

TrashMasters!™  
**SUPER**Recyclers



Elementary Division  
Manhattan Borough  
Honorable Mention

**PS 166 Richard Rodgers  
School of the Arts & Technology**

# 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](http://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:** 12018

**School:** PS 166 Richard Rodgers School of the Arts & Technology

**Grade Division** LM

**Borough:** M

**Golden Shovel Award contestant**  
(for borough Master School Composter)

## 2012 Project Entries received for:

**School Population: total #** 608

**Core Group:** **Total Participating:**

**TrashMasters! Super Recyclers**

Received: 4/30/2012

15

608

SuperRecycling at PS 166

By implementing a variety of waste reduction and recycling programs for items including food, bottle caps, electronics, and textiles, PS 166 taught students and their families that nearly everything people eat, use, and wear can be recycled or repurposed. The school's waste reduction efforts inspired a cultural shift towards greater environmental awareness and responsibility that spread to family members and the surrounding community.

**TrashMasters! Reduce & Reuse Challenge**

Received:

[see RR for Golden Shovel entry]

**TrashMasters! Team Up to Clean Up**

Received:

## Prior Year Entries:

first entry [also 12:RR]

## School Contact Information:

**Phone:** 212-678-2829

**Address:** 132 W 89 ST  
NEW YORK 10024

**Block&Lot:** 1012190047

**DOE Location:** M166

**DOE Bldg:** M166

### REQUIRED for Super Recyclers only:

**Custodian:** ANTHONY GUARINO

**Custodian's Phone:** 212-721-6930

**Custodian's Email:** cm166@schools.nyc.gov

**Sustainability Coord:**

Deborah Middleton, 3rd Gr teacher

**Contest Coordinator:**

Deborah Middleton

**Coord Phone (if different):**

**Coordinator Email:**

DMiddle2@schools.nyc.gov

**Principal:**

Angela Olden Camiolo

**Principal Email:** acamiolo@schools.nyc.gov

### Comments (may not be relevant to judging)

Deborah Middleton: Sustainability Coord, 3rd Gr teacher. App submitted by Emily Fano, parent, Co-Chair PTA Green/Wellness Com, 917-301-8830 satyacaroti@gmail.com. Joe Lazarus DDF 347-386-4477 JLazarus2@Schools.nyc.gov

**Info Confirmed:** 5/18/2012

6/27/2012

# Golden Apple Application TrashMasters Super Recyclers Contest Entry Questions

## COVER PAGE

### SCHOOL INFO

- School Number: PS 166
- Official School Name: The Richard Rodgers School of the Arts and Technology
- Street Address, City, Zip: 132 W. 89 St, NY, NY 10024
- Phone: (212) 678-2829 Fax: (212) 579-4542
- Principal: Angela Olden-Camiolo; [acamiolo@schools.nyc.gov](mailto:acamiolo@schools.nyc.gov); (212) 678-2829
- Contest Coordinator: Emily Fano, Parent, (917) 301-8830, [satyacaroti@gmail.com](mailto:satyacaroti@gmail.com)
- School description — PS 166 is an Upper West Side Elementary school with a population comprised of 15% Black, 24% Hispanic, 49% White, and 8% Asian students. The student body includes 7% English language learners and 13% special education students. The mission of PS 166 is to create and maintain a caring environment in which the individual differences of students and teachers are recognized, encouraged and promoted to make the most of the teaching, learning and growing process.

### CONTEST ENTRY INFO

- Borough: Manhattan
- Grade Division: Elementary
- Contest Entry Title: SuperRecycling at PS 166
- Contest Entry Summary: By providing a variety of recycling programs at PS 166 and implementing waste reduction and recycling programs for items like food, bottle caps, and textiles, we have taught our children and their families that nearly everything we eat, use and wear can be recycled or repurposed. We have witnessed a cultural shift towards greater environmental awareness and responsibility which has spread not only to family members who report being influenced by their children, but also to people outside of the PS 166 community.<sup>1</sup>
- STUDENT INVOLVEMENT
- Student Participation: Core Group #608
- Student Participation: Total #608
- School Population: Total #608

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<sup>1</sup> "Parents going green through kids' programs"  
<http://lagrange.suntimes.com/11966190-417/parents-going-green-through-kids-programs.html>), but

## RECYCLING AT OUR SCHOOL

Recycling Paper and Cardboard: PS 166 uses the Pratt Industries cardboard boxes, supplied by the NYC DOE, for paper collection. We have placed them in every classroom; colorful and easy-to-read instruction sheets, developed by PS 166's Green/Wellness Committee, are posted on each box, to maximize paper collection and minimize contamination. In addition, there are paper recycling stations on every floor in common areas.



