



ADMINISTRATIVE PROCEDURE

RECYCLING PROGRAM

2810
Procedure No.
April 1, 2016
Date

- I. **PURPOSE:** All Prince George’s County Public Schools (PGCPS) and facilities are required by the Maryland Code, Educational Article §4-127 to develop and implement a recycling program to recycle solid waste.

This administrative procedure will set forth the process for staff, students, and others to recycle at all PGCPS sites in accordance with state law and develop a site Waste Reduction Plan.

PGCPS recycling program information, materials, and resources are available at www1.pgcps.org/recycling.

II. DEFINITION

- A. “Recycling” is the collecting, sorting, and processing of waste material in order to manufacture a new product. Through the process of recycling, the physical form of the waste material is altered. Composting is also a form of recycling.
- B. “Waste Reduction” is the net reduction in solid waste material sent to a disposal facility (such as a landfill) via actions taken to reduce, reuse, or completely prevent the generation of waste.
- C. A “Waste Reduction Plan” describes a program for waste reduction. It must include details on:
 - 1. Actions the site will implement to reduce, reuse, and recycle waste items;
 - 2. The items or materials collected for recycling, reuse, or otherwise diverted from a disposal facility;
 - 3. Classroom, cafeteria, and office recycling;
 - 4. Staff and student involvement;
 - 5. Indoor recycling collection and schedule; and
 - 6. Bin monitoring and/or checkups.
- D. A “PGCPS site” is defined as any school or facility, including grounds owned or occupied by PGCPS.
- E. The “Facility Administrator” is the Principal or his/her designee of a school or the supervisor responsible for facilities other than schools, including bus lots.



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- F. The “Recycling Coordinator” is the individual designated by the Principal or Facility Administrator to coordinate the recycling and waste reduction program at the site.
- G. The “Recycling Technician” is the individual within the Building Services Recycling Office assisting PGCPS sites to recycle and reduce solid waste.

III. PROCEDURES

A. General Recycling Procedures

1. Each site must place labeled recycling bins and recycling posters in collection areas throughout the facility. Every classroom, office, cafeteria, printer/copier area, and break room must have appropriately sized recycling bins. Recycling bins will be paired with labeled trash cans. All recycling bins will be blue or have blue recycling labels attached to the sides of the container for easy identification. Printable recycling signs, posters, and labels as well as recycling bin information is available at www1.pgcps.org/recycling.
2. Recycling dumpsters will be located near trash dumpsters, or an alternate location approved by the Recycling Technician and Building Supervisor, to ensure convenient access. Recycling dumpsters will be kept locked to prevent trash contamination and non-PGCPS usage. All custodial staff and Recycling Coordinators will have key access to the recycling dumpster lock.
3. The following items* (without food contamination) will be recycled in recycling bins and recycling dumpsters:

<u>Paper</u>	<u>Other (food containers must be empty)</u>
Office/classroom paper	Clean cardboard (flattened)
Mixed paper	Plastic bottles and caps
Printer/computer paper	Aluminum cans
Envelopes	Bi-metal (steel and tin) cans
Phone books	Juice cartons
Newspaper and magazines	Plastic cups and lids
Paper bags	Glass bottles and jars

*A complete list of acceptable items is available at www1.pgcps.org/recycling.

- a. All recyclable items must be emptied and free of food residue before being placed into recycling bins or recycling dumpsters.

- b. Confidential student or employee information cannot be disposed of in blue recycling bins. Refer to Administrative Procedure 2600 regarding confidential document destruction.
 - c. All cardboard must be flattened before being placed into recycling bins or recycling dumpsters.
 - d. Ink cartridges and toner tubes will be collected separately for reuse or recycling; do not place these items in recycling bins or dumpsters. Visit www1.pgcps.org/recycling for procedures and information.
4. Textbooks, furniture, electronic equipment and accessories are collected by the ISSC Warehouse and reused or recycled when possible. Do not place these items in recycling bins or dumpsters. For collection procedures and additional information view Administrative Procedure 3260 and visit www1.pgcps.org/recycling

