

TrashMasters!™
SUPERRecyclers



High School Division
Queens Borough
Winner

Newcomers High School

2012 GOLDEN APPLE AWARDS

This certificate is awarded with the sincere appreciation and esteem of a grateful Department and City in recognition of your school's efforts to help make New York City shine.



City of New York
Department of Sanitation
Bureau of Waste Prevention, Reuse and Recycling
nyc.gov/wasteless

NYC
recycle more,
waste less!

2012 Golden Apple Awards Contest Entry Judging Info

(This sheet prepared for judges' use by DSNY BWPRR)



ID Info: 12017
School: Newcomers High School
Grade Division: HS
Borough: Q

Golden Shovel Award contestant
(for borough Master School Composter)

2012 Project Entries received for:

School Population: total # 980

TrashMasters! Super Recyclers

Received: 5/1/2012

Core Group:

17

Total Participating:

980

Newcomers Super Recyclers

All members of the Newcomers High School are Super Recyclers. The Newcomers high school community had placed every effort possible to comply with the NYC recycling law. Coordinators, custodians, administration, staff, teachers and students are committed to putting their part to make sure that this law is applied every day in our school. In order to avoid contamination, the newcomers High School has a recycling center at every floor where members of this community find labeled containers for trash as well as

TrashMasters! Reduce & Reuse Challenge

Received:

TrashMasters! Team Up to Clean Up

Received:

Prior Year Entries:

first entry

School Contact Information:

Phone: 718-937-6005
Address: 28-01 41st Avenue
Long Island City 11101

Block&Lot: 4004040001
DOE Location: Q555
DOE Bldg: Q450

REQUIRED for Super Recyclers only:

Custodian: RICHARD CARTER
Custodian's Phone: 718-392-7132
Custodian's Email: CQ450@schools.nyc.gov

Contest Coordinator: Nely Sanchez, Science
Coord Phone (if different):
Coordinator Email: nsanchez3@schools.nyc.gov

Principal: ORLANDO SARMIENTO
Principal Email: osarmie@schools.nyc.gov

Comments (may not be relevant to judging)

Principal x444.
John Perlaza, AP Science, Math: Jperlaz@schools.nyc.gov

Info Confirmed: 5/18/2012

5/18/2012

COVER PAGE

SCHOOL INFORMATION

30Q555

Newcomers High School

28-01 41st Avenue long Island City NY 11101

(718) 937-6005

Fax (718) 937-6316

Principal: Orlando Sarmiento

Contest Coordinators: John Perlaza- Mathematics and Science AP, Nely Sanchez-Science teacher

(718) 937-6005

Email:

Jperlaz@schools.nyc.gov

NSanchez3@schools.nyc.edu

Newcomers High School Mission Statement:

Newcomers High School was created to provide immigrant students with an academic program geared to achieve excellence by responding to their unique needs. Our school has designed a rigorous instructional program, while at the same time providing our students and their parents with a supportive environment in their new country. A unique feature of our school is that students have the opportunity to transfer to a variety of educational options and specialized programs available to high school students. The school identifies abilities, strengths, needs and interests, while offering programs that meet these needs. In addition to promoting academic and athletic excellence, our instructional program emphasizes important learning objectives such as the acquisition of English with intensive English as a Second Language Program, the developing of native language skills, and the appreciation of cultural diversity.

OVERVIEW

Students at newcomers High School are new immigrants who recently came from different countries of the world. All students at Newcomers high school receive intensive English instruction. They are provided with outstanding bilingual and English as a Second Language

programs which lead to a New York State high school diploma. In addition, our school offers many after-school, Saturday tutoring programs, athletics, art, media and technology classes that give support to the English-language learner. Our multicultural student body and staff welcome the new immigrant. Students meet other students from their own part of the world and from far-away places.

ENROLLMENT as of 4/30/2012

Total Students: 980

Grades Served: 09, 10, 11, and 12

CONTEST ENTRI INFORMATION

Borough: Queens

Grade Division: High School

Contest Entry Title: Newcomers Super Recyclers

Contest Entry Summary: All members of the Newcomers High School are Super Recyclers. The Newcomers high school community had placed every effort possible to comply with the NYC recycling law. Coordinators, custodians, administration, staff, teachers and students are committed to putting their part to make sure that this law is applied every day in our school. In order to avoid contamination, the newcomers High School has a recycling center at every floor where members of this community find labeled containers for trash as well as recyclables items. Classrooms have trash containers paired with recycling containers to avoid contamination. All recyclable items are collected in clear bags. Also, in order to reduce energy consumption at Newcomers, a Leaving? Switch it off reminder sticker is placed underneath the electric switch in classrooms.

STUDENT INVOLVEMENT

- Student Participation: Core Group: The Environmental Science Class: SEV11E-01
- Student Participation: Total :17 Students
- School Population: Total: 980 Students

RECYCLING AT OUR SCHOOL

Newcomers High School is a super recycler school. Coordinators, custodians, administration, staff, teachers, and students are committed to putting their part to make sure that the recycling law is applied. In order to avoid contamination, the newcomers High School has a recycling center at every floor of our school. At each recycling center, the Newcomers community finds labeled containers for trash as well as recyclables items. Every office and classroom, as well as our gym, kitchen and teachers lounge has a trash container paired with recycling bins to avoid contamination. All recyclable items are collected in clear bags. Also, in order to reduce energy

consumption at Newcomers, a Leaving? Switch it off reminder sticker is placed underneath the electric switch in classrooms to remind everyone in the school that we have the responsibility to reduce energy consumption.

Our community is aware that recycle mixed paper can be recycled using the recyclable container in each classroom as well as in our Recycling Center at each floor. Our community is also aware that Recyclable Cardboard must be recycled at any of our recycling centers.

