

DCPS Recycles! Leadership Responsibilities Checklist

PRINCIPAL

- Determine the responsible delegates** for leadership, operations and education responsibilities of your school recycling program by filling out the [Principal Delegate Form](#).
- Review [DCPS Recycles! Waste Management Procedures](#)** to gain an understanding of DCPS Recycles! goals, shared responsibilities, hauling services, supplies set-up, and more.
- Announce to all staff and students** that this is a school-wide effort and participation is expected. Emphasize the important role that custodial staff play in this effort, and remind students and staff that custodians are expected to collect correctly but not to sort – sorting is responsibility of students and staff.
- Model proper recycling.** Equip your office with correct recycling supplies and utilize the recycling bins throughout your school correctly.
- Get your hands dirty – Monitor bins at the cafeteria organics recycling launch.** Principal presence at program launch is the most reliable predictor of program success so far.

LEADERSHIP (ADMINISTRATION) DELEGATE

- Review [DCPS Recycles! Waste Management Procedures](#)** to ensure you understand DCPS Recycles! goals, shared responsibilities, hauling services, supplies set-up, and more.
- Announce the program** to all staff in the beginning of the school year by using the editable [All Staff Presentation](#) and [DCPS Recycles Memo](#) to remind staff.
- Determine a start date for organics recycling program** in cafeteria if your school is receiving organics hauling services this year. Contact DGS for assistance in launching cafeteria program.
- Provide staff with internal point of contact (POC)** for recycling program questions.
- Provide friendly recycling reminders** throughout the school year through staff emails/memos and school announcements.
- Encourage parents and visitors** to participate in recycling at school and home. Provide recycling program updates and recycling tips on parent newsletters and school website, and make recycling bins and information available at school events.
- Identify and resolve issues** using the [DCPS Recycles Honor Roll Self-Assessment](#). Conduct assessment once per quarter and be prepared to mediate any conflicts between educators/sorting and custodial staff/collecting. Notify principal and/or DGS if the program is not being taken seriously or more assistance (e.g. training, reminders) is required.
- Apply for the [DCPS Recycles! Honor Roll Application](#)** in March to be recognized on Earth Day.

OPERATIONS DELEGATE

- Review [DCPS Recycles! Waste Management Procedures](#)** to ensure you understand DCPS Recycles! goals, shared responsibilities, hauling services, supplies set-up, and more.
- Review hauling services schedule and post in Foreman's office.** Determine when your trash and recycling service days are using the [Master Hauling Schedule](#).
- Conduct a supplies inventory audit** to determine what supplies the school has and any additional supplies that are needed.
- Fill out the [Supplies Order Form](#)** if you need more supplies. Supplies are provided by DGS to DCPS at no charge twice per year, with order forms available in October and March.
- Set up supplies.** Make sure your supplies are set up correctly according to the [Supplies Set-Up Cheat Sheet](#).
- Verify that the kitchen has supplies** necessary to recycle correctly. Review [Kitchen Sorting Cheat Sheet](#) for supplies and procedural information.
- Label all recycling bins.** Signs and labels are available by request year-round. Visit [Supplies, Liners, Signs and Labels](#) to print signs.
- Line bins with correct bag liners.** Review the [Guidelines for Liner Use](#) to make sure you are purchasing, requesting, and using the correct bag liners.
- Create a collection schedule** with leadership delegates and custodial team. Use the [Collection SOP Template](#) to set a collection schedule and post in custodial office.
- Prevent stormwater pollution** around your school building. Review DOE's [Preventing Stormwater Pollution for School Facility Staff](#).
- Train custodial team** using online training (*coming soon!*) or request training consult from DGS.
- Report hauling service issues** (e.g. missed pick-ups, illegal dumping, neighborhood contamination) to DGS immediately. Contact: Susan Riley – susan.riley@dc.gov or (202) 442-9746.
- Request special pick-up** of electronics or reusable bulk items using 525-Form and of bulk trash, hazardous waste, universal waste (e.g. lamps) through [SmartDGS](#).
- Inform organizations hosting events of DCPS Recycles! protocols.** Provide any organization that has filled out a building use agreement with [Events Waste Management Guide](#).

EDUCATION DELEGATE

- Advocate for recycling** among teachers, staff & students. Recruit additional teachers/staff to help.
- Start a green team** or get involved with your school's green team.
- Integrate recycling participation with classroom expectations and curriculum.** Instruct teachers how to introduce classroom recycling procedures at beginning of school year.
- Review the [Classroom Recycling Acceptable Items](#) (*Lista de Materiales Que Son Aceptados en el Salon*)** to ensure proper recycling.
- Evaluate the program with students** using the [DCPS Recycles Honor Roll Self-Assessment](#). Use the assessment throughout the school year to improve the program.
- Participate in DGS [Competitions and Challenges](#)** and encourage others in your school to participate as well.
- See [Teacher & Environmental Educator Resources](#) for more ideas.

Check out this resource and more at <http://dgs.dc.gov/page/dgs-healthy-schools>.