
DCPS Recycles!

Waste Management Procedures for DC Public Schools 2015-2016

DC Department of General
Services, Sustainability & Energy
Division



Table of Contents

1. Understand DCPS Recycles! Goals p. 2
 a. Goal Illustrated p. 3
2. Establish Responsibilities p. 4
3. Check Pick Up Servicesp. 6
 a. Pick Up Services Cheat Sheet.....p. 7
4. Set Up Supplies.....p. 8
 a. Classroom and Common Areas Sorting Cheat Sheet.. p. 10
 b. Cafeteria Sorting Cheat Sheet.....p. 13
 c. Kitchen Sorting Cheat Sheetp. 14
5. Request Support!p. 15
Appendix 1. Waste Management Cheat Sheetp. 16

Updated August 12, 2015

1. Understand DCPS Recycles! 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 valuable 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.

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.

If schools correctly sort clean and dry paper and cardboard, the District can make money back from the recycling market! When schools sort incorrectly, the District can lose money to 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



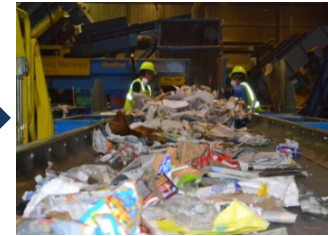
MAKE COMPOST
to be sold for
agriculture and
landscaping



Paper recyclables



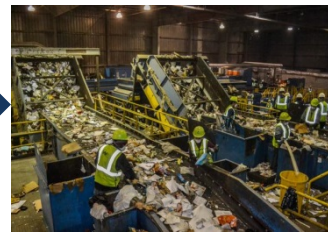
GET RECYCLED
to be processed and
sold as new paper
products



Mixed recyclables



GET RECYCLED
to be processed and
sold as new
products



Trash



GOES TO WASTE
burned in
incinerator or
buried in landfill



2. Establish Responsibilities

School recycling programs are successful when responsibilities are clearly established and shared. Ultimately, **everyone** is responsible for sorting their own waste, while **custodial staff** is responsible for collection 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!

DGS Contact: Beth Gingold, beth.gingold@dc.gov 202-727-3587

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. 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.

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 toter).
- **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 volunteer to advocate for the program or request support from DGS if they notice problems.

3. Check Pick Up 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 totes for **mixed recyclables**, 2 times per week
- (3) 96 gallon totes 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.

The **organics** containers will be added during the 2015-2016 school year, according to the organics start date schedule posted here:

<http://dgs.dc.gov/node/1077642>

IMPORTANT: To avoid pest problems, ensure that toter lids are completely CLOSED at all times! If organics totes are overflowing, remove extra waste and put in trash dumpster. Then request support.

Prevent illegal dumping by locking dumpster or enclosure.

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. Contact: Beth.gingold@dc.gov, 202-727-3587

Pick Up Services Cheat Sheet

ONLY the following dumpsters will be serviced by a hauling company.
Any additional bins will NOT be emptied by a truck!



(1) Paper Recycling Dumpster

Clean, dry paper products and cardboard



Picked up twice a week



(2) Mixed Recycling Toters

Plastic, aluminum, and glass containers



Picked up twice a week



(2-4) Organics Toters

Food scraps and soiled paper products



Picked up three times a week



(1) Trash Dumpster

Non-recyclable waste



Picked up three times a week

4. Set Up Supplies

This section illustrates how to set up supplies in each type of room.

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

DGS does NOT provide CLEAR or BLACK bags.

Request forms are made available twice per year.

Note: Students can make posters to promote the program!

CLASSROOMS AND OFFICES



1 recycling bin and 1 trash bin per classroom/office

- Place bins next to each other (optional)
- Place recycling bin next to teacher's desk to allow for active monitoring
- Label blue bins for paper only
- 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 paper and bottles/cans should have a “sorting station”

- “Sorting station” = one blue bin for paper only, one blue bin for bottles/cans only, and one 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.