Recycling Beverage Cartons, Bottles, Cans & Foil: Students separate milk and juice cartons, plastic bottles, and foil at our cafeteria sorting center during breakfast and lunch every day. There are also bottle and can recycling stations on every floor in common areas.



5 more Recycling Projects: In addition to having blue bins for paper and bottles and cans in common areas, PS 166 has implemented five additional recycling programs.

1. Sneaker Recycling: In November 2011, PS 166 joined forces with PS 199 to collect old athletic shoes and LiveStrong Wrist bands for recycling by the Nike Reuse-A-Shoe program. Together, we collected

500 pairs of athletic shoes. PS 166 Green/Wellness Committee members shipped off 9 boxes of shoes to Nike the first week of December 2011.

#### 2a. Bottle Cap RePurposing with Alex Lockwood:

During the 2011-12 school year, PS 166 has been collaborating with recycled materials artist Alex Lockwood. Mr. Lockwood makes large interactive "shakers" out of bottle caps that make musical sounds when pulled. His work has been exhibited on Governor's Island (see <http://culture.wnyc.org/articles/features/2011/jun/09/not-your-imagination-figment-festival-brings-whimsy-and-art-governors-island/>). We are thrilled to be supplying Alex with caps for his art projects. Our collaboration with Alex is helping to keep thousands of bottle caps out of landfills and out of our oceans. A board display above the cap collection bin explains the collaboration, and the environmental benefits of repurposing bottle caps.



#### 2b. Bottle Cap RePurposing with Rolando "Kappo" Politi:

During the 2010-11 school year, PS 166 collaborated with Lower East Side artist Rolando "Kappo" Politi. Mr. Politi makes art out of bottle caps. PS 166 students collected thousands of bottle caps for Rolando. On Tuesday, June 21st, 2011, he brought a ferris wheel to school, made from PS 166 students' caps, and displayed it in the PS 166 Reading Garden during recess. The ferris wheel had a real spinning mechanism, and the students were excited by the fact that the caps they collected had been repurposed to make a work of art! Our collaboration with Rolando also helped to keep thousands of bottle caps out of our landfills and oceans.



3. E-waste Recycling: Beginning in November 2010, in partnership with E-Green Management, PS 166 launched an E-waste recycling program to collect small electronics such as answering machines, computer mice, keyboards and the like. E-Green Management is an ISO14001 and R2 Certified company, DEC and EPA licensed, a registered e-waste recycler with the City of New York, and a member of NAID, NYSAR3, and Earth 911. By June 2011, PS 166 had recycled, and therefore diverted from the landfill, over 600 pounds of E-waste. The program is ongoing.



4. Communal Paper Shredding: On Thursday, April 14th, 2011 (and Friday, April 16th, 2010) PS 166 hosted a communal paper shredding/recycling event in collaboration with EcoPlum and Code Shred. The event was organized around tax time as a convenient and low-cost service for families who wanted to eliminate old financial documents. It was announced in school and in a local paper (<http://nypress.com/paper-shredding/>), and also covered after the fact (<http://www.dnainfo.com/20110414/upper-west-side/paper-shredding-clears-junk-minds-at-uws-school>). Parents, staff members, and neighbors in the community have collectively diverted thousands of pounds of unwanted paper from the landfill during these communal shreddings.



5. Textile Recycling: PS 166 hosts textile recycling events annually, in conjunction with Wearable Collections, to help families dispose of textiles that are not fit for donation, as well as to clear out the school's Lost and Found.



Recycling Set-up and Collection: Our philosophy is: "if they see it, they will use it." Therefore, recycling stations are in prominent spaces and common areas all throughout the building. Every classroom also has their own recycling bins.

