

## FINAL Schools Waste Reduction and Recycling Best Practices Continuum

BASIC	IMPROVED	ADVANCED
<b>Administration</b>	<b>Administration</b>	<b>Administration</b>
Obtain support from top decision makers as appropriate (Superintendent, Assistant Superintendent, Head of School, Executive Director, Principal)	Adopt a comprehensive district-wide or school-wide waste reduction and recycling policy and notify staff, students, and community	Adopt a comprehensive district-wide or school-wide purchasing policy or guidelines to support waste reduction and recycling
Review hauler contract, baseline trash and recycling costs and volumes and identify cost saving opportunities	Develop RFP and execute contract for trash and recycling services designed to financially reward schools for waste reduction and recycling and enhance vendor performance and accountability	Obtain from hauler, reports on school performance (trash and recycling tons or volumes)
	Establish waste reduction and recycling goals and strategies and develop performance metrics	
	Encourage and incentivize staff participation in waste reduction and recycling efforts	Include responsibilities for recycling and organics operations in job descriptions
<b>Recycling and Organics</b>	<b>Recycling and Organics</b>	<b>Recycling and Organics</b>
Establish procedures and infrastructure for a single stream recycling program at each building	Establish an organics program with sort tables and oversight by para's, lunchroom monitors, custodians, or transition student workers	Provide recycling containers for events such as weekend tournaments as well as outdoor spaces including stadiums and arenas
Provide standardized, color-coded, labeled, and paired trash and recycling containers in common spaces, offices, classrooms, and cafeterias	Establish milk carton recycling	Identify, on an ongoing basis, products currently not recyclable or compostable and switch to alternatives
Collect construction and demolition waste separately for reuse and/or recycling options	Right-size trash and recycling services to streamline operations and reduce costs	Implement methods to streamline collecting, consolidating, and transporting recyclables such as compacting and baling
<b>Education &amp; Information</b>	<b>Education &amp; Information</b>	<b>Education &amp; Information</b>
Provide an easy to access resource so staff and students know what to recycle, where, and why	Develop a video or other effective education resource to use at the beginning of the school year and also make available on the website	Incorporate waste reduction and recycling education into the curriculum
Maintain information and resources in a centralized location and keep waste reduction, reuse, recycling, and contact information current	Report back to administration, staff, and students how the waste reduction and recycling program is performing, environmental benefits and financial outcomes	Recognize those involved in the waste reduction and recycling program

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	Establish green teams to help with program performance, information, and education	Develop separate targeted education efforts for teachers and support staff, (facilities, food service, etc.) such as including during employee orientation
		Engage school partners and community on an ongoing basis (i.e. PTAs, community groups)
<b>Waste Reduction/Reuse</b>	<b>Waste Reduction/Reuse</b>	<b>Waste Reduction/Reuse</b>
Reduce one material from the waste or recycling stream (i.e., default all printers/copiers to double-sided or have staff input a code in order to print)	Eliminate one material from the waste or recycling stream	Research alternatives to breakfast to go and/or pre-packaged meals and eliminate at least one material from the waste stream
	Use reusable trays in cafeteria	Use reusable silverware and minimal pre-packaged/portioned items served in the cafeteria
	Reduce one source of food prep or plate waste generated in the kitchen and/or cafeteria	Establish a food share table, food donation program or other reuse opportunities in the cafeteria
	Establish a system for reusing or selling surplus equipment and supplies	Identify additional opportunities to reduce waste or reuse materials
	Conduct end of year locker/desk clean-outs to collect reusable school supplies and increase recycling	