B. Responsibilities for Staff, Students and Other Users of PGcps Sites

1. All Staff, Students, and Other Users of PGcps Sites
 - a. All staff, students, and other users of PGcps sites shall be responsible for correctly sorting their own waste and placing recyclable items into recycling bins. All recyclable food containers must be empty and cardboard must be flattened before being placed into recycling bins.
 - b. All staff, students, and other users of PGcps sites must park vehicles away from dumpsters to ensure dumpsters are not blocked and dumpster service is not inhibited.
2. Recycling Office/Recycling Technician
 - a. The Recycling Office is responsible for establishing recycling, waste reduction, and waste sorting procedures and guidelines that all PGcps sites will follow. The Recycling Office will provide feedback and guidance for sites to improve their recycling programs and reduce waste sent to a disposal facility (such as a landfill).
 - b. The Recycling Technician will provide assistance to Recycling Coordinators, custodial staff, and others in the implementation and maintenance of recycling and waste reduction programs at all PGcps sites.
 - c. PGcps recycling program information, materials, and resources are available at www1.pgcps.org/recycling.
3. Building Services, Building Supervisors and Custodial Staff Responsibilities

- a. The Director of Building Services will be responsible for ensuring custodial, maintenance, and all other Building Services staff follow correct recycling procedures.
- b. Building Supervisors and custodial staff will not serve as the Recycling Coordinator, but will work with the Recycling Coordinator and others to recycle at the site.
- c. Building Supervisors will work with Recycling Coordinators to establish a classroom recycling collection schedule that will involve students as much as possible. The collection schedule will be included in the school's Waste Reduction Plan and communicated to staff and students.
- d. Building Supervisors will regularly communicate with the Recycling Technician and Recycling Coordinator regarding the site's recycling program and waste reduction efforts. They will also contact the Recycling Office about recycling dumpster repairs, missed pick-ups or other recycling issues.
- e. Building Supervisors will be responsible for ensuring custodial staff follow recycling procedures. Responsibilities for all custodial staff include:
 1. Emptying recycling bins and disposing of items into recycling dumpsters.
 2. Removing all recyclable food containers (including milk bottles) from the building daily.
 3. Ensuring that recyclable items are disposed of in recycling dumpsters, although student participation is strongly encouraged in the collection of recyclables from classrooms; .
 4. Ensuring that recyclable items removed from recycling bins are kept separate from waste items removed from trash cans during transport to the recycling dumpster.
 5. Locking recycling dumpsters.
 6. Placing labeled recycling bins next to trash cans before each lunch period in the cafeteria and emptying recycling bins when full.
- f. The Recycling Coordinator and custodial staff will work together to ensure that throughout the common areas of the building:
 1. Recycling bins are located next to trash containers;
 2. Trash and recycling bins are labeled; and
 3. Trash and recycling posters are displayed above bins.
- g. The Cafeteria Manager will work with the Building Supervisor to identify a collection area for kitchen recyclables, and display recycling posters in this area.

4. Cafeteria Staff Responsibilities

- a. In coordination with Principals, the Director of Food and Nutrition Services will be responsible for ensuring cafeteria staff implement and follow correct recycling procedures.
- b. The Cafeteria Manager will work with the Building Supervisor to identify a collection area for kitchen recyclables, and display recycling posters in this area.
- c. Cafeteria staff will be responsible for correctly sorting waste in the kitchen, including emptying recyclable food containers, flattening cardboard boxes, and placing recyclable items in designated collection area.