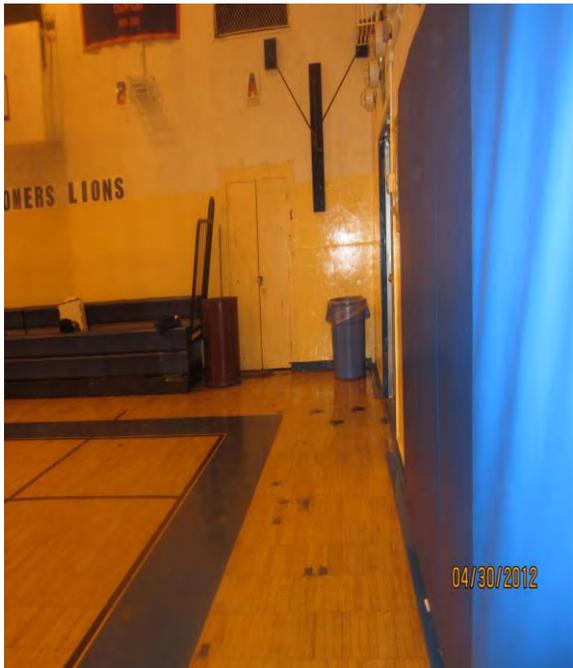
At every recycling center we have a blue colored container where our community can recycle items such as beverage cartons, bottles, cans, metal & foil. There is also Green colored container to recycle paper and cardboard, and a beige colored container to place non-recyclable items.

Our Kitchen also has a recycling center and members of the kitchen crew follow the same policies regarding recycling. Members of the custodial staff follow the appropriate procedure to collect recyclable and non-recyclable item.











NYC schools recycle!

Mixed Paper & Cardboard

Recycle in GREEN-labeled recycling containers:

- white and colored paper (news, copies, construction, computer)
- paper bags
- mail and envelopes (any color)
- soft-cover books, telephone books
- newspapers, magazines, catalogs
- smooth cardboard boxes, tubes, file folders, video cards, notebook(s)
- corrugated cardboard boxes (flattened and tied)

What NOT To Recycle (place these in the regular trash):

- soft paper (napkins, paper towels, tissues)
- wax- or plastic-coated paper (candy wrappers, take-out containers)
- colored paper
- hardcover books



04/30/2012

Program Implementation.

Before implementation

- Our school already had implemented a recycling center at every floor. The containers for recyclable and non recyclable items were outdated and they did not contain lids specified for every recyclable item. The paint was not updated.
- By interviewing student staff and students, awareness of the fact that not everyone knew the locations of the recycling center and that there was a paper recycling bin in every classroom increased.
- By making observations, it was noticed how students were not aware of the proper procedure to recycle. In some classroom, non-recyclables were placed in the recyclable bins and recyclables were placed in the non-recyclable bin. The same inappropriate practices were noted at the recycling centers.
- The recycling center in the kitchen was used appropriately but it lacked a focused, visual, and more attractive presentation.
- Lights in classrooms were left on when the classrooms were empty

After implementation

After analyzing the recycling factors that needed to be improved in our school, the following steps were taken:

1. The appropriate lid for each recycling container found at our recycling center was constructed using used-recyclable poster boards that were collected from teachers in our school. A specific opening was made on the blue colored lid to place beverage cartons, bottles, cans, metal & foil. A specific opening was also made on the green colored lid for the paper recycling. The new lids were decorated with specific visuals accordingly.



2. The containers for recyclables as well as the non-recyclables were updated. The containers were color-coded and re-painted and labeled to increase recycling awareness. The lids were also color-coded and painted to match the recyclable containers
3. Posters about recycling that contained visuals describing the different recyclables and non-recyclables items were placed at each recycling center, as well as posters placed specifically on above each recycling container. A poster with visuals was also placed above the trash container.
4. The recycling center at the kitchen was updated with visuals.
5. The recyclable container in classrooms, offices, teacher lounge, gym, and library were labeled for recycling.
6. A Leaving? Switch it off reminder sticker is placed underneath the electric switch in classrooms.
7. A recycling power point presentation was produced and will be presented on May 2, 2012 to school staff, teachers, students, and custodian staff

Project planning, Project description and Student involvement

The Recycling program was a task given to the class. The planning of the program was implemented during class time. Students were given the lead to decide how they will implement the program.

The goal of the program is to inform the Newcomers community about recycling.

The objectives of the program are:

The Newcomers community will be able to:

- Follow the NYC law regarding recycling
- Be informed about recycling
- Learn to recycle correctly by using the appropriate containers in classrooms, offices, gym, library, kitchen
- Learn to recycle correctly by using the appropriate containers at the recycling centers

Students decided that it would be very challenging to inform all students about recycling without the most updated information. They decided that their first step to initiate this task was to be appropriately informed about recycling. They developed various questions to be researched. Students were assigned to write an essay in which they would answer the questions developed. Their goal for this assignment was to become appropriately informed about recycling before they can share their findings with the Newcomers community

The following documents describe this step:

*PROJECT 1

Mrs. Sanchez

Environmental Science

NEWCOMERS HS

2/17/12

Project # 1

Title: What We Need to Know about Recycling

- This project is due Tuesday February 28 , 2012
- **You are to inform the students in your school about the importance of recycling.**
- **Your goal is to *write an essay* that describes the importance of recycling.**
- **Use any internet research engines such as Yahoo, Google etc.**
- **DO NOT USE ANY WEBSITES THAT END WITH .COM.**
- **Use only reliable sources such as the sources that end with EDU, NET, GOV, and ORG).**
- **If you do not have access to the internet at home, you are urged to go to any public library (some have access to a computer with internet) or use books available there.**
- **No prints will be accepted. YOU ARE EXPECTED TO MAKE YOUR OWN DRAWINGS**
- **Plagiarism will result in a grade of ZERO. You are expected to read the content and write the report in YOUR OWN WORDS.**