1) In the Cafeteria, we have a sorting station that includes liquid collection, container recycling, and composting of food waste and bagasse trays.



2) On the ground floor of the school, by the Kindergarten classrooms, a recycling station for paper and bottles and cans is placed in a prominent location by a main doorway. The E-waste and bottle cap recycling stations are also located on the ground floor by the cafeteria.



3) On every floor of the building, there are pairs of recycling bins for paper, and bottles and cans, like these on the 3<sup>rd</sup> floor.



### Program Implementation.

Before and after: For many years, environmentally conscious parents at PS 166 have been concerned about the staggering amounts of waste they saw being generated by the school on a daily basis, starting with the piles of garbage on the street outside of the school, as well as the enormous amount of food, styrofoam trays, and other waste coming out of the cafeteria on a daily basis. Recycling wasn't happening.



(unsorted garbage, styrofoam trays)

Plastic toys were being given away by the teachers in the classrooms and at school fairs. No one was teaching the children good habits, or making them conscious about the consequences of their throw-away behaviors.

In 2009, Emily Fano, Chair of the PS 166 Green/Wellness (G/W) Committee and a member of the PTA Executive Board, brought these concerns to Board meetings. That year, the G/W Committee decided to start raising awareness about recycling, waste reduction, conscious consumption and other environmental issues, starting with the launch of the school's first big green fundraiser in the Fall of 2009 (see <http://www.350.org/en/node/8205>).

Meetings of the District 3 Green Schools Group also began at PS 199 that Fall; a core group of D3 schools began learning from, supporting, and inspiring each other to take on more greening initiatives at their respective schools. With inspiration from PS 199, in 2010, PS 166 eliminated Styrofoam trays in the cafeteria and replaced them with bagasse, and also started a bottle cap recycling program.

Our overall recycling rates have markedly improved since the implementation of our cafeteria recycling and composting program in February 2012. We are capturing one full bag of recyclables daily, one full bag of trash, a half bin of food waste, one bin full of compostable bagasse trays, and seven gallons of liquids per day. We have reduced our trash from 12 bags (for breakfast and lunch) to 1. We also continue to see steady participation in our bottle cap, e-waste and paper recycling programs. Continuing education and outreach to the community through backpack flyers, email, and at PTA meetings supports compliance.

**Project Planning:** In January 2011, the G/W Committee, in conjunction with the PTA and with approval from the Principal, published a Green PTA Policy and distributed it to all the staff. It was hoped that the Policy would help to create a culture of environmental responsibility in the school and beyond. It encouraged parents, staff, and children to 1) Evaluate the environmental impact of every activity;

2) Eliminate toxins; 3) Practice waste reduction and recycling; 4) Support healthy eating and physical activity; and 5) Implement environmental education whenever possible.

As more parents became involved with the G/W Committee, and as D3 Green Schools Group meetings continued through the years, different projects organically evolved based on the interests of the D3 group, the interests and availability of individual parent volunteers at PS 166, as well as the response of the school community.

For the most part, the G/W Committee has chosen to implement programs – such as bottle cap, e-waste, textile and sneaker recycling - that are low-cost, low-maintenance, can run themselves, don't ask a lot from parents in terms of volunteering, and that actually provide a service to the community. By making the programs easy and pressure-free, and including an educational component in a non-threatening way through signage, emails and flyers, we believe we have increased participation rates, increased awareness about recycling, and been able to weave principles of environmental stewardship into the community fairly easily.

This year, for example, we eliminated the use of disposable flatware at PTA meetings and other school-wide functions by purchasing a set of silverware that is used and washed after each meeting. We also only use paper products at PTA meetings (no styrofoam). No one questioned this change. We also eliminated the use of cups at the cafeteria water jet station (schools that host the Wellness in the Schools program receive the water jets). In backpack flyers, we communicated the decision to our families in the context of our commitment to prevent waste and remain true to our green values. We asked families to send their children in with reusable water bottles.

