC** recyclables are collected from the kitchen and cafeteria into green carts every day at \_\_\_\_\_\_(time). *\* if getting regular service, otherwise, goes in trash*

## Classroom/Office Collection Models

Recognizing that waste management is a school-wide effort, our school selects the following option for students/staff to assist with collection as well as sorting. Select one:

**Option 1:** \_\_\_\_\_\_\_\_\_\_\_\_ (custodial foreman) and team is entirely responsible for collection.

**Option 2:** All staff is responsible for bringing recyclables from their classroom/office to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (centralized location). When full, the material in the centralized location is then collected into dumpsters by custodial staff.

**Option 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (education delegate) is responsible for organizing a student green team to bring recyclables from classrooms/common areas to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (centralized location) on \_\_\_\_\_\_\_\_\_\_\_\_\_ (days) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).