- **In the last page of the essay, YOU MUST SUBMIT a list of resources used to get your information (5 or more).**

TASK: You must convince your reader about the importance of recycling. Your essay must include:

- **Cover page:** The title of your essay, your name, you class, teacher's name and a visual that represents your title.
- **The introduction** of your essay must include a brief description the history of recycling and must have a strategy to catch the reader's attention immediately.
- **The body** of your essay must include facts, statistics and other important information about recycling.
- **The conclusion** of your essay must include your opinion about the importance of recycling and an explanation of your opinion based on what you learned

Helpful guiding questions:

1. What is recycling?
2. Why is recycling important?
3. What are the statistics about recycling?
4. What are the facts about recycling?
5. What are the advantages of recycling?
6. Are there any disadvantages of recycling?
7. Who is responsible for recycling?
8. How should people recycle?
9. What are the consequences of not recycling??
10. What are recyclable items? Where do we place them?
11. How can we use recyclable items to create new usable items?
12. How do we engage people to recycle more?

*****BE CREATIVE. THE MORE CREATIVE THE BETTER*****

Essay grading Rubric:

Essay: What we need to know about recycling

Teacher: Mrs. Sanchez

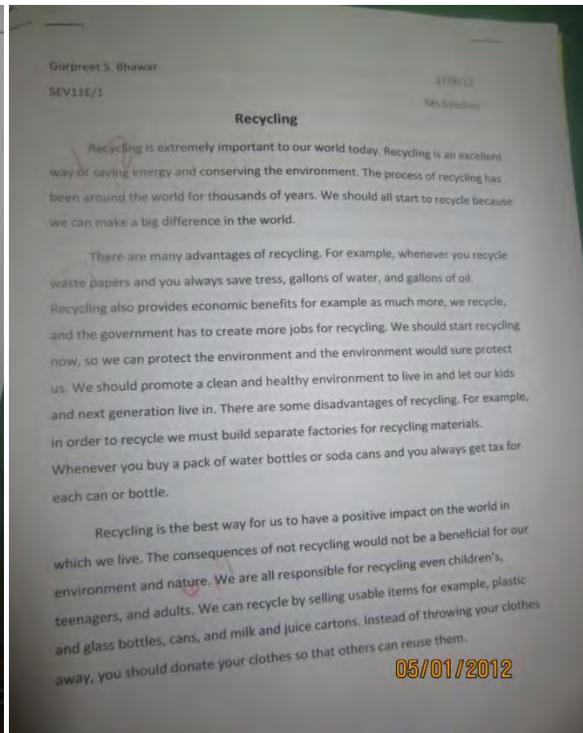
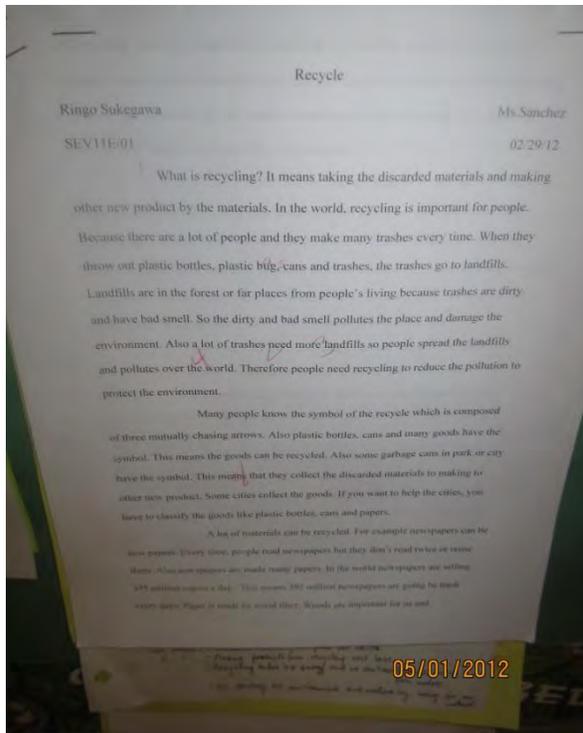
Environmental Science

Newcomers High School

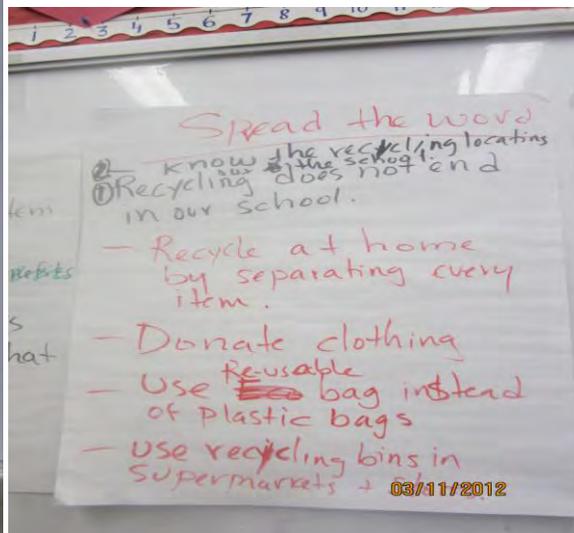
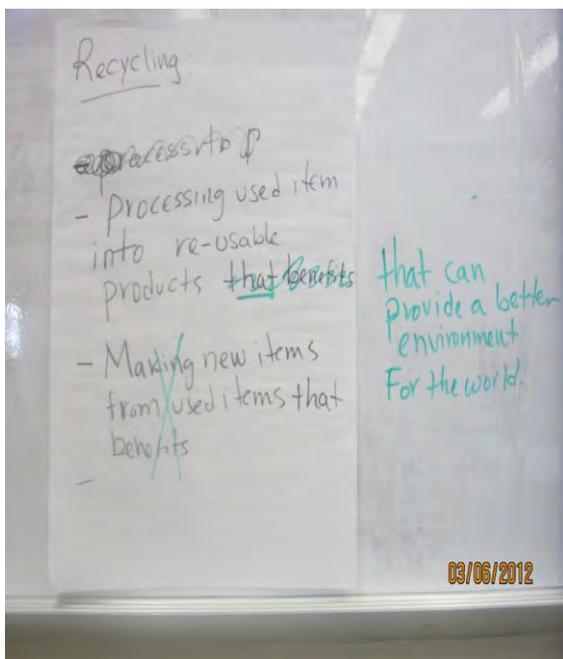
Student's name _____

