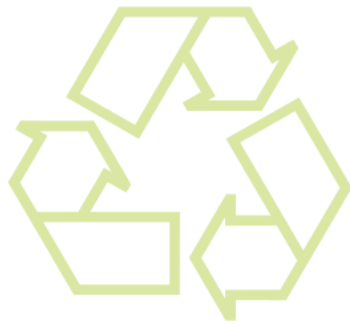
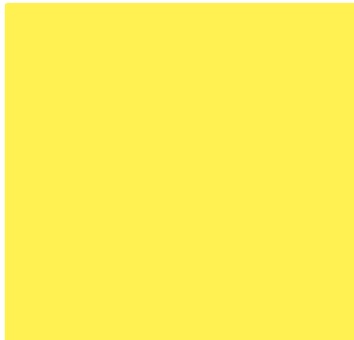




# Zero Waste Guide

*Rethink • Reduce  
Reuse • Repurpose  
Recycle*



**This guide outlines zero waste best practices, offers suggestions to increase recycling in your school, and builds zero waste and sustainability knowledge. It includes:**

- » Getting Started
- » Recycling & Trash Materials: What Can and Can't Be Recycled
- » Recycling How-To's
- » Logistics
- » Above & Beyond

## **WHY RECYCLING IS IMPORTANT TO BPS**

- 1. Recycling is educational.** From ecology to economics to equity, recycling is a hands-on activity that connects students to their schools, their neighborhoods, and their global ecosystem.
- 2. Recycling saves money.** Trash hauling is expensive, while recycling is **FREE for BPS**. By saving money on BPS operations, more money is available for BPS classrooms.
- 3. Recycling reduces greenhouse gas emissions.** BPS is working with the City of Boston to reduce 40% of waste-related greenhouse gas emissions by 2020, as mandated in Boston's *Climate Action Plan*.

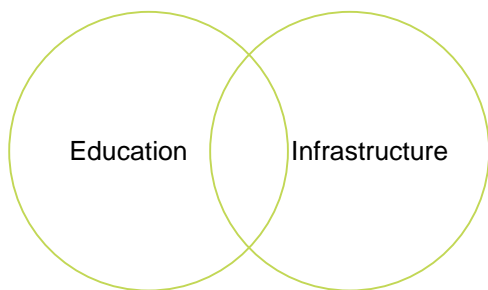
# + Getting Started



Successful recycling programs 1) teach building occupants about the importance of reducing, reusing, and recycling; 2) create efficient use of the best available trash and recycling equipment; and 3) bring together everyone involved to discuss operational processes and education. Establish a recycling team and order from Facilities Management the equipment that makes sense for your school. Teach everyone in your building about why and how to recycle!

## SCHOOL ZERO WASTE TEAM

- » **PRINCIPAL OR ADMINISTRATOR** → establishes reducing, reusing, and recycling as part of school culture, empowers staff to promote recycling best practices, leads by example, actively administers recycling improvement strategies in building.
- » **ZERO WASTE COORDINATOR** → serves as point of contact between BPS Facilities Management and the school, reports recycling numbers monthly, reaches out for help when needed and leads improvement strategies with help from Facilities, coordinates education and zero waste outreach in school.
- » **CUSTODIAN** → utilizes available recycling equipment, maintains best practice set-ups, collaborates and provides feedback about trash and recycling content to education team.
- » **CAFETERIA STAFF** → educates cafeteria team about back of the house recycling, educates monitors and volunteers about front-of-the house waste materials.
- » **STUDENTS** → actively recycle in classrooms and cafeteria, encourage peers and staff to increase recycling, encourage families and friends to recycle at home.



## AVAILABLE EQUIPMENT

- Recycling Carts
- Recycling Barrels and Classroom Bins
- Hampers (cardboard collection)
- Signage

**PLUS:** Assistance with strategic waste station set-ups.

## + Recycling & Trash Materials.

BPS has [new recycling and trash signage](#)! Print and post in classrooms, offices, and eating spaces. As an additional resource, the following pages outline common waste materials found in schools.

# RECYCLING IN THE CITY OF BOSTON

Items you **can** recycle:



## PIZZA BOXES

Remove food, pizza savers (pizza tables) and liners



## PLASTIC

All containers (#1 - #7) including food, soda, water bottles, jars, etc



## PAPER

Newspaper, Magazines, Catalogs, White and Colored Paper



## BOOKS

Paperback and Telephone books



## GLASS

Jars and Bottles



## CANS

Aluminum and Tin Cans



## SPIRAL CANS

Potato Chips, Coffee Cans, etc



## CARDBOARD

Flattened cardboard boxes (no larger than 3 feet by 3 feet; must be bundled and tied)



## BOXBOARD

Paper Bags, Egg Cartons, Rolls etc

For more information and to sign up for the trash day app visit [boston.gov/trash-day-schedule](https://boston.gov/trash-day-schedule)

CITY of **BOSTON**



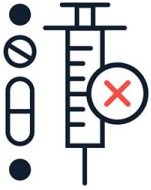
Recycling Carts must be outside on the curb by 6am on your school pick-up day. No curbside pick-up? Call 311 and report the address.

