

2016-2017

DCPS Recycles!



Waste Management Procedures for DC Public Schools

DC Department of General Services,
Sustainability & Energy Division
DCPS Recycles! Program Manual



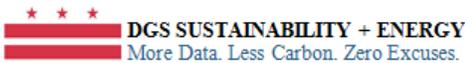
DISTRICT OF COLUMBIA
PUBLIC SCHOOLS



DGS SUSTAINABILITY + ENERGY
More Data. Less Carbon. Zero Excuses.

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UNDERSTANDING DCPS RECYCLES! GOALS

PROGRAM GOALS

The DCPS Recycles! Program is designed to fulfill legal requirements; improve building operations; reduce waste of money and natural resources; achieve the SustainableDC target of zero waste by 2032; and teach DCPS students values and skills for a sustainable 21st century.

The goal is to send all **organic** and **recyclable** materials to facilities where they will be made into compost or recycled into new products instead of wasting space in a landfill or making pollution by being burned in an incinerator.



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) addresses **non-hazardous waste** produced on a daily basis. For more information see <http://dgs.dc.gov/page/healthy-schools>.

For instructions regarding hazardous waste see <http://esa.dc.gov/>. For instructions on how to dispose of electronics or reusable bulk items, contact the DCPS warehouse at warehouse.dcps2@dc.gov.

GOAL ILLUSTRATED

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

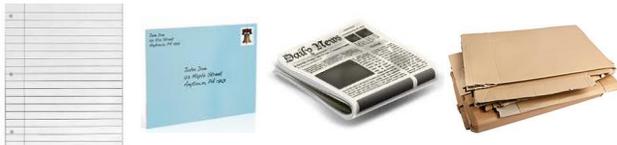
Organics



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



ESTABLISH RESPONSIBILITIES

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.
- **Custodial staff** is responsible for collection around the building for proper disposal into outdoor containers.
- **DGS** is responsible for providing hauling services, supplies (bins, lids, labels, compostable liners) and on-site support.

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



DELEGATING LEADERSHIP ROLES

DCPS 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 (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.

STUDENT AND STAFF RESPONSIBILITIES

Everyone in the school needs to be informed of their responsibility to participate:

- **Custodial staff** is responsible for lining bins and collecting sorted waste into correct containers for pick up (dumpster, compactor, or cart).
- **All staff and students** are responsible for sorting waste in classrooms, offices, common areas, and the cafeteria.
- **All teachers** are responsible for students sorting waste properly in classrooms. This means ensuring students sort paper into the paper only recycling bin and other waste into a trash bin. All teachers can connect recycling with curriculum in the classroom (art, math, science, etc.).
- **Kitchen staff** is responsible for sorting waste in the kitchen.
- **Cafeteria aides** are to 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 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 described below.

Most schools have these containers and pick up schedule:

- (1) 8 cubic yard dumpster for **paper recyclables**, 2 times per week.
- (2) 96 gallon carts for **mixed recyclables**, 2 times per week
- (3) 96 gallon carts for **organics**, 3 times per week
- (1) 8 cubic yard dumpster for **non-recyclable trash**, 3 times per week.

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

Use the following link to see if your school is participating in the organics recycling program in school year 2016-2017: <http://dgs.dc.gov/node/1166349>

PREVENTING HAULING ISSUES

Use correct liners for each bin. See **Appendix 3. Waste Management Program: Bin Liners Explained** on page 19 for further instructions on bags.

Keep cart lids completely closed at all times. Any overflow should be placed in trash dumpster to avoid attracting pests. Request support from DGS 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 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.

DCPS HAULING SERVICES CHEAT SHEET

ONLY the following dumpsters will be serviced by a hauling company

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 twice a week



(2) Mixed Recycling Carts

Plastic, metal, and glass containers



Picked up twice a week



(2-4) Organics Carts

Food scraps and soiled paper products



Picked up three times a week



(1) Trash Dumpster

Non-recyclable waste



Picked up three times a week

SETTING UP SUPPLIES

REQUESTING RECYCLING AND WASTE SUPPLIES

Schools can request the following supplies 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)

Supply request forms are made available in November and May each year.



Note: Students can make posters to promote the program!

COLLECTION AROUND SCHOOL BUILDING

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



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

Recycled materials are NOT to be mixed with trash during collection.

SETTING UP SUPPLIES AROUND 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).

COPIERS, MAIL ROOMS, ART ROOMS

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

Label blue bins for paper only

Blue bins do not need to be lined if used properly



COMMON AREAS AND TEACHER'S LOUNGES

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

"Sorting station" = 1 blue bin for paper only, 1 blue bin for bottles/cans, and 1 trash can

Label blue bins for either paper 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 AND COMMON AREA CHEAT SHEET

CLASSROOMS AND OFFICES

COMMON AREAS

Goes to
WASTE
OTHER

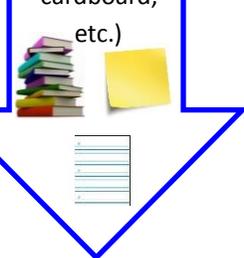
(Tissues, napkins, paper towels, plastic utensils, snack bags, plastic wrappers, etc.)



Gets
RECYCLED

CLEAN AND DRY PAPER PRODUCTS

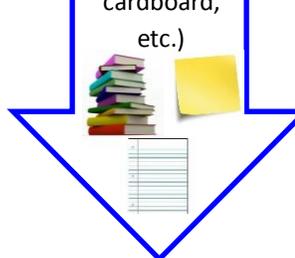
(Books, notebooks, sticky notes, colored paper, cardboard, etc.)



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: SETTING UP SORTING STATIONS



Make one or more sorting stations out of:

1. (1) YELLOW bin, labeled for **COMPOST**
2. (1) BLUE bin, labeled for **MIXED RECYCLING**
3. (1) BUCKET, labeled for **LIQUIDS**
4. (1) GRAY bin, labeled for **WASTE**
5. (1) table for stacking **TRAYS**

Note: Set up can be modified for each school. See [Additional Sorting Stations Examples](#) on page 13.

Sorting stations should be set up in the same place every day. Putting bins against a wall with signs from DGS can help.

Make sure all bins are labeled. (If missing, request labels or signs from DGS)

Bin liners:

1. Line YELLOW bins with compostable bags (provided by DGS).
2. Line BLUE bins with clear plastic bags (NOT provided by DGS).
3. Line GRAY bins with black or clear plastic bag (NOT provided by DGS).



CAFETERIA PROGRAM MAINTENANCE

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](#) to help.

Note: Delegating cafeteria bin monitors can help.

Practice Makes Perfect! It sometimes can take several weeks for staff and students to get used to sorting correctly. During this time, if a lot of trash gets in the yellow 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 SORTING STATION EXAMPLES



Murch Elementary School: This sorting station does not include a tray stacking option because most students bring lunch from home and do not use the school lunch trays. Trays are disposed of in yellow organics bin.



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.

KITCHEN: SETTING UP A SORTING STATION



Make one or more sorting stations out of:

1. (1) BLUE bin, labeled for **MIXED RECYCLING**
2. (1) GRAY bin, labeled for **WASTE**
3. (1) 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** and **DCPS Kitchen Waste Management Procedures poster** as a reminder of what goes in each bin.

CAFETERIA SORTING CHEAT SHEET

Please note that the exact set-up will depend on variables in each school

Makes COMPOST

All food scraps

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



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.)



L I Q U I D S



Stack trays



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



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

For additional assistance, contact DGS. 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

CONNECT WITH US

Contact: Beth Gingold, Schools Conservation Coordinator

Beth.Gingold@dc.gov or (202) 727 - 3587

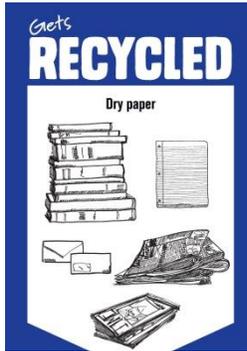
DGS Healthy Schools Website: <http://dgs.dc.gov/page/healthy-schools>

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. Waste Management Program: Acceptable Materials

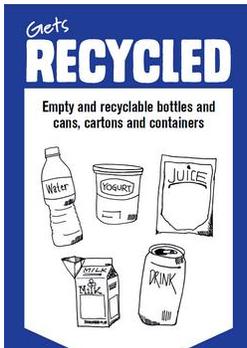
PAPER RECYCLING



- 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

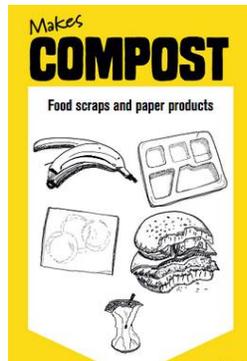
MIXED RECYCLING



- Empty milk, juice, and other drink cartons
- Empty plastic bottles, cups, and tubs
- Empty beverage pouches (i.e. Capri Sun pouches)
- 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™ – Banned 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. Waste Management Program: 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 gray)**, 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