Date _____ Class _____

Category	Weight for each category	60-51 10-9	50-41 8-7	40-31 6-5	30-less 4-less	Total points gained for each category
Knowledge gained	60 points	When asked about 12 questions to be answered, the student is able to accurately answer all of them	When asked about 12 questions to be answered, the student is able to accurately answer 8-10 of them	When asked about 12 questions to be answered, the student is able to accurately answer 6-7 of them	When asked about 12 questions to be answered, the student is able to accurately answer 5 or less of them	
Illustrations	10 points	95% or more of the illustrations are drawn accurately and are recognizable	94%-85% of the illustrations are drawn accurately and are recognizable	84%-75% of the illustrations are drawn accurately and are recognizable	74% or less of the illustrations are drawn accurately and are recognizable	
Labels	10 points	Every item that needs to be identified has a correct label	Almost all items (90%) that needs to be identified have a correct label	Most items (89%-75%) that needs to be identified have a correct label	Less than 75% of the items that needs to be identified have a correct label	
Spelling	10 points	Almost all (95%) words are spelled correctly in the title, labels, and description	94%-85% of all words are spelled correctly in the title, labels, and description	84%-75% of all words are spelled correctly in the title, labels, and description	Less than 74 of all words are spelled correctly in the title, labels, and description	
List of references	10 points	At least 5 references are included	At least 4 references are included	At least 3 references are included	2 or less references are included	
Total points	100 points					



With the information collected from their research, students brainstormed the most valuable information collected and decided what type of information they wanted to share with our school community



Recycling

~~process~~

- Processing used items into re-usable products that ~~benefit~~

- Making new items from used items the ~~benefits~~

03/11/2012

How to Recycle

- separate the waste in order

- ~~Knowing~~ what item should go to each bin.

~~- Recycle~~
~~- Reduce~~

- There are some materials which have ~~can be recycled~~ 

Know your 3Rs

Recycle
Re-use
Reduce

03/11/2012

Importance of Recycling

Make our Community clean.

Our Planet and our responsibility to make the environment clean and green!

Saves
Reserving the resources that our planet is running out of. (trees, oil, water, +)

~~* Prevent the extinction of human race~~

~~Prevent~~
* prevent diseases

To keep human alive

03/11/2012

Benefits of Recycling

1* Re-use what we already used. (definition)

2* Prevent diseases.

3* Reduces pollution.

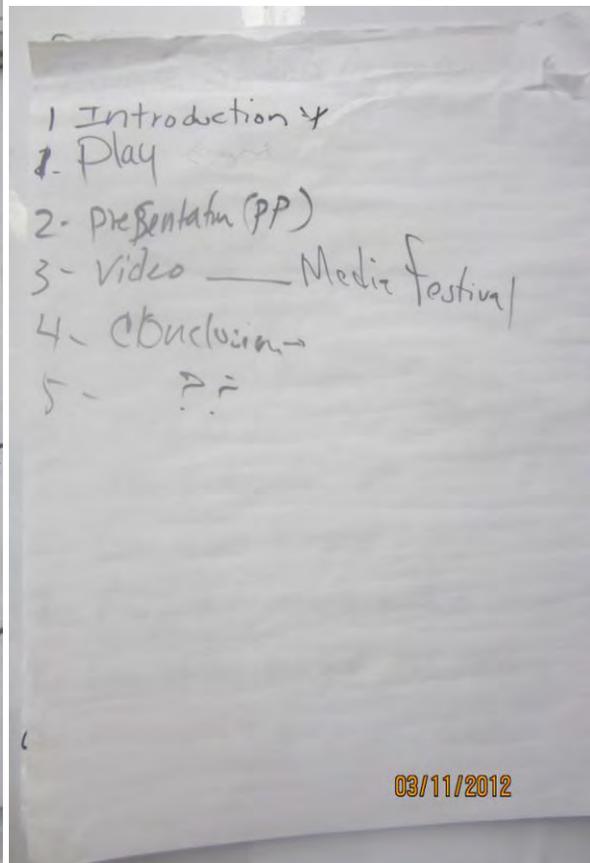
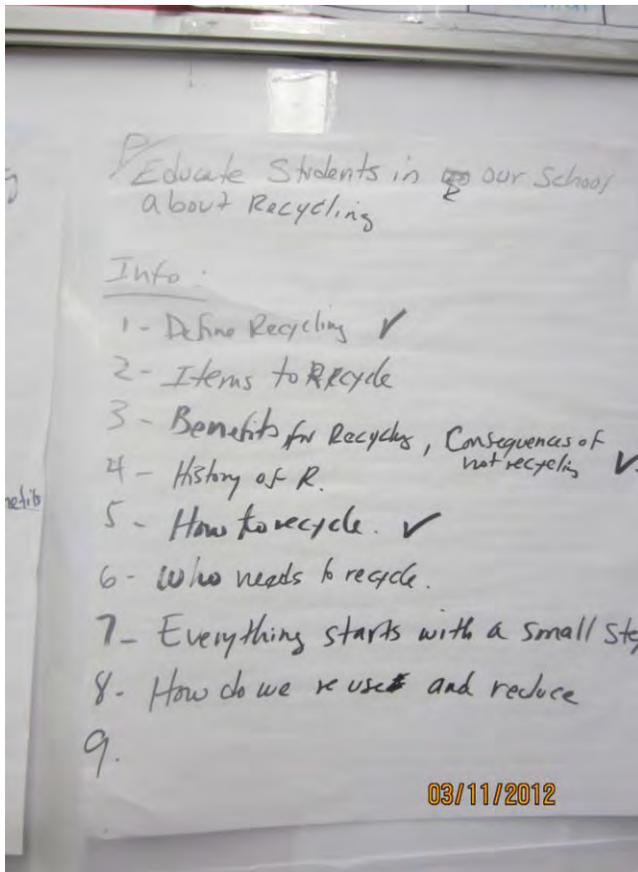
4* ~~involve~~ the chemical release from the wastes. (Fact)