Unsure of pick-up day? Check <https://www.boston.gov/trash-and-recycling-day-schedule-and-search> or download Boston Trash Schedule App to your phone.

Questions about what you can or cannot recycle? Visit [recyclesmartma.org](https://recyclesmartma.org) OR <https://www.boston.gov/departments/public-works/recycling-boston>

# RECYCLING IN THE CITY OF BOSTON

Items you **can not** recycle:

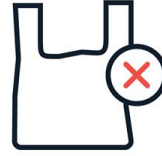


## MEDICAL WASTE



## DISPOSABLE ITEMS

Styrofoam, napkins, paper towels, tissues, straws, coffee pods etc.



## PLASTIC BAGS

Return to nearest retail location for recycling



## YARD WASTE



## FOOD WASTE



## ELECTRONICS

Including Batteries and Light Bulbs



## PLASTIC

Plastic Wrap, Film and Tarps



## CONTAINERS

Chemical and Motor oil



## DRINK AND FOOD BOXES

Juice, Milk, and Frozen Food Boxes



## CERAMICS

Pots, pans and Glass



## TANGLERS

No hoses, wires or chains.



## CLOTHES

Including Shoes and Stuffed Animals

For more information and to sign up for the trash day app visit [boston.gov/trash-day-schedule](https://boston.gov/trash-day-schedule)

CITY of **BOSTON**



While these items cannot go in the blue recycling bins, BPS offers special compost, recycle, and disposal processes for yard waste (Grounds), electronics (OIT), and hazardous waste (Environmental).

You can also donate clothes and hardcover books to local Boston-area organizations like Bay State Textiles, Helpsy, and More Than Words.

**PLEASE NOTE:** Milk cartons are no longer recyclable in the City of Boston (and BPS).

# + Recycling How-To's



## Classrooms, Offices, and Hallways

1. Place a recycling bin next to any trash bin for a 1:1 ratio.
2. Post signs in classrooms and hallways displaying photos of common trash and recycling materials.
3. Place small recycle bin next to bottled water cooler to collect used dry cups.
4. Attach trash and recycling signs to respective barrels (or post on the wall above the bin).



## Cafeterias and Eating Spaces




1. Confirm cafeteria staff is stacking cardboard in collection hampers, and is rinsing & recycling metal cans.
2. Create waste stations that make it easy for both monitors and students to efficiently discard trash and recycling.
3. Encourage students to disassemble and separate waste into trash and recycling before getting up from their seats.
4. **Stack lunch trays** together like puzzle pieces to significantly decrease waste volume. Keep 2 separate piles: clean (recyclable) and dirty (trash).

### TOP TIPS FOR A SUCCESSFUL SCHOOL RECYCLING PROGRAM

- Identify a staff Zero Waste Coordinator to be a liaison to Facilities Management and a recycling advocate in the school.
- Identify a student Zero Waste Team to help with classroom collection and peer education.
- Include and collaborate with school custodial staff on school recycling.
- Incorporate zero waste into the school Wellness Council's plan.
- Join the district-wide BPS Zero Waste Committee.
- Use the Zero Waste Policy and resources at [bostongreenschools.org/zero-waste](http://bostongreenschools.org/zero-waste).
- Contact the BPS Sustainability Manager for assistance with recycling equipment and education.

# + Recycling & Trash Equipment Flow Chart





	RECYCLING	TRASH
<b>Classrooms and Offices</b>	 <p>Classroom and office recycling bins should be emptied into blue recycling barrels or carts. Food waste and liquids should never be dumped into classroom/office recycling and trash bins, but should be dumped into hallway, common area, or cafeteria trash barrels.</p>	 <p>Classroom and office trash bins should be emptied into trash barrels.</p>
<b>Hallways and Common, Food Service, and Athletic areas</b>	 <p>OR</p>  <p>Blue recycling barrels should be emptied into the blue recycling carts. Food waste should never be dumped into recycling barrels or carts. Recycling barrels and carts should not have trash liners.</p>	 <p>Trash barrels must have trash liners.</p>
<b>Outside the School Building</b>	 <p>Blue recycling carts should be rolled outside to the curb by 6am on the day of your school recycling pick-up. You can find your pick-up day at <a href="https://www.boston.gov/trash-day-schedule">https://www.boston.gov/trash-day-schedule</a>. Carts are serviced for FREE by City of Boston Public Works Department. Call 311 if a pick-up is missed.</p>	 <p>Full trash bags should be put into the trash dumpster outside the school building. The dumpster is serviced for a COST by a contracted waste hauler.</p>

