

SCHOOL DISTRICT

Recycling Services Handbook

Effective Date: _____

Version No: _____

Approved By: _____

Program Coordinator: _____

1. Objective & Scope

The purpose of this handbook is to establish standardized recycling procedures across all facilities within the _____ School District. This policy applies to all students, faculty, staff, administrators, and visitors utilizing district properties.

2. Waste Stream Separation Guidelines

All facilities must utilize the designated color-coded collection bins. Materials must be separated at the source according to the following classifications:

Waste Stream	Bin Color	Accepted Materials	Prohibited Items
Paper & Cardboard	_____	• Office paper & notebooks • Cardboard boxes (flattened) • Newspapers & magazines	• Food-contaminated paper • Waxed cardboard • Laminated paper
Commingled Recyclables	_____	• Plastic bottles & containers (#1 - #7) • Aluminum cans & foil • Steel/tin food cans	• Plastic bags / film wrap • Polystyrene (Styrofoam) • Liquid waste
Organic Waste (Select Facilities)	_____	• Food scraps • Coffee grounds & paper filters • Napkins & paper towels	• Plastics & metals • Meat & dairy (unless specified) • Pet waste

3. Collection Procedures by Location

3.1 Classrooms and Offices

- Each classroom and administrative office shall be equipped with one blue recycling container and one landfill container.
- It is the responsibility of _____ to empty individual classroom recycling bins into the main centralized collection hubs daily.

3.2 Cafeterias and Food Preparation Areas

- Multi-station sorting waste stations must be operational during all meal service periods.
- Staff supervision is required at sorting stations during _____ to ensure proper separation and minimize contamination.

3.3 Athletic Fields and Outdoor Areas

- Outdoor recycling receptacles must be paired directly alongside landfill receptacles at all times.
- Prior to large public events, the _____ department must coordinate extra bins.

4. Monitoring, Reporting, and Compliance

Regular audits of recycling streams will be conducted to ensure compliance and reduce contamination levels. Monitoring results will be reported to the District Sustainability Committee on a _____ basis.

Reporting Contamination Issues

If a bin is repeatedly found to contain more than _____ % of non-recyclable materials, the following action plan must be implemented:

5. Key District Contacts

For questions, missed pickups, or to request additional bins, contact the appropriate department below:

- **Facilities & Operations Office:** _____
- **Sustainability Coordinator:** _____
- **Recycling Services Hotline:** _____