5* Whenever we recycle waste papers, it benefits ~~to~~ save trees, gallons of water and oil.

6* ~~Save~~ ~~Keep~~ resources and energy.

7* Spend less money.

03/11/2012



To update the recycling centers in our school:

- An informative board about recycling was implemented in the science department to inform the Newcomers community about the implementation of the recycling program.
- Students produced posters to notify the Newcomers community the locations of the recycling centers, as well as to inform on how to recycle.
- Because Newcomers High School students are ELLs, many visuals were used in the posters produced to increase awareness about recycling, especially for new students who speak little or no English, and other printed posters were used in English and Spanish.
- Students in the environmental science class produced a power point presentation as the method chosen to share their information as well as the means to inform the Newcomers community how and where to recycle.
- Students painted the containers.
- Students produced lids for the recyclable containers.
- Students labeled classrooms' recyclable containers and labeled an area to show the location of the recyclable container in the room.

Promotion for the program:

- Students will participate in an informative assembly in the auditorium on May2, 2012 in connection with ACE (Alliance for Climate Education.) They will present the information about recycling using the power point presentation produced. The invitation to this assembly will reach teachers, students, staff, custodial staff
- A Memo will be produced to remind teacher to promote the effective use of recycling containers in the classroom.
- A Memo will be produced to remind members of the custodial team to promote the correct, visible placement of recycling containers in classrooms and recycling centers.

Collaboration

We had the collaboration of a Home depot store in Long Island New, York who was graceful to donate paints and supply used for producing the lids for the recycling.









Project Analysis

What worked?

- Students used their individual talents to be involved with the different tasks for the recycling program.
- The updated recycling centers were more noticeable as the Newcomers community shared that they are more aware about where and how to recycle.
- More appropriate recycling practices were observed during the process, especially after the lids were placed on the containers at the recycling centers.

What didn't work?

The project took longer time than estimated because of addition to new tasks during the process.

When the recycling implementation was monitored, Students found that there were classrooms where improper use of the recycling container was practice.

Applicability to other schools

It is definitely recommended that a recycling program is implemented and to keep updating it as often as necessary. We also recommend that more informative practices need to be implemented specially for teachers. They can be very helpful in monitoring the correct usage of the recyclable containers in the classrooms.

Measuring success

Staff, teachers, students, kitchen staff, custodial staff shared that that the recycling centers were more equipped with information on where and how to recycle. When classrooms and recycling centers were monitored we found that students were using the recyclable containers more effectively than before program implementation. Less incidents of inappropriate used of recyclable containers were observed. A positive impact on the students or community was observed. Members of the Newcomers high school community are more informed about the best practices of recycling. Also, it was observed how students, teachers and staff directed each other on the proper recycling practices.

DSNY BWPRR Site Visit

Please note: the following pages show the on-site inspection and photos of this school's actual recycling operations conducted in spring 2012 by DSNY BWPRR Recycling Outreach.

DSNY BWPRR Outreach Form – SITE VISIT

OUTREACH ACTIVITY

OUTREACH DATE(S) 5/24/12 SURVEY COMPLETED BY Colen Nison

CRM / FDC # _____ OUTREACH ORIGIN: Golden Apple Inspection

SCOPE OF ACTIVITY:
Check recycling set up in school.

SITE INFO

SITE NAME: Newcomers H.S. SAN DISTRICT: QNS 1

ALTERNATE NAME: Q555

STREET ADDRESS, APT/FLR: 28-01 41ST AVE. LOCATION / X-STREETS: 41ST AVE + 28TH ST.

CITY: QUEENS, NY (L.I.C.) ZIP: 11101

ADDRESS NOTES:
(If multiple addresses etc.)

Building Management Company:

SITE TYPE DETAILS LEED CERTIFIED?

