

Recycling in Cherry Creek Schools Best Practices Manual 2012-13

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Cherry Creek Schools

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Section I—Overview

Why Recycling?

Environmental issues are important to us all! Conserving Earth's resources is a lesson that can be invaluable to our students and one that is easily taught and modeled within school buildings. Students learn by doing. By implementing a successful and in-depth recycling program, your school is reinforcing the recycling and conservation lessons taught in the classroom.

Did You Know?

- ◆ Every month Americans throw out enough glass bottles and jars to fill up a giant skyscraper (think: Empire State Building), but all of these jars are recyclable!
- ◆ The average American uses 650 pounds of paper each year – 100 million tons of wood could be saved each year if all that paper was recycled.
- ◆ A typical family consumes 182 gallons of soda, 29 gallons of juice, 104 gallons of milk, and 26 gallons of bottled water a year. That's a lot of containers that can all be recycled!
- ◆ More than 20 million Hershey's Kisses are wrapped each day, using 133 square miles of aluminum foil. Believe it not, ALL that foil is recyclable, but not many people realize it so most of it goes in the trash!
- ◆ Schools in the United States generate approximately 23 million milk and beverage containers each year! These cartons are now recyclable!
- ◆ At a school of 500 students, a year's worth of carton-recycling efforts will conserve the following:
 - ◆ 170,561 sheets of paper
 - ◆ 14 mature trees
 - ◆ 5,970 gallons of water



Facts Courtesy of DoSomething.Org and the Carton Council

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Section I—Overview

Recycling Awareness Committee

This guide to recycling in Cherry Creek Schools was compiled by the Recycling Awareness Committee (RAC). This committee is a partnership between the Maintenance and Operations and Food and Nutrition Services Departments, created to raise awareness of the recycling opportunities available in Cherry Creek Schools. The committee meets three times per year to discuss recycling practices in Cherry Creek Schools and provide resources to implement various recycling options.

Committee Mission

- ◆ Act as a resource and provide information necessary for student and community involved recycling programs.
- ◆ Act as a liaison between schools and recycling vendors.
- ◆ Act as a clearinghouse for new recycling technology and information.
- ◆ Provide a best practice manual.

If you have questions or feedback about recycling practices in Cherry Creek Schools or have suggestions for possible new recycling opportunities for the district, please contact one of the committee members below.

Contact Information

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Section I—Overview

Frequently Asked Questions

Who Should I Contact if I'd Like to Implement or Expand My School's Recycling Program?

Contact your school's Building Engineer to begin or expand the school's program. Together, a team of interested individuals can work to create a successful program.

Can the Styrofoam trays used for school lunches be recycled?

Currently, Styrofoam cannot be recycled in the district's recycling program.

Note: Additional will be added at a later date.



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Section II—Single Stream Recycling

Single-Stream Program Overview

Cherry Creek Schools implements a single-stream recycling program that is managed through our waste disposal contract with Waste Management. The single-stream system has made recycling simpler and easier for businesses, residents and governmental agencies in the past several years. The system allows for all types of recyclables to be placed in the same collection site for pick up by Waste Management. These recyclables are then sorted at the destination facility.

Important Points in Recycling Program

- ◆ All school and administrative sites in Cherry Creek School District are encouraged to participate in the single-stream recycling program.
- ◆ Recycling bins must be consistently labeled and placed within classrooms and other building areas where recycling occurs.
- ◆ It is important that recycling bins are not contaminated with non-recyclables! Frequent spot checking is essential to ensure that the recyclables we send are able to be recycled, otherwise they become refuse.
- ◆ The Building Engineer or Building Manager of each building is the main contact for implementation of recycling programs and for any questions related to recycling.
- ◆ Students learn by doing! The more involved staff in a building are with recycling, the more valuable the program will be to students.

Additional Single-Stream Recycling Resources

Because single-stream recycling has become the most used practice in recycling, many resources have been compiled to help make programs successful.

Waste Management

Waste Management provides the waste disposal services for Cherry Creek Schools. For more information and resources about their recycling program, visit their K-12 Education website.

[Waste Management K-12 Solutions](#)

Conservatree

Conservatree provides a comprehensive guide to single-stream recycling which includes best practices and research reports on single-stream and paper recycling.

[Conservatree Best Practices Guide](#)

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Section II—Single Stream Recycling

What is Recyclable in the District Recycling Program?

Recycle These!

- ◆ Glass Bottles and Jars
- ◆ Plastic Bottles
- ◆ Aluminum and Tin Cans
- ◆ Cardboard Boxes
- ◆ White and Colored Paper
- ◆ Newspapers
- ◆ Books
- ◆ Magazines
- ◆ Junk Mail
- ◆ Envelopes
- ◆ Brochures and Pamphlets
- ◆ Coated paper
- ◆ Computer Printouts
- ◆ Carbonless Receipts
- ◆ Manuals with Glue Bindings
- ◆ File Folders
- ◆ Sandwich Baggies
- ◆ Milk and Beverage Cartons (Empty)
- ◆ Electronics (separate pick up)
- ◆ Textbooks (separate pick up)

Trash These!