## BPS Zero Waste Equipment Order Form

Custodial staff (and the school Zero Waste Coordinator, if applicable) should complete this form to request additional equipment for the school’s single-stream recycling program. **Please follow the estimate guidelines.** Equipment order requests will be delivered by BPS warehouse drivers and may take 2 weeks to arrive.

**School Name:** \_\_\_\_\_

**Your Name & Email or Phone #:** \_\_\_\_\_

Item	Image	Description	Amount Needed
<b>Recycling Box or Bin</b>		7-gallon blue plastic bin to collect classroom and office recycling. <b>1 per classroom &amp; office</b>	
<b>Recycling Barrel</b>		32-gallon blue plastic barrel for hallways, offices, or cafeterias. <b>Estimate: 1 blue barrel next to every grey trash barrel</b>	
<b>Recycling Cart</b>		95-gallon blue flip-top cart with wheels to hold single-stream recycling & be rolled outside for curbside pick-up. <b>Estimate: 1 or 2 per 50 students</b>	

Send completed forms to Katherine Walsh,  
[kwalsh4@bostonpublicschools.org](mailto:kwalsh4@bostonpublicschools.org) or text a photo to 617-794-6974.

**THANK YOU for your support of BPS Zero Waste!**

# + Logistics.



Visit [bostongreenschools.org/zero-waste](http://bostongreenschools.org/zero-waste) to:

- » Find out your recycling collection day.
- » Order recycling equipment.
- » Access zero waste education materials, including training and curriculum ideas.

» **Is the internet not your thing?** «

Call BPS Sustainability & Environmental Resources Manager Katherine Walsh @ 617-635-9576 for the above information via mail or fax.

**“WHAT IF MY RECYCLING DIDN’T GET PICKED UP?”**

Call 311 or visit [boston.gov/trash-day-schedule](http://boston.gov/trash-day-schedule)



## Put it All Together!

Complete the worksheet on the next page and post it in the main office so it’s clear who does what! If there are blanks, work with your recycling team to fill in the gaps for a comprehensive recycling process.



# RECYCLING @

## Our Recycling Team

Zero Waste Coordinator(s): \_\_\_\_\_

Administrator: \_\_\_\_\_

Custodian: \_\_\_\_\_

Cafeteria Staff: \_\_\_\_\_

Student Leader: \_\_\_\_\_

### How We Recycle

Our Recycling Day is \_\_\_\_\_.

\_\_\_\_\_ takes classroom recycling to recycling carts.

\_\_\_\_\_ takes recycling carts to the curb and back.

\_\_\_\_\_ fills out our recycling reporting sheet.

When there is a Monday holiday, our recycling day is \_\_\_\_\_.

### ✓ Recycling Checklist ✓

- Signs on every trash can and recycling bin
- Posters of trash and recycling items hung above containers
- Trash cans and recycling bins **always** next to each other
- Trash cans and recycling bins always found in the same spot
- Recycling barrels **never** used as trash cans



### “Help! *What if...*”

- ...the recycling didn't get picked-up?  
Call 311 and report the address
- ...there is too much recycling and more carts and posters are needed?
- ...there is always trash in the recycling and/or there is always recycling in the trash?

Contact BPS Sustainability & Environmental Resources Manager  
Katherine Walsh @ 617-635-9576 or [kwash4@bostonpublicschools.org](mailto:kwash4@bostonpublicschools.org)



# + Above and Beyond



## Recycling Education

- Education is critical to running a successful recycling program. It can include:
- » leading by example.
  - » regularly reviewing which materials should go where.
  - » hosting assemblies or presentations about why we recycle and how to take responsibility for our environment and school.

Visit the BPS Healthy & Sustainable Schools website for lesson plans, videos, projects, and education partners to schedule assemblies and presentations.

[bostongreenschools.org/curriculum/](http://bostongreenschools.org/curriculum/)

## Beyond the Barrel

Some materials cannot be placed in the big blue carts – but that doesn't mean they're trash! Start a collection pile for items frequently used at your school and visit [bostongreenschools.org/zero-waste](http://bostongreenschools.org/zero-waste) to identify the process for reusing, recycling, or safely disposing of these items. These items include, but are not limited to:

- » Hazardous waste and universal waste (lamps, batteries, mercury-containing devices, and pesticides)
- » Books, curriculum materials, and school supplies
- » Ink/toner cartridges
- » Textiles and clothes
- » Electronics and appliances



If there are questions about materials not mentioned in this guide, consult your custodian or contact BPS Facilities Management.