RESIDENTIAL	<input type="checkbox"/> Condo <input type="checkbox"/> Coop <input type="checkbox"/> Rental <input type="checkbox"/> Private <input type="checkbox"/> HDFC <input type="checkbox"/> Mitchellama <input type="checkbox"/> NYCHA <input type="checkbox"/> SRO <input type="checkbox"/> TIL <input type="checkbox"/> Other: _____	<input type="checkbox"/> 1Fam <input type="checkbox"/> 2Fam <input type="checkbox"/> 3Fam <input type="checkbox"/> AptBldg <input type="checkbox"/> AptCmplx <input type="checkbox"/> Other: _____	FRONT DESK? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> D.K.
SCHOOL PreK-12	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Religious <input type="checkbox"/> Other: _____	<input type="checkbox"/> PreSch <input type="checkbox"/> Elem <input type="checkbox"/> Middle <input checked="" type="checkbox"/> High <input type="checkbox"/> K-12 <input type="checkbox"/> Other: _____	DSF CODE: <u>Q555</u> DOE CODES: <u>Q555</u>
AGENCY/INST	<input type="checkbox"/> Gov-NYC <input type="checkbox"/> Gov-State <input type="checkbox"/> Gov-Fed <input type="checkbox"/> Religious <input type="checkbox"/> University <input type="checkbox"/> Library <input type="checkbox"/> NonProfit <input type="checkbox"/> Botanical Garden <input type="checkbox"/> Other: _____		
COMMERCIAL	<input type="checkbox"/> Office <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> Hospital <input type="checkbox"/> Hotel <input type="checkbox"/> Conv. Ctr <input type="checkbox"/> Residential Bldg Mgmt Company <input type="checkbox"/> Other: _____		
OUTDOOR SPACE	<input type="checkbox"/> Street Segment <input type="checkbox"/> Parking Lot <input type="checkbox"/> NYC Park <input type="checkbox"/> Public Park <input type="checkbox"/> Community Garden <input type="checkbox"/> Other: _____		
OTHER	Describe: _____		

IS SITE PART OF A THEMATIC GROUP? (e.g. NYPD, DCAS)

PHYSICAL CHARACTERISTICS NOTES:	# bldgs: <u>1</u>	# units: _____	# floors: <u>4</u>	# laundry rms: _____	# offices: <u>TBD</u>	# classrms: <u>TBP</u>	# lunchrm/pantries: _____	# staff: <u>68</u>	# students: <u>980</u>
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asked cust. to call

GENERAL SITE NOTES:

Q 451 also in building - staff # 57
Academy of American Studies
693 Students

COLLECTION DETAILS	WHAT IS CURRENTLY BEING SEPARATED FOR RECYCLING? <input type="checkbox"/> corrug <input type="checkbox"/> mxd paper <input type="checkbox"/> mgp <input type="checkbox"/> bulk metal <input type="checkbox"/> nothing <input type="checkbox"/> other: _____			ON SCH TRUCK ROUTE? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> D.K.	
	COLLECTION DAYS	REFUSE Su M Tu W Th F Sa As Needed	PAPER Su M Tu W Th F Sa As Needed	MGP Su M Tu W Th F Sa As Needed	BULK METAL Complete below only if Dumpster:
this material is SERVICED BY	<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:	<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:	<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:	<input type="checkbox"/> DSNY <input type="checkbox"/> Carter:	
SET OUT	TYPE: <input checked="" type="checkbox"/> EZ Pak Sizes / Num: <u>804 3</u> <input type="checkbox"/> RoRo Cpctr <input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Cpctr <input type="checkbox"/> Com'l Dpstr <input type="checkbox"/> Bags <input type="checkbox"/> Cans	TYPE: <input type="checkbox"/> EZ Pak <input type="checkbox"/> RoRo Cpctr <input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Cpctr <input type="checkbox"/> Com'l Dpstr <input type="checkbox"/> Bags/Bundles <input type="checkbox"/> Cans	TYPE: <input type="checkbox"/> EZ Pak <input type="checkbox"/> RoRo Cpctr <input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Cpctr <input type="checkbox"/> Com'l Dpstr <input checked="" type="checkbox"/> Bags <input type="checkbox"/> Cans	TYPE: <input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Dpstr Sizes / Num: _____ <input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other: _____	
Location Type:	<input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input checked="" type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	<input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input checked="" type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	<input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input checked="" type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	<input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	
XStreets / Street Segment:					

COLLECTION NOTES

Apparently the school truck stops by in the schoolyard and picks up their recyclables but not every night. The foreman, Roland Pompey, said he wasn't sure what kind of schedule there was. QNS 1 is supposed to send someone there. They are not putting anything out curbside.

ADDITIONAL WASTE MGMT PRACTICES (e.g. composting, clothing collection bins, other waste prevention or recycling programs and activities):

<input type="checkbox"/> clothing/donation bins – Re-fashionNYC	<input type="checkbox"/> composting – yard waste	<input type="checkbox"/> stuff exchange areas (book swap etc.)	<input type="checkbox"/> battery recycling
<input type="checkbox"/> clothing/donation bins – wearable collections	<input type="checkbox"/> composting – food waste	<input type="checkbox"/> drop-off events – electronics	<input type="checkbox"/> kitty litter separation
<input type="checkbox"/> clothing/donation bins – other (specify)		<input type="checkbox"/> drop-off events – other (specify)	

other (specify)

DSNY BWPRR Outreach Form – SITE VISIT

WHAT WAS OBSERVED DURING THE SITE VISIT?

ACCESS TO BLDG? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE INTERNAL COLLECTION? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE STORAGE SYSTEM? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE SETOUT? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
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HOW ARE THEY EDUCATING / INFORMING ABOUT RECYCLING? (check all that apply)

written instructions, handed out
 written instructions (signs), posted
 verbal instructions
 none
 other (describe)

INTERNAL COLLECTION Record observations and recommendations about refuse and recycling practices

Check all location types where there *should be* recycling collection at this Site