When we learned that our cafeteria produced more than 12 bags of trash a day at breakfast and lunch, and because we knew that our bagasse trays could be composted, starting a cafeteria composting initiative was the next logical step for us in terms of tackling waste reduction and recycling, and helping the children learn new behaviors. Both children and staff have adapted to source separating their waste beautifully.

Based on feedback from parents, children and staff, as well as high participation rates in our current recycling and waste reduction programs, our school community has made it clear that they appreciate the Green/Wellness initiatives.

We would use funds from a Golden Apple Award to continue composting next year, conduct waste audits, collect data on how much we throw away annually, help the children learn to waste less food, practice conscious consumption, and use less packaging.

Student involvement: PS 166 students are central to every recycling program and initiative. They attend schoolwide assemblies, and make green announcements over the PA system in conjunction with specific campaigns. All 608 students participate in the cafeteria recycling and composting program daily. Many of our students have interacted with the bottle cap artists. And 5<sup>th</sup> graders painted and decorated our school composting bins to prevent contamination by passers-by when the bins are out on the street awaiting collection.



Promotion: The PS 166 website (PS 166.org) contains a section titled "PS 166 Goes Green" (tab All About PS 166) that highlights both past and current green programs. We also use a PS 166 Yahoo group to do paperless promotions of green events. We occasionally send home backpack flyers, but only in conjunction with the already outgoing school flyers or school newspaper. Signage is posted in the school as needed.

Collaboration: All of our recycling efforts are collaborations.

Composting: PS 166's composting program is a collaboration with the District 3 Green Schools Group, the private waste hauler IESI (which is providing compost collection services), D3's Division of School Facilities and the school's custodial staff, DOE School Food and the kitchen staff, the school administration and teaching staff, as well as parents and children.

Paper and Cardboard: PS 166 uses the Pratt Industries cardboard boxes, supplied by the NYC DOE, for paper collection. We have consulted with Robbie Lock of GrowNYC on proper placement of bins in the school.

Sneaker Recycling: PS 166 collaborated with PS 199 to collect old athletic shoes and LiveStrong Wrist bands for recycling by the Nike Reuse-A-Shoe program.

Bottle Cap RePurposing for the Arts: PS 166 has collaborated with

two bottle cap artists - Alex Lockwood (2011-12) and Rolando "Kappo" Politi (2010-11) - to provide the artists with source materials. Mr. Lockwood is planning a visit to our school in May 2012 to further collaborate with our Sustainability Coordinator on a demonstration of his craft for our students.

E-Waste: PS 166 collaborates with E-Green Management for our E-Waste recycling program.

Communal Paper Shredding: PS 166 hosted a communal paper shredding/recycling event in collaboration with EcoPlum, Code Shred and members of the community.

Textile Recycling: PS 166 hosts textile recycling events in collaboration with Wearable Collections.

Educational component: PS 166's recycling programs have become part of the school's culture and identity, both inside and out. PS 166 has acquired a reputation as a "green school" in the community. For our children, however, composting and recycling have become second nature. They are learning that recycling and composting can be a normal part of everyday life. They have listened to bottle cap artists explain why they make art from what others would consider "trash." All 608 children have learned to source separate their waste in the cafeteria. They have learned, in school-wide assemblies, what compost is and why it's important not to send food waste – a valuable resource and also a methane-producing product - to the landfill. On May 22<sup>nd</sup>, our school will host a Harvest Café Day, where the children will pick lettuce from the school garden and eat it in the cafeteria. Their work with the Horticulture Society will tie in to our composting program in the cafeteria and teach them about the regenerative cycles of nature. Our Sustainability Coordinator, Deborah Middleton, who has a worm bin in her 3<sup>rd</sup> grade classroom, discusses some of these ideas with her students on a regular basis, as does the science teacher, Carmen Cardona, who feeds her classroom science pets leftovers captured from the cafeteria.

Both classroom lessons and daily hands-on experience in source separation, recycling and composting provide a significant learning platform regarding the Food Web. See New York State Science Core Curricula, The Living Environment, Performance Indicator 1.1, Major Understandings 1.1a: Food webs identify the relationships among producers, consumers, and decomposers carrying out either autotrophic or heterotrophic nutrition. Ref: <http://www.p12.nysed.gov/ciai/mst/pub/livingen.pdf>

Project Analysis.