- ◆ Candy Wrappers
- ◆ Carbon Paper
- ◆ Carpet or Cloth
- ◆ Food Soiled Cardboard
- ◆ Food or any Organic Waste
- ◆ Liquids
- ◆ Plastic Bags and Saran Wrap
- ◆ Plates or Dishes
- ◆ Used Paper Cups and Paper Plates
- ◆ Used Paper Towels
- ◆ Used Tissues
- ◆ Waxed Cardboard
- ◆ Waxed Paper
- ◆ Wet or Soiled Paper
- ◆ Styrofoam

It is essential that recycling bins are checked frequently to ensure that minimal contamination in recycling bins occurs!

To print copies of this list to label your recycling bins and to display throughout site, go to:

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Section II—Single Stream Recycling

In the Classroom and Work Areas

All classrooms and work areas are equipped for recycling and sites are encouraged to implement recycling in all of these areas. Classrooms and work areas may use blue recycling bins or any bin that is clearly labeled as a recycling-specific bin. These bins should be placed in a consistent location within each classroom throughout the school building. The provided list of recyclable items should be posted in each area and students and staff made aware of what can be recycled and what cannot. Choose from one of the options below for collecting and managing recyclables from the classroom.



Equipment and Materials

1. Clearly labeled bin for recyclables (this can be a traditional blue bin or any container that is clearly labeled for recycling)
2. Signage to identify recyclables and non-recyclables

Option 1 - One Bin Per Classroom

- ◆ Each classroom has one small bin for recycling and one for trash.
- ◆ Cleaning service removes recycling as needed.
- ◆ Place bins in same location in each classroom.
- ◆ Bins for this option are part of standard room set up (no need for additional purchase).

Option 2 - One Bin Per Pod or Grade Level

- ◆ Supervised student groups deliver recyclables from classrooms to bin.
- ◆ Building Engineer removes recycling to recycle dumpster as needed.
- ◆ School is responsible for purchase of large recycle bins

Schools should choose one method only to support consistency in the building!

Additional Work Area Notes

- ◆ Large bins and shredders will be emptied by the school's Building Engineer.

Contact your school's Building Engineer with any questions about starting or continuing a recycling program.

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Section II—Single Stream Recycling

In the Cafeteria

It is more common for the single-stream recycling program to be implemented in classrooms, work areas and office buildings, but it is possible for the same program to be implemented in school cafeterias. Recycling in the cafeteria can be implemented with beverage carton recycling or without beverage carton recycling.

See below for steps to implementing each of these options. It is essential that students and staff are aware of what items in the café are recyclable and what are not, since food and other organic materials can easily contaminate recycling, especially in the cafeteria.

Starting a Cafeteria Recycling Program

1. Contact Building Engineer to begin cafeteria recycling program.
2. Decide with your Building Engineer if you will implement single stream cafeteria recycling with or without beverage carton recycling.
3. Secure the necessary equipment:
 - Large recycling bin purchased from Waste Management or Large (44 gallon) trash bin
 - 5 gallon bucket (for milk and beverage carton emptying)
 - Separate bin for empty milk cartons (this bin must NOT be lined with plastic)
1. Place large recycling bin (along with 5 gallon bucket and additional bin if recycling beverage cartons) in café
2. Display large lists of 'What is Recyclable?' throughout cafeteria to educate students and staff.
3. Work with student groups to create large, visual displays of examples of what can be placed in recycling bin and what cannot.
4. Educate students of how to recycle in the cafeteria and show each class of students the new process for recycling.
5. Monitor cafeteria recycling, especially at beginning, to ensure that contamination does not occur.
6. Continually educate students and staff when necessary.

Common Examples of Recyclable Materials in Cafeteria



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Section II—Single Stream Recycling

In the Cafeteria—Milk Carton Recycling

Waste Management recently installed a sorter that is capable of separating milk and other beverage cartons in its single-stream sorting facility. This means that milk and other beverage cartons can be recycled in the district's recycling program. When starting to recycling in the cafeteria, decide (along with your school's Building Engineer) if you'd like to implement carton recycling along with your recycling program.

Beverage and milk carton recycling takes some extra effort on the part of custodial staff, cafeteria staff and students, but it is worth it!. Using the steps below, it is possible to add beverage and milk carton recycling to your program.

Carton Council - www.recyclecartons.com

The Carton Council provides numerous resources to help make a carton recycling program successful. Visit this website to learn more and to download valuable resources for implementing a carton recycling program. Many of these resources can be personalized for your school and for Cherry Creek School District.

Getting Started with Beverage and Milk Carton Recycling

1. Contact your school's Building Engineer to begin cafeteria recycling program with carton recycling and/or add carton recycling to your current recycling program.
2. Download the 'Best Practice Guide' provided by the Carton Council to learn more about this type of recycling program and obtain helpful resources for making the program a success.
 - <http://www.recyclecartons.com/carton-recycling/schools/>
3. Secure equipment necessary to carton recycling:
 - 5 Gallon bucket (for emptying milk)
4. Create or download necessary signage for carton recycling collection bins (see suggestions in Best Practices Guide).
5. Display signage for carton recycling throughout school and communicate this new program to your school community through newsletters, morning announcements and on the school website.
6. Work with student groups to create additional signage if necessary.
7. Implement plan for carton recycling.
8. Educate students about this plan and model this plan in the cafeteria.
9. Café recycling may require monitoring by Teaching Assistants responsible for café supervision.

