

TrashMasters!™  
**SUPER**Recyclers



Elementary Division  
Queens Borough  
& Citywide Winner

**Pioneer Academy**

# 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:** 12013  
**School:** Pioneer Academy  
**Grade Division:** LM  
**Borough:** Q

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

## 2012 Project Entries received for:

**School Population: total #** 775

**TrashMasters! Super Recyclers**

Received: 5/2/2012

**Core Group:**

20

**Total Participating:**

775

All Pioneers Make A Difference

Pioneer Academy won the national 2012 Green Cup Recycle Challenge, organizing a student Green Team to set up recycling properly, monitor classroom participation, and motivate teachers by posting results on the door of each room. Students also taught parents and teachers how to reduce waste, cleaned up a local park, and planted flowers in their school's tree wells.

**TrashMasters! Reduce & Reuse Challenge**

Received:

**TrashMasters! Team Up to Clean Up**

Received:

## Prior Year Entries:

first entry

## School Contact Information:

**Phone:** 718-779-5068  
**Address:** 40-20 100 ST  
Corona 11368

**Block&Lot:** 4016080001  
**DOE Location:** Q307  
**DOE Bldg:** Q260

### REQUIRED for Super Recyclers only:

**Custodian:** ALGERNON BROWN  
**Custodian's Phone:** 718-205-2850  
**Custodian's Email:** algebrown@gmail.com

**Contest Coordinator:** Jasmin Andujar  
**Coord Phone (if different):** 718-344-1419  
**Coordinator Email:** jandu1201@gmail.com

**Principal:** CECILIA JACKSON  
**Principal Email:** CJackson4@schools.nyc.gov

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

Jasmin Andujar, Sustainability Coord, Science Teacher:  
jandu1201@schools.nyc.gov  
Cust email: cq260@schools.nyc.gov

**Info Confirmed:**

5/16/2012

# All Pioneers Make A Difference



Pioneer Academy, P.S 307  
Q  
Corona, NY  
2012

## School Info

School Number: 24Q307

Official School Name: Pioneer Academy

Address: 40-20 100<sup>th</sup> Street, Corona NY 11368

Phone #: 718-779-5068 Fax# 718-779-5109

Principal: Cecilia Jackson

Phone#: 718-779-5068

Email: [pioneeracademynyc@gmail.com](mailto:pioneeracademynyc@gmail.com)

Coordinator: Jasmin Andujar

Title: Science Specialist/Sustainability Coordinator

Phone# 718-344-1419

Email: [jandu1201@gmail.com](mailto:jandu1201@gmail.com)

School Description:

Pioneer Academy is an elementary school in Corona, Queens. The population consists of 98% English Language Learners as well as students with learning disabilities. We are currently serving 775 students from grades PK-4<sup>th</sup> Grade. At our school we strive to give students the best education through real life experiences to build well rounded future citizens.

## Contest Entry Info

Borough: Queens

# Recycling Paper and Cardboard

Each classroom, office and common space has two bins. One blue for paper and cardboard, and a grey or black for all other trash.

Each teacher or school support staff has been supplied with a sign with pictures to put on or above its appropriate bin.



Each day our custodial staff will remove all paper and cardboard from the classrooms, office and other common areas.



Once they collect all of the paper and cardboard they store it in a storage room until the day of its disposal.

# Beverage Cartons, Bottles, Cans & Foil

We have currently placed a blue recycling bin at the end of each hall on each floor with a sign labeled “Bottles and Cans Only”. At the end of each school day our custodial staff will remove it and place it into the storing location until the recycle day.





The kitchen staff places all cans from meals in the freezer storage room until its assigned day for disposal so it does not create odors.

## **Bottles and Cans Only**



**Sign placed near  
each bin used for  
all bottles and  
cans to be  
recycled.**

# Recycling Collection and Setout



The custodial staff has a storage room with 3 black bins for the schools trash. The three bins are for paper/cardboard, bottles/cans, and all other waste. The trash stays here until its specific day of disposal shown in the schedule.

# Program Implementation

## *Before and After*

Since Pioneer Academy opened its doors in September 2008, there was always two bins in each classroom. However they were used to hold any trash. The custodial staff put all the trash in one bin when they disposed of it.

Today all classrooms, offices and common spaces recycled and are monitored weekly. The custodial staff has two bins to separate they trash as they collect it at the end of each day. They also have a schedule and place to sort the waste properly.



# Program Implementation *Project Planning*

It was very obvious that teachers were not willing to change their bad recycling habits just because another teacher said it was the right thing to do.