What worked? We can see our recycling programs working every day. Our recycling bins are always full. Our cafeteria recycling and composting station captures one full bag of recyclables, 1/2 of a 64-gallon tote full of food waste, 3/4 of a tote full of bagasse trays, and seven gallons of liquids daily. We have reduced our garbage from 12 bags (for breakfast and lunch) to just one per day. Our textile recycling has a high participation rate and anyone who misses a pick-up quickly asks when the next available date will be. Our bottle cap artists make amazing works with their donated supplies, and the students really enjoy seeing the art they bring back to the school. For our sneaker recycling program, 500 pairs of sneakers were shipped to Nike and diverted from the landfill. In its first year, our E-Waste program diverted 600 pounds of E-Waste and our numbers continue to grow. This shows that, at PS 166, if opportunities for recycling are provided, people will participate!

What didn't work? Each type of recycling has lack of compliance issues. To increase compliance with paper recycling, the PS 166 Green/Wellness Committee produced a flyer and attached it to the top of every Pratt Industries paper recycling box (see attached last page). For shoe recycling, we had a few pairs of regular shoes that didn't meet the criteria; however those were otherwise donated to charity. For bottle caps, there is a weekly culling and weeding for a few types of flexible and metal caps that cannot be used. Initially, our cafeteria recycling bins were not monitored at both breakfast and lunch, which caused confusion. With additional staff training and parent volunteers, we were able to consistently use the recycling station at both breakfast and lunch.

Applicability to other schools: In addition to requiring the support of a school's administration and teaching staff, School Food and custodial staff, this type of program requires a high level of parent volunteerism. Training is required of children, staff members and volunteers to ensure proper source separation. A school-wide commitment to consistency is imperative.

Measuring success: At PS 166 we promote programs that encourage lifelong habits of proper recycling, waste reduction and environmental awareness and stewardship. Our students have shown that they understand that everything we eat, use and wear can be recycled or repurposed. We measure success by the high degree of participation in our programs by both children and adults, and the fact that our bottle cap, in-classroom paper, and e-waste programs run themselves at this point. People know that the bins are there, they know what goes in them, and they contribute to them daily. E-Green

Management provides us with data on the number of pounds of e-waste they collect from us; our numbers continue to rise. We diverted eight 18-gallon containers of bottle caps in 2010-11 and, as of April 16, 2012, have already filled six eighteen-gallon containers since October 2011. We are in the process of collecting formal data (weight and volume) on our cafeteria composting and recycling program, and are recording findings and photo-documenting bins on a weekly basis.

Thank you for considering PS 166 for a Golden Apple Award for TrashMasters! SuperRecyclers.

# RECYCLE

## MIXED PAPER & CARDBOARD In the Classroom



**DO** include the following in your paper recycling bin:

- **white and colored paper (lined, copier, computer)**
- **mail and envelopes (any color, window envelopes OK)**
- **paper bags**
- **newspapers, magazines, catalogs**
- **soft-cover books**
- **smooth cardboard (tubes, file folders, boxes, egg cartons)**



Flatten & bundle large pieces of **corrugated cardboard**.  
Tie, or break into small pieces and place in your bin.

**DO NOT** include the following in your paper recycling bin:

- **soft paper** (napkins, paper towels, tissues)
- **soiled paper** (with food or liquid, tape or glue)
- **waxed or plastic-coated paper** (food wrappers)
- **hardcover books**