COLLECTION

Use these bins and dollies to collect discarded waste from rooms around the building

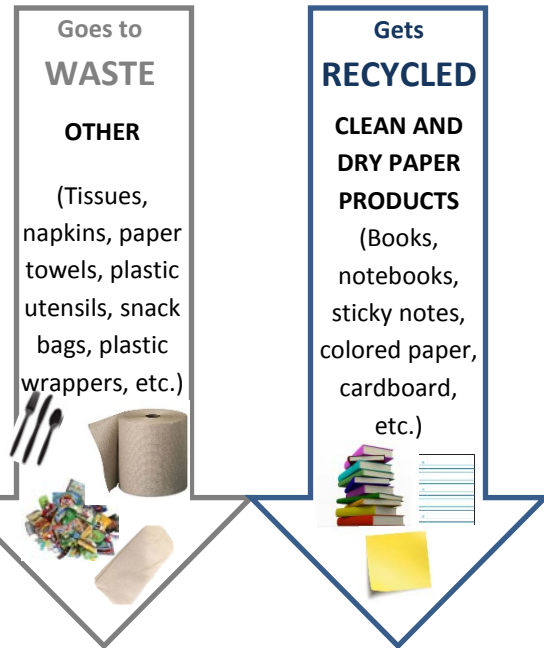


- Blue bins should be used to collect recyclables from rooms and classrooms – use an additional bag and/or bin to collect mixed recyclables from common areas
- Gray bins should be used to collect trash
- Blue bins do not need to be lined if used properly. They can be lined with a clear bag secured to the bin.

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

Classroom and Common Areas Sorting Cheat Sheet

CLASSROOMS AND OFFICES



COMMON AREAS



CAFETERIA

1. Make one or more sorting “stations” out of: one YELLOW bin, one BLUE bin, one BUCKET, one GRAY bin, and a table for stacking trays.
2. **Note: Set up can be modified for different schools. See examples below.**
3. Use labels and signs provided by DGS.
4. Make sure sorting “stations” are in the same place every day. Putting bins against a wall with signs from DGS can help.
5. Make sure all bins are labeled. (If missing, request labels or signs from DGS.)
6. **Line YELLOW bins with compostable bags** (provided by DGS).
7. Line BLUE bins with clear plastic bags (NOT provided by DGS).
8. Line GRAY bins with black or clear plastic bag (NOT provided by DGS).
9. Pour liquids from bucket into a drain in the kitchen or custodial closet. **DO NOT** pour into an outdoor drain.
10. If staff and students are not sorting correctly and there is too much trash in the YELLOW bin, put the bag in the TRASH dumpster and request support!
11. Use the Cafeteria Sorting Cheat Sheet below to remind staff what goes in each bin.
12. **Note: Delegating cafeteria bin monitors can help.**
13. **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 bin, then put it in the trash dumpster. Do not allow trash to get in the trash dumpster! Once the sorting is correct, start putting it in the toters for organics.



Example sorting station from Shepherd Elementary School: All bins are labeled and lined with correctly! There is a bucket for liquids and a space for stacking trays. For sorting stations against a wall DGS also provides signs that match the bin labels.



More Cafeteria Set Up Examples



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



Payne Elementary School: This sorting station used extra milk crates to stack trays on because majority of students eat school lunch. Stacking trays significantly reduces the volume of organic materials, reducing bag usage and disposal fees.

KITCHEN

1. Make one or more sorting “stations” out of: one YELLOW bin, one BLUE bin, and one GRAY bin.
2. Identify a space for kitchen staff to separate and **break down cardboard boxes** (this avoids dumpster overflow).
3. Use the Kitchen Sorting Cheat Sheet to remind staff what goes in each bin.

Example kitchen sorting station from Mann Elementary School: All bins are labeled and lined with correctly! DGS also has a poster for reminding kitchen staff proper procedures.



Cafeteria Sorting Cheat Sheet

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



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



5. Request Support!

While **custodial staff** are responsible for the set-up, 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 the responsibility of communicating the program to all staff and students to an appropriate administrative staff member.

If there are problems with the program, alert this staff member for help first!

For additional assistance, contact DGS! Support DGS can provide upon request includes

- Waste assemblies
- Labels and signs
- Training (e.g. for kitchen staff, custodial staff, teachers)
- Student activities such as waste audits
- Help organizing bin monitors

Contact:

Beth Gingold, Schools Conservation Coordinator

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

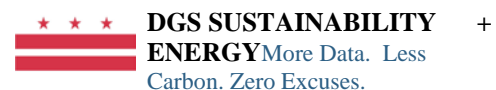
Additional resources are available on the DGS Healthy Schools

Website:

<http://dgs.dc.gov/page/healthy-schools>



DC Department of General Services



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 kitchen drain.
Non-recyclable trash	Other			