

# School 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 and Information</b>	<b>Education and Information</b>	<b>Education and 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 during employee orientation.
		Engage school partners and community on an ongoing basis (e.g., 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 (e.g., default all printers/copiers to double-sided or have staff input a code 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.	