## **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

<b>OUTREACH ACTIVITY</b>				
OUTREACH DATE(S) <i>1<sup>st</sup> 5/25/12 / 2<sup>nd</sup> 6/4/12</i>		SURVEY COMPLETED BY <i>Colin Nissan</i>		
CRM / FDC #	OUTREACH ORIGIN: <i>Golden Apple</i>			
SCOPE OF ACTIVITY: <i>check status of recycling at school</i>				
<b>SITE INFO</b>				
SITE NAME: <i>PS166M</i>		SAN DISTRICT: <i>7</i>		
ALTERNATE NAME: <i>Richard Rodgers School of the Arts + Technology</i>				
STREET ADDRESS, APT/FLR: <i>132<sup>nd</sup> W. 89<sup>th</sup> St</i>		LOCATION / X-STREETS: <i>Dwn Columbus + Amsterdam</i>		
CITY: <i>NY NY</i>	ZIP: <i>10024</i>			
ADDRESS NOTES: (If multiple addresses etc.)				
Building Management Company:				
<b>SITE TYPE DETAILS</b>			LEED CERTIFIED? <input type="checkbox"/>	
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.	
<b>SCHOOL</b> PreK-12	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Religious <input type="checkbox"/> Other:	<input type="checkbox"/> PreSch <input checked="" type="checkbox"/> Elem <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> K-12 <input type="checkbox"/> Other:	DSF CODE: DOE CODES: <i>M166</i>	
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: <i>1</i>	# units:	# floors:	
	# laundry rms:	# offices:	# classrms:	
	# lunchrm/pantries:	# staff:	# students: <i>605</i>	
GENERAL SITE NOTES:				
<b>COLLECTION DETAILS</b>	WHAT IS CURRENTLY BEING SEPARATED FOR RECYCLING? <input type="checkbox"/> corrug <input type="checkbox"/> mxld 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.
		<b>REFUSE</b>	<b>PAPER</b> <i>day + school trash</i>	<b>MGP</b> <i>day waste</i>
COLLECTION DAYS	Su M Tu W Th F Sa <i>(M, Tu, W, Th, F, Sa)</i> As Needed	Su M Tu W Th F Sa <i>(M, Tu, W, Th, F, Sa)</i> As Needed	Su M Tu W Th F Sa <i>(M, Tu, W, Th, F, Sa)</i> As Needed	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 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 <input type="checkbox"/> Cans	Sizes / Num:	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	Sizes / Num:
Location Type:	<input checked="" type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input 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:	<i>in front of street school.</i>			
COLLECTION NOTES				
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 checked="" 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 checked="" 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)				
<input type="checkbox"/> other (specify)				

# DSNY BWPRR Outreach Form – SITE VISIT

## WHAT WAS OBSERVED DURING THE SITE VISIT?

ACCESS TO BLDG?  
 Y  N

OBSERVE INTERNAL COLLECTION?  
 Y  N

OBSERVE STORAGE SYSTEM?  
 Y  N

OBSERVE SETOUT?  
 Y  N

## 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 checked="" 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 checked="" type="checkbox"/> private offices (paper)             | <input type="checkbox"/> eating areas (mgp)                              |  |
| <input checked="" type="checkbox"/> hallway areas (paper/mgp) | <input checked="" type="checkbox"/> communal/cubicle offices (paper)    | <input type="checkbox"/> food prep areas (mgp, cardboard)                |  |
| <input type="checkbox"/> outside areas (paper/mgp)            | <input checked="" type="checkbox"/> classrooms / labs (paper)           | <input type="checkbox"/> vending machine areas (mgp)                     |  |
| <input type="checkbox"/> store rooms (cardboard)              | <input checked="" 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	
• hallway	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Y N	—	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	1	2,4,5,7,8
• classroom	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	PRATT BOX	2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	2,3,7,16
• office(s)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	2,7,16
• cafeteria	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	2	16
• kitchen	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	keep separate	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	2	3,7,16
• <del>garage</del> copiers	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CLR	2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	—	—	3

ADDITIONAL INTERNAL COLLECTION OBSERVATIONS AND RECOMMENDATIONS: *No lounge. Kitchen looked very good but needed decal on MGP can. Main office had paper in trash receptacles. The hallway containers all needed some major "refreshing". A lot of the decals were old, ripped or missing - not too appealing. The Pratt boxes used for paper collection were very well source separated. All trash cans need to be labeled with NO TRASH decals. In some cases the "old" blue receptacles were being used for trash - a little confusing. The kitchen + cafeteria seem to be doing well though I'm sure the milk cartons + cans from the kitchen are going out of the curb every night due to lack of storage. Lots of trash receptacles had paper*

Rate the overall compliance of the internal collections observed. 0 1 2 *and for M&P'*

## 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			
							Y N	Y N	
							Y N	Y N	
							Y N	Y N	

ADDITIONAL STORAGE OBSERVATIONS AND RECOMMENDATIONS:

*N/O*

Rate the overall compliance of the storage areas observed. 0 1 2 *N/O*

2 different observations  
 ↑ 5/25/12  
 ↑ 6/4/12

**DSNY BWPRR Outreach Form – SITE VISIT**

**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)	CLR+ BLK	N/O	Y(N)	CLR	1	Y(N)	CLR	2	Y(N)	do not use black bags 2, 7, 17, 18
	Y N			Y N			Y N			Y N	
	Y N			Y N			Y N			Y N	

**ADDITIONAL SETOUT OBSERVATIONS AND RECOMMENDATIONS:** There were several black bags at the curb. There were milk cartons out on the incorrect day. The paper that was out was okay but all the bags were piled together (The above observations were from 6/25/12 in the AM). My first observation on 5/25 was that there were 2 bags of paper in clear bags but this was in the morning.

**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. *out on wrong day*

BULK METAL OBSERVATIONS AND RECOMMENDATIONS:	RECOMMENDATION Enter all codes that apply (see Key)
N/O	

**FOLLOWUP NEEDED / PROMISED**  
 Refer To (if applicable):  ENFORCEMENT  OPERATIONS  DOE  Other (describe below)

**GENERAL SITE VISIT EVALUATION NOTES**  
 My overall evaluation is that school has made a good attempt at recycling but they have not put an enormous amount of effort into it. The hallway bins (total 55 gal) definitely need some sprucing up. All the trash cans (whether gray or blue) need to have TRASH ONLY decals to distinguish them from the Pratt boxes which are being used for paper. There were many instances of the trash receptacles either having paper or MGP or both in them. The custodian said they have no room to store the MGP so it is put out every night for DSNY collection.  
 - there is much room for improvement

# DSNY BWPRR Outreach Form – SITE VISIT

PROMOTIONAL MATERIALS															
MATERIALS				# Prov	Status	Delivery	MATERIALS				# Prov	Status	Delivery		
<b>RESIDENTIAL</b>	DECALS – GREEN					P / C	DO / M / V	<b>SCHOOLS (PREK-12)</b>	K-12 SCHOOL DECALS – GREEN					P / C	DO / M / V
	DECALS – BLUE					P / C	DO / M / V		K-12 SCHOOL DECALS – BLUE					P / C	DO / M / V
	DECALS – AREA					P / C	DO / M / V		DECALS - AREA					P / C	DO / M / V
	BLDG POSTERS – ENG/SPAN					P / C	DO / M / V		GOLDEN APPLE BROCHURES					P / C	DO / M / V
	CHECKLIST FLYERS – ENG/SPAN					P / C	DO / M / V		SCHOOL SIGNS					P / C	DO / M / V
	CHECKLIST FLYERS – CHINESE					P / C	DO / M / V		FLYERS – TEACHER					P / C	DO / M / V
	CHECKLIST REMOVABLE STICKERS					P / C	DO / M / V		FLYERS – CUSTODIAN					P / C	DO / M / V
	MOVERS PACKETS					P / C	DO / M / V		COLORING BOOKS					P / C	DO / M / V
	ABRI BROCHURES					P / C	DO / M / V		COMIC BOOKS – GR2-3					P / C	DO / M / V
<b>COMPOST</b>	NYC COMPOSTING GUIDES					P / C	DO / M / V	COMIC BOOKS – GR4-6					P / C	DO / M / V	
	WORM COMPOSTING GUIDES					P / C	DO / M / V	RRR KITS					P / C	DO / M / V	
	LEAVE IT ON THE LAWN BROCHURES					P / C	DO / M / V	RRR DVDS					P / C	DO / M / V	
	MASTER COMPOSTER BROCHURES					P / C	DO / M / V	SCHOOL RESOURCES SAMPLE PACKETS					P / C	DO / M / V	
<b>GENERAL</b>	LID DECALS – BOTTLES AND CANS					P / C	DO / M / V	<b>AGENCY / INSTITUTIONS</b>	BROCHURES – AGENCY/INSTITUTION					P / C	DO / M / V
	LID DECALS – MIXED PAPER					P / C	DO / M / V		POSTERS – INSTITUTION					P / C	DO / M / V
	LID DECALS – TRASH ONLY, BLACK					P / C	DO / M / V		FLYERS – CITY AGENCY					P / C	DO / M / V
	LID DECALS – TRASH ONLY, WHITE					P / C	DO / M / V		POSTERS – CITY AGENCY					P / C	DO / M / V
	RM/WL MOUSEPADS					P / C	DO / M / V		DECALS - AREA					P / C	DO / M / V
	RM/WL BOOKMARKS					P / C	DO / M / V		<b>COML</b>	COMMERCIAL BOOKLETS (2004)					P / C
	RM/WL BUMPERSTICKERS					P / C	DO / M / V	COMMERCIAL HANDBOOKS (1996)					P / C	DO / M / V	
	STUFF EXCHANGE POSTCARDS					P / C	DO / M / V	OTHER:					P / C	DO / M / V	
	INTERNL DECAL – MGP/MIXED PAPER					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: \_\_\_\_\_