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> chute rooms (paper/mgp) | <input type="checkbox"/> laundry rooms (mgp) | <input type="checkbox"/> reception / waiting room (paper/mgp) | <input type="checkbox"/> other locations (describe): |
| <input type="checkbox"/> hall chutes (none) | <input type="checkbox"/> mailbox areas / mailrooms (paper) | <input type="checkbox"/> entrances / lobbies (paper/mgp) | |
| <input type="checkbox"/> basement areas (paper/mgp) | <input type="checkbox"/> private offices (paper) | <input type="checkbox"/> eating areas (mgp) | |
| <input type="checkbox"/> hallway areas (paper/mgp) | <input type="checkbox"/> communal/cubicle offices (paper) | <input type="checkbox"/> food prep areas (mgp, cardboard) | |
| <input type="checkbox"/> outside areas (paper/mgp) | <input type="checkbox"/> classrooms / labs (paper) | <input type="checkbox"/> vending machine areas (mgp) | |
| <input type="checkbox"/> store rooms (cardboard) | <input type="checkbox"/> copiers / fax machine areas (paper) | <input type="checkbox"/> behind register / counters (paper) | |

Each Location Observed	REFUSE				PAPER/CARDBD				MGP				RECOMMEND
	Exist	Label	Bag Color	SS	Exist	Label	Bag Color	SS	Exist	Label	Bag Color	SS	
cafeteria	<input checked="" type="checkbox"/> N	Y <input checked="" type="checkbox"/> N	CR	0	Y N	Y N			Y N	Y N			2,3,4,13,16,18
classroom	<input checked="" type="checkbox"/> N	Y <input checked="" type="checkbox"/> N	CR	2	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	2	Y <input checked="" type="checkbox"/> N	Y N			2,7,16
office	<input checked="" type="checkbox"/> N	Y <input checked="" type="checkbox"/> N	CR	1	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	1	Y N	Y N			2,7,16
hallway	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	2	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	2	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	2	1
lounge	Y <input checked="" type="checkbox"/> N	Y N			Y <input checked="" type="checkbox"/> N	Y N			<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	CR	0	add trash can on label existing
library	<input checked="" type="checkbox"/> N	Y <input checked="" type="checkbox"/> N	CR	1	Y <input checked="" type="checkbox"/> N	Y N			Y N	Y N			2,7,9

ADDITIONAL INTERNAL COLLECTION OBSERVATIONS AND RECOMMENDATIONS: No MGP/milk carton collection at all in the cafeteria. Kitchen is recycling cans + corrugated. Cans go out near dumpsters every day. I'm trying to find out how the school's recycling collection is working. There is only one MGP can in lounge and of course its totally contaminated, they will put a trash can in there. The offices + classroom paper set up is decent with clear bags and labels for most containers though there was some contamination in most, but not too bad. There was no sign of mixed paper being stored so not sure what's happening to it. The hallway collection areas are all excellent but again I didn't see it being stored anywhere. The library had 2 cans, neither marked for recycling.

Rate the overall compliance of the internal collections observed. 0 1 2

STORAGE Record observations and recommendations about refuse and recycling practices

Each Location Observed	REFUSE		PAPER/CARDBD		MGP		Streams Kept Separate in Storage?	Instructions Posted?	RECOMMEND
	Bag Color	SS	Bag Color	SS	Bag Color	SS			
outside parking lot			CR	2	N/D		Y N	Y N	
EZ Packs							Y N	Y N	
							Y N	Y N	

ADDITIONAL STORAGE OBSERVATIONS AND RECOMMENDATIONS: There was some corrugated in one of the trash EZ Packs. There was quite a bit of corrugated being stored but no sign of mixed paper. No sign of stored MGP. I asked the science teacher to take photos of stored paper on Thursday May 31.

Rate the overall compliance of the storage areas observed. 0 1 2

SETOUT Record observations and recommendations about refuse and recycling practices

Setout Type (bags, bundles, cans, containerized)	REFUSE			PAPER/CARDBD			MGP			Streams Kept Separate at Curbside?	RECOMMEND
	Label	Bag Color	SS	Label	Bag Color	SS	Label	Bag Color	SS		
Bags	Y N			Y (N)	CR	2	Y N	N/O		Y N	
EZ PACKS (TRASH ONLY)	Y (N)	CR	1	Y N			Y N			Y N	2, 7, 16
	Y N			Y N			Y N			Y N	

ADDITIONAL SETOUT OBSERVATIONS AND RECOMMENDATIONS: *The trash EZ packs need to be labeled. as mentioned previously there was some corrugated in the trash EZ Packs. No sign of mixed paper or MGP being stored but these may be picked up by the school truck*

Does the Setout show adequate recycling is going on at this Site?

PAPER: 0 1 2 (n.o.) n.a. CARDBOARD: 0 1 (2) n.o. n.a. MGP: 0 1 2 (n.o.) n.a.

BULK METAL OBSERVATIONS AND RECOMMENDATIONS:

N/O

RECOMMENDATION
Enter all codes that apply (see Key)

FOLLOWUP NEEDED / PROMISED

Refer To (if applicable): ENFORCEMENT OPERATIONS DOE Other (describe below) *I need to find out what is happening in terms of how the school's recyclables are being picked up. I also spoke to custodian on 5/31 and asked him to call the QWS garage to have a superv. come by to tell the custodian the truck schedule.*

GENERAL SITE VISIT EVALUATION NOTES

Overall The school has a very good set up. They are using clear bags in all receptacles. all receptacles are clearly labeled and pretty much have minor contamination. I'm still concerned that I didn't see any stored mixed paper near the dumpsters or any MGP being stored. Considering there are over 1700 students in both schools there should be more evidence of these materials being stored. The hallway recycling areas were very nicely set up and seemed to be pretty uncontaminated, though not perfect. as mentioned there is no recycling in the cafeteria. Signage throughout was very good with a mixture of our current flyers and the older school paper decals (I left a lot of the current vertical internal green decals).