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Section II—Single Stream Recycling

Daily Process for Cafeteria Recycling

In the Cafeteria Without Carton Recycling

1. Recyclables are placed in large bin labeled specifically for recycling.
2. When students are finished eating, they do the following:
 - Bring tray to trash/recycle area and identify what on their tray or in sack lunch is recyclable.
 - Place all recyclable items in recycling bin.
 - Place remaining items in the trash bin.
3. Students should be monitored by staff or parent volunteers at the trash/recycling area at the beginning of the program.
4. Both trash and recycling are removed by the Building Engineer as needed.
5. Recycling bin must be checked frequently for any contamination.
6. Students should receive ongoing education in the recycling program.

In the Cafeteria With Carton Recycling

1. General recyclables are placed in large bin labeled specifically for recycling, unfinished milk is placed in a bucket marked specifically for milk, empty milk cartons are placed in separate large bin that is unlined and marked specifically for milk and other beverage cartons.
2. When students are finished eating, they do the following:
 - Bring tray to trash/recycle area and identify what on their tray or in sack lunch is recyclable.
 - Place all recyclable items in recycling bin.
 - If they have a milk or beverage carton with remaining liquid, students dump liquid in bucket identified for liquids.
 - Place empty beverage carton in recyclables bin.
 - Place remaining items in the trash bin.
3. Students should be monitored by staff or parent volunteers at the trash/recycling area at the beginning of the program.
4. Both trash and recycling are removed by the Building Engineer as needed.
5. Liquids will be dumped in the kitchen by the Building Engineer as needed.
6. Empty milk and beverage cartons will be removed to recycling dumpster as needed by the Building Engineer.
7. Recycling bin must be checked frequently for any contamination.
8. Students should receive ongoing education in the recycling program.

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Section II—Single Stream Recycling

Promoting Your Recycling Program

Communication and student engagement are key to the success of any recycling program! To most successfully implement the single-stream recycling in a school building, it is essential that the details of a recycling program are promoted and communicated clearly to the school community.

Communicating to your Community

1. Identify a champion for the program in your school or at your building.
2. Include details of recycling program in school newsletters and on school's website.
3. Remind staff of recycling program in staff meetings.
4. Hang signage in visible areas throughout school site to identify recyclables.

10 Ways Students Can Promote a Recycling Program

1. Use recycling program as project for Student Council or other club.
2. Create video to promote program and play it on school TV.
3. Create signage for recycling program.
4. Help monitor recycling collection for contamination.
5. Re-educate students when contamination occurs in the recycling program and needs to be addressed.
6. Raise money for recycling containers.
7. Make presentations about recycling program to classrooms.
8. Conduct studies of waste in your school.
9. Sponsor contests between classrooms to promote recycling program.
10. Have fun with and share enthusiasm for recycling efforts!

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Section III—Additional Recycling Opportunities

Electronics and Text Book Recycling

In addition to the on-going single-stream recycling program, Cherry Creek Schools participates in electronics and textbook recycling two times each year. This pick up occurs during the two weeks leading up to Fall Break and the two weeks leading up to Spring Break.

Items Acceptable for Pick Up

- Computers/laptops
- Printers
- Textbooks/work books
- TV's
- Calculators
- VCR/DVD Players
- CD Players

Steps for Pick Up

1. Building Manager or Building Engineer must submit a work order, no later than, three weeks prior to Spring Break or Fall Break. The work order needs to itemize the materials to be picked up.
2. Maintenance will sort the work orders and coordinate a schedule with our moving contractor, Denver Metro Movers, for pick up.
3. Denver Metro Movers, over the course of two weeks, will visit each scheduled school to pick up electronics and books. They will contact the Building Manager or Building Engineer upon arrival. All items need to be in one location, plainly labeled and books packed in boxes.

Additional Pick Ups

Schools can schedule additional pickups of books or electronics, for about \$300 - \$400, throughout the year. The school requesting an additional pick up needs to provide a budget number and have the Building Manager or Building Engineer submit a work order.

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Section IV—Resources

The Carton Council

The Carton Council provides numerous online and in-person resources to schools who are implementing milk and beverage carton recycling in their cafeteria. Visit the carton council website for more information and to obtain a best practices guide for recycling cartons.

www.recyclecartons.com/

Waste Management

Waste Management provides the recycling contract for Cherry Creek Schools and provides several resources for increasing recycling.

<http://www.wm.com/enterprise/k-12-education/index.jsp>

Conservatree

Conservatree provides many resources around recycling and environmental issues.

<http://www.conservatree.org/learn/SolidWaste/BestPracticesGuide021407.pdf>

Do Something.Org

<http://www.dosomething.org/cause/environment>