5. Facility Administrator and Recycling Coordinator Responsibilities

- a. Facility Administrators will be responsible for informing staff of their responsibilities, and ensuring that their site is following correct recycling procedures. Instructional staff is to be encouraged to connect recycling and waste reduction with classroom curriculum, school events, student service learning, and to document student recycling and waste reduction activities to include in the school's application for Maryland Green School certification or other similar programs.
- b. Each school year, Facility Administrators will select a staff member to serve as the site's Recycling Coordinator. Due to the student educational component of the recycling program, the Recycling Coordinator should be selected from the instructional staff at schools. The Recycling Coordinator will work with the Facility Administrator to develop a Waste Reduction Plan and present it to the staff. A Waste Reduction Plan template can be found at www1.pgcps.org/recycling.
- c. The Facility Administrator will work with the Recycling Coordinator to develop an annual Waste Reduction Plan. Prior to September 20th of each school year, the Facility Administrator will submit a copy of the Waste Reduction Plan to the Recycling Technician. The plan will include:
 1. Actions the site will implement to reduce, reuse, and recycle waste items;
 2. The items or materials collected for recycling, reuse, or otherwise diverted from a disposal facility;
 3. Classroom, cafeteria, and office recycling;
 4. Staff and student involvement;
 5. Indoor recycling collection and schedule; and
 6. Bin monitoring and/or checkups.

- d. Principals and Recycling Coordinators will work with staff assigned to cafeteria duty to ensure students are recycling correctly. This includes reminders over the PA, designating Student Monitors to assist with waste sorting, regulating the flow of students to waste collection bins, and other actions. Custodial staff will work with students and staff to recycle in the cafeteria.
- e. The Recycling Coordinator in partnership with school/facility personnel will:
 - 1. Develop and implement a Waste Reduction Plan for the site each school year. A Waste Reduction Plan template can be found at www1.pgcps.org/recycling.
 - 2. Form a team of employees, students, and community members to increase awareness of the need to recycle and reduce waste, build school community support for the program, and participate in implementing the Waste Reduction Plan. Students should be involved in educating the school community, creating posters and/or bins, monitoring bins to ensure correct sorting of items, collecting recyclables from classrooms, and other activities.
 - 3. Regularly communicate with students and staff regarding recycling procedures, updates, program successes and improvements. These communications must occur at least once per quarter and should include presentations at staff meetings and school assemblies, morning announcements, student lessons and emails to all staff. Additional creative ways to engage and educate the school community and office/facility staff are encouraged.
 - 4. Regularly communicate with the Recycling Technician about the site's recycling and waste reduction programs.
 - 5. Work with teachers to ensure students correctly sort waste items in classrooms.

7. Student Responsibilities

- a. Assist the Recycling Coordinator, custodial staff, and others with implementing the school's Waste Reduction Plan by:
 - 1. Following all recycling procedures. Students will be responsible for correctly sorting their own waste and placing recyclable items into recycling bins. All recyclable food containers must be empty and cardboard must be flattened before being placed into recycling bins.
 - 2. Participating in recycling and waste reduction activities. Students are also encouraged to join their school's "Green Team" or environmental club to further support school waste reduction efforts.

3. Serving as Student Monitors to help ensure the correct sorting of waste items into collection bins. During meal times students will help monitor bins and remind participants how to correctly sort waste items.
4. Collecting recyclable items from classrooms.
5. Educating the school community on the importance of recycling and waste reduction, correct procedures, and increasing participation via posters, videos, presentations to students and staff, morning announcements and other creative actions.
6. Developing and implementing additional creative strategies to improve recycling and waste reduction efforts. Examples include waste-free lunches, scrap paper reuse bins, a double-sided printing policy, waste audits, and other actions to reduce and/or reuse waste items.

b. Students are encouraged to teach their families how to reduce, reuse, and recycle waste at home. Many of the same actions taken at school to reduce and recycle waste can be implemented at home.

- IV. **RELATED PROCEDURES AND DOCUMENTS**: Maryland Code, Educational Article §4-127; Administrative Procedure 3260, Property Disposal; Administrative Procedure 2600, Records and Documents Management Program.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: The Department of Building Services will be responsible for updating these procedures as needed.
- VI. **CANCELLATIONS AND SUPERSEDURES**: None. This is a new procedure.
- VII. **EFFECTIVE DATE**: April 1, 2016