DSNY BWPRR Outreach Form – SITE VISIT

PROMOTIONAL MATERIALS									
MATERIALS	#Prov	Status	Delivery	MATERIALS	#Prov	Status	Delivery		
RESIDENTIAL	DECALS – GREEN	20	P/C	DO/M/V	SCHOOLS (PREK-12)		P/C	DO/M/V	
	DECALS – BLUE	20	P/C	DO/M/V			P/C	DO/M/V	
	DECALS – AREA	20	P/C	DO/M/V			P/C	DO/M/V	
	BLDG POSTERS – ENG/SPAN		P/C	DO/M/V			P/C	DO/M/V	
	CHECKLIST FLYERS – ENG/SPAN		P/C	DO/M/V			P/C	DO/M/V	
	CHECKLIST FLYERS – CHINESE		P/C	DO/M/V			P/C	DO/M/V	
	CHECKLIST REMOVABLE STICKERS		P/C	DO/M/V			P/C	DO/M/V	
	MOVERS PACKETS		P/C	DO/M/V			P/C	DO/M/V	
ABRI BROCHURES		P/C	DO/M/V		P/C	DO/M/V			
COMPOST	NYC COMPOSTING GUIDES		P/C	DO/M/V		P/C	DO/M/V		
	WORM COMPOSTING GUIDES		P/C	DO/M/V		P/C	DO/M/V		
	LEAVE IT ON THE LAWN BROCHURES		P/C	DO/M/V		P/C	DO/M/V		
	MASTER COMPOSTER BROCHURES		P/C	DO/M/V		P/C	DO/M/V		
GENERAL	LID DECALS – BOTTLES AND CANS		P/C	DO/M/V	AGENCY/ INSTITUTIONS		P/C	DO/M/V	
	LID DECALS – MIXED PAPER		P/C	DO/M/V			P/C	DO/M/V	
	LID DECALS – TRASH ONLY, BLACK	100	P/C	DO/M/V			P/C	DO/M/V	
	LID DECALS – TRASH ONLY, WHITE	100	P/C	DO/M/V			P/C	DO/M/V	
	RM/WL MOUSEPADS		P/C	DO/M/V			P/C	DO/M/V	
	RM/WL BOOKMARKS		P/C	DO/M/V		P/C	DO/M/V		
	RM/WL BUMPERSTICKERS		P/C	DO/M/V	COML		P/C	DO/M/V	
	STUFF EXCHANGE POSTCARDS		P/C	DO/M/V			P/C	DO/M/V	
	INTERNL DECAL – MGP/MIXED PAPER	50	P/C	DO/M/V			P/C	DO/M/V	

Status: P = Pending, C = Complete • Delivery Method: DO = Drop Off, M = Mail from BWPRR, V = Vanguard

Vanguard Order #: _____ Order Date: _____ Ordered Placed By: _____

SITE VISIT EVALUATION KEY

Overall Rating Scores

Score	Description
0	Little to no attempt at compliance.
1	Some attempt at compliance, inadequate – needs to improve.
2	This site is more or less in compliance.
N.O.	Not Observed
N.A.	Not Applicable

Exist Are there designated bins or areas for this material? Y / N

Label Are the recycling bins or areas properly labeled? Y / N

Bag Color What Color Bags are being used for each stream?

Code	Description
Cl	Clear Bags
Blu	Transparent Blue Bags
Opq	Opaque Bags (brown, black, white)
Oth	Other Bag Color (please describe in notes)
Mult	Multiple Bag Colors Used (please describe in notes)
None	No Bags used

SS What is the degree of Source Separation?

Score	Description
0	Totally mixed, recycling and refuse not being kept separate.
1	More of the correct material than the contaminating material.
2	Mostly the correct material – little to no contamination.
N.O.	Not Observed
N.A.	Not Applicable

Recommendations List

Code	Recommendation
1	No recommendations.
2	Source separate.
3	Label recycling bins.
4	Post recycling signage.
5	Refresh existing signage/decals.
6	Use clear bags for recyclables.
7	Educate/update relevant parties.
8	Pair recycling bin(s) with trash bin(s).
9	Add recycling bin(s) for mixed paper/cardboard.
10	Add mixed paper recycling bin in mailroom for junk mail.
11	Flatten & bundle or bag cardboard.
12	Paint paper dumpster white and label clearly.
13	Add recycling bin(s) for MGP recyclables.
14	Empty and rinse MGP recyclables.
15	Add MGP bin next to trash bin in laundry room.
16	Label trash receptacles/chute with "trash only" decals.
17	Coordinate setout with DSNY collection schedule/garage.
18	Keep each stream of bags/bins distinctly separate at setout.
19	Discontinue practice (see notes for description).
20	Other (specify in notes)

<p>Hallway collection areas</p>				
	<p>Bins are labeled and great signs</p>	<p>This hallway beverage carton, bottles, cans, metal, and foil bin was contaminated with plastic film, drinking straw, paper napkin.</p>	<p>Good mixed paper recycling here.</p>	<p>Contents of this paper bin were pretty good – just a couple of candy wrappers</p>
<p>Administrative offices</p>				
	<p>A typical office setup</p>	<p>The principal's office</p>	<p>Excellent setup and source separation in the offices</p>	

<p>Kitchen and cafeteria</p>				
	<p>Beautiful kitchen setup for beverage cartons, bottles, cans, metal and foil</p>		<p>Contents of the kitchen's beverage cartons, bottles, cans, metal, and foil recycling bin</p>	<p>No recycling of beverage cartons, bottles, cans, metal or foil in the students' cafeteria.</p>
<p>Lounge, Library, Mixed Paper storage.</p>				
	<p>The only bin in the teacher's lounge</p>	<p>Library – No recycling bins</p>	<p>Recyclables in the library's refuse bin</p>	<p>Paper setout in EZPak containers. All boxes should be flattened.</p>