NONE GIVEN

## 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)

**DSNY BWPRR Outreach Form – SITE VISIT**

Date: 5/25/12  
+ 6/4/12

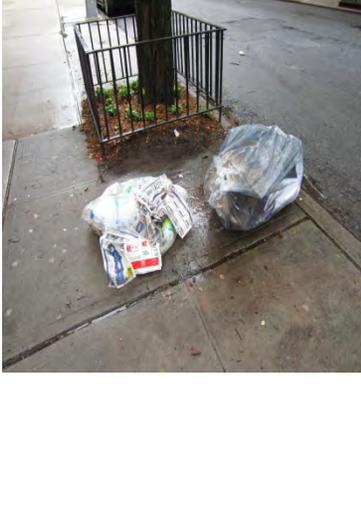
Location: PS 166M 132 W-89<sup>TH</sup> ST

office use only

NAME	TITLE	ORGANIZATION	ADDRESS	CITY, ST	ZIP	PHONE	EMAIL	CONTACT TYPES (all that apply)
Deborah Middleton <sup>1ST VISIT</sup>	Contest Coord	PS 166M	132 W-89 <sup>TH</sup> ST	NY NY	10024		DMiddle2@schools.nyc.gov	
Angela Aiden CAMIOLA	Princa IA.	..	..	NY N			ACAMIOLA@schools.nyc.gov	

**\*\*Contact Types:** • TCHR=Teacher • PRIN=Schl Principal • AP=Schl Asst Princ • RCY=Recycling Coord • GA=GA Coord • RES=Resident • SUP=Super • COOP=Coop Bd  
 • OWN=Bldg Owner • OFC=Office Staff • MAINT=Maintenance Staff • FACMGR=Facilities Mgr • CUST=Custodian • BLDG MGR=Bldg Mgr • ABRI participant • DESCRIBE OTHER

<p><b>Classrooms and hallways</b></p>				
	<p>Confusing set up. Blue bin used for trash but unlabeled as such</p>	<p>Classroom pratt box being used correctly</p>	<p>Hallway container with mixed trash</p>	<p>Hallway cans need relabeling and signage</p>
<p><b>Administrative offices</b></p>				
	<p>An office trash receptacle with paper in it</p>	<p>Copy room paper bin</p>	<p>Copy room bin with no decal but good paper inside</p>	<p>Office with milk cartons and paper in trash receptacle</p>

<p><b>Kitchen, special plastic bottle collections, cafeteria</b></p>				
	<p><b>Good milk carton collection in cafeteria</b></p>	<p><b>Cleaned cans in proper bin</b></p>	<p><b>Decals on wall with no containers nearby</b></p>	<p><b>Kitchen collecting cardboard</b></p>
<p><b>3<sup>rd</sup> Floor Lounge, Library, Mixed Paper storage.</b></p>				
	<p><b>Mixed paper out for collection in the morning</b></p>	<p><b>Can requires decals and proper labeling</b></p>	<p><b>Cardboard out for early collection</b></p>	<p><b>Trash receptacle with beverage cartons, bottles, cans, metal, foil, and paper - not labeled</b></p>