So just maybe if it came from their students they would listen because after all teachers are role models for students. Most teachers want to set a good example for their students so it only made sense to create a "Green Team" of third graders to motivate them.

The first step was to avoid reasons why they couldn't recycle by taking inventory of each room in the building for recycling and trash bins. We then provided all the rooms with any bins they were missing.

**Attention 3<sup>rd</sup> Graders  
Join the Green Team!**



Applications Due  
Friday, October 14, 2011 to  
Ms. Andujar in Room 408

**How to Apply:**  
Write a paragraph with  
 • What it means to be green?  
 • Ways we can make our school more green.  
 • Things that you do that are green.

You must be willing to meet every  
Wednesday during lunch!

Pioneer Academy, P.S. 307Q Green Team



*Keep it Clean. Keep it Green*

Recycling and Trash Can Inventory  
2011-2012

Room #	Teacher	Recycling Bin	Trash Can
First Grade 311	Morodokohin	✓	✓
Second Grade 414	Ying	✓	✓
Second Grade 411	Hunte	✓	✓
Second Grade 412	Bianco	② ✓	② ✓
Second Grade 409	Kilburn	③ ✓	③ ✓
Second Grade 410	Greene	⑤ ✓	⑤ ✓
Second Grade 405	Wong	✓	✓

Check By:  
 Name: Lisel Yung Date: 11-30-11  
 Name: Jessica M. ... Date: 11-30-11

40-30 100<sup>th</sup> Street, Corona, NY 11348  
 Phone: 718-779-5048 Fax: 718-779-5109  
 Cecilia Jackson- Principal  
 Jasmin Andujar- Coordinator

# Implementation

## *Student Involvement*

All students from Pre-K to Fourth Grade have been taught by the members of the Green Team how to recycle in the classroom. The classroom teachers have also explained the rubric on how the Green Team will rate their classroom waste, energy consumption, and plants. All students are responsible for recycling in the classroom and cafeteria.





Students dumping milk/juice cartons pail then placing it in the recycling bin in the cafeteria.



# Green Team



Teaching a class how to use the blue recycle bin

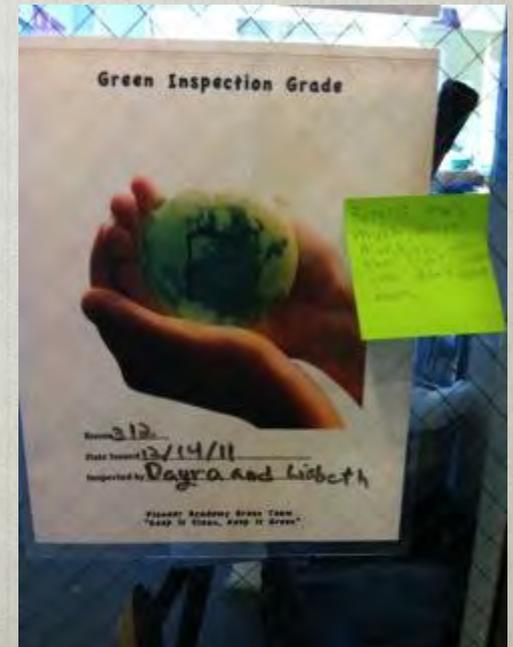


Giving a Classroom a Grade after checking their classroom waste

Team Badges



Inspection Grade with feedback for improvement



# Earth Day 2012



Students were able to experience the art of gardening and gained a greater appreciation for nature's importance to man kind. The students now feel ownership of the schools garden and are willing to help maintain it.

On Saturday, April 21, 2012, students from 3<sup>rd</sup> and 4<sup>th</sup> grade along with their families and school staff volunteered to plant flowers and trees in the schools front yard. We planted various vegetables in gardens built by the custodial staff and parents.



On earth day another team of students went to the local park to clean up trash. They collected bags of trash. They recycled the bottles that were found as well.



# Program Implementation

## *Parent Involvement*

On April 18, 2012 we had a parent workshop to help solidify the work we were doing in school. We taught parents how to “Go Green”. We provided examples of how to reduce, reuse and recycle in their homes and involve their children when doing so.

We will provide each family that attended a reusable bag and bottle for attending.



# Grade Inspection Rubric

**Green Inspection Grade Rubric**

	<b>G Green</b>	<b>M Making Progress</b>	<b>P Polluted</b>
<b>Electricity</b>	Natural Sunlight is being used when possible and or the lights were off when the room was empty.	Some Natural Sunlight is being used and or the lights were off when the room was empty.	The lights were on when the room was empty.
<b>Waste</b>	All of the waste is properly sorted in the trash or recycling bin.	Most of the waste is properly sorted in the trash or recycling bin with just a few things mixed.	The waste is mixed in both the trash and recycling bin.
<b>Air Quality</b>	There are plants to improve the air quality.	There is a plant but it is not being properly cared for.	There are no plants to improve the air quality.

Elevator Sign  
Posted on  
Each Floor



# Program Implementation

## Promotion

Classroom  
Tips

**Green Classroom Tips**

<b>Reduce</b>	<b>Reuse</b>	<b>Recycle</b>	<b>Rot</b>
<ul style="list-style-type: none"> <li>Ask paper recycling companies for recycling bins.</li> <li>Use both sides of the paper.</li> <li>Use recycled and chlorine-free paper when needed.</li> </ul>	<ul style="list-style-type: none"> <li>When possible reuse supplies, recycle them, donate extra school supplies.</li> <li>Use ink refills for pens.</li> <li>Share ink or toner.</li> </ul>	<ul style="list-style-type: none"> <li>Use products using recycled materials.</li> <li>Wash, but do not reuse.</li> <li>Wash and reuse.</li> <li>Use products made from recycled materials.</li> <li>Use products made from recycled materials.</li> </ul>	<ul style="list-style-type: none"> <li>Use biodegradable products.</li> <li>Use products made from recycled materials.</li> <li>Use products made from recycled materials.</li> <li>Use products made from recycled materials.</li> </ul>
<b>Best Practices</b>		<b>Energy Conservation</b>	

**GREEN TEAM TIPS**

SCIENCE DEPARTMENT CLASSROOM

How to sort classroom waste

Paper Only | Trash Only

Feedback or Suggestions?

What will your grade be?

G  
M  
P

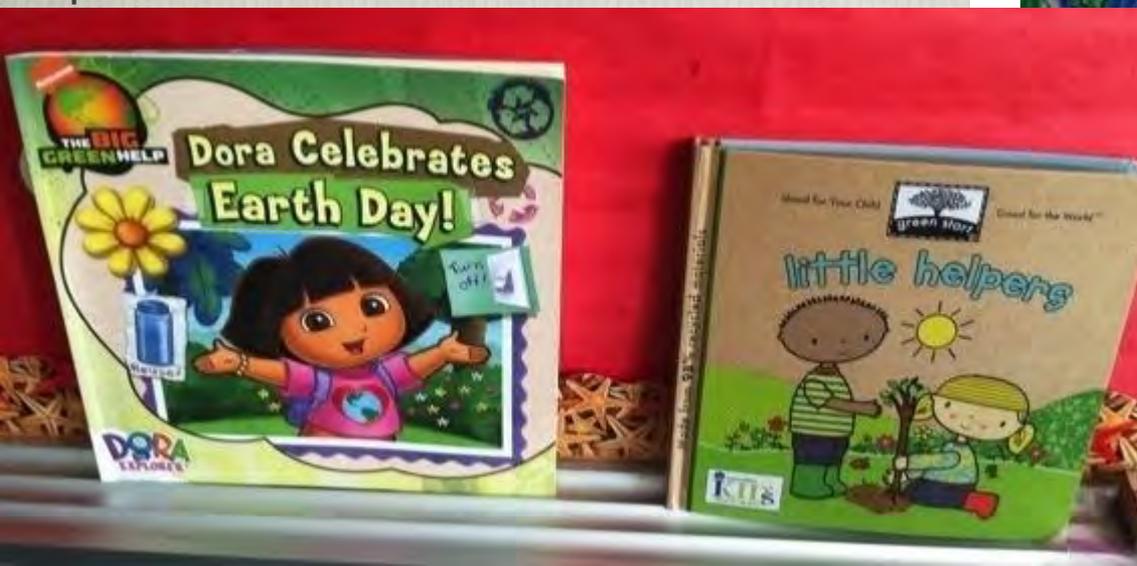
Green  
Making Progress  
Polluted

Attention:  
3 Members Needed

# Program Implementation

## *Educational Components*

All students in grades 2-4 made an earth day pledge after learning the three R's in science class. Students were read several books about how to make an impact on the world.





The entire school took a trip to see *The Lorax Movie* to lend to our current and past science units in grades PK-4 and connect to our dedication to taking care of the earth.. Students were able to make connections to the movie themes of caring about nature, and appreciating our natural resources such as air.

Second Grade students wrote letters to the citizen of Thneedville and Mr. O'Hare to persuade them why we need trees.