## Other Programs Ideas

Do you want to take recycling to the next level at your school? Consider some of the activities below, or contact the BPS Sustainability & Environmental Resources Manager for more ideas.

- » Start a recycling club and appoint students to help with your program.
- » Conduct a waste audit for a math project; communicate the results to the rest of the school.
- » Host an educational assembly or presentation about recycling and sustainability.
- » Organize a recycling competition between classrooms or other schools.
- » Host a year-end "Green Out" to recycle and donate end-of-the-year excess.
- » Celebrate America Recycles Day on November 15<sup>th</sup> by starting new recycling projects, <https://americarecyclesday.org/>, or register a Green Apple Day of Service, <http://www.mygreenapple.org/>.

# BPS Zero Waste Program Contacts



## 1. Zero Waste Program and Education

- **Contact Katherine Walsh, [kwalsh4@bostonpublicschools.org](mailto:kwalsh4@bostonpublicschools.org) or 617-635-9576**, if you have questions about the BPS Zero Waste Program or need educational materials and support.

## 2. Recycling Equipment

If your school needs recycling equipment (boxes, carts, barrels, lids, wheels, or signage), please **complete the Recycling Equipment Request form**. BPS Warehouse staff will deliver the equipment.

- **Get the form at <http://bostongreenschools.org/zero-waste>.**

## 3. Single-stream Recycling

Most plastic, paper, and aluminum products can be recycled and picked up curbside by the Public Works Department. Carts must be curbside by 6am on your trash/recycling day. Details are available at [boston.gov/trash-day-schedule](http://boston.gov/trash-day-schedule).

- **Call City of Boston 311 or report through the 311 App** to report a missed recycling cart pick-up.
- **Contact Wallace Morant, [wmorant@bostonpublicschools.org](mailto:wmorant@bostonpublicschools.org) or 617-293-3905**, if you have questions or concerns related to trash and recycling dumpsters.

## 4. Cardboard Recycling

All corrugated cardboard must be separated from the single-stream recycling, flattened, and stacked separately for BPS pickup because BPS receives income for cardboard that is put back into the recycling program.

- **Contact Conroy Oates, 617-828-0712**, for cardboard pick-up.

## 5. Reuse: Books, School and Art Materials, Sports Equipment, Clothing, etc.

- **Contact the Office of Academics and Professional Learning** for anything related to unwanted books or curriculum.
- **Contact Katherine Walsh, [kwalsh4@bostonpublicschools.org](mailto:kwalsh4@bostonpublicschools.org) or 617-635-9576**, for reuse questions.
- Clothing and textiles can be placed in the **Bay State Textiles Boxes**, which can be found at multiple school locations. Learn more at <http://bostongreenschools.org/zero-waste>.

## 6. Furniture

All furniture waste must be reviewed by BPS Facilities Management for reuse, redistribution, or proper disposal.

- **Contact Louise Donner, [ldonner@bostonpublicschools.org](mailto:ldonner@bostonpublicschools.org) or 617-212-6375**, to schedule a furniture review.

## 7. Electronic (anything with a plug or cord) and Toner/Ink Cartridge Recycling

BPS OIIT manages the collection of old and recyclable IT equipment such as printers, monitors, computers, and TV's, and ink and toner cartridges.

- **Complete Form 57 & submit to OIIT**. OIIT will schedule a vendor to pick-up the items. **Get the Form at <https://bostongreenschools.org/zero-waste>.**

## 8. Universal Waste/Hazardous Waste

All hazardous waste and universal waste (lamps, batteries, mercury-containing devices, and pesticides) must be properly labeled and stored in the school's accumulation location.

- **Contact Jeff Lane, [jlane@bostonpublicschools.org](mailto:jlane@bostonpublicschools.org) or 617-293-3898**, to schedule a pick-up.

## 9. Metal Recycling

- **Contact Wallace Morant, [wmorant@bostonpublicschools.org](mailto:wmorant@bostonpublicschools.org) or 617-293-3905**, to recycle metal furniture/scrap.

## 10. Yard Waste

- Prior to accumulating yard waste, **Contact Sean Byrne, [sbyrne@bostonpublicschools.org](mailto:sbyrne@bostonpublicschools.org) or 617-293-3889** to schedule a pick-up. All schoolyard waste must be bagged in compostable brown bags or in plastic barrels. All branches need to be cut into small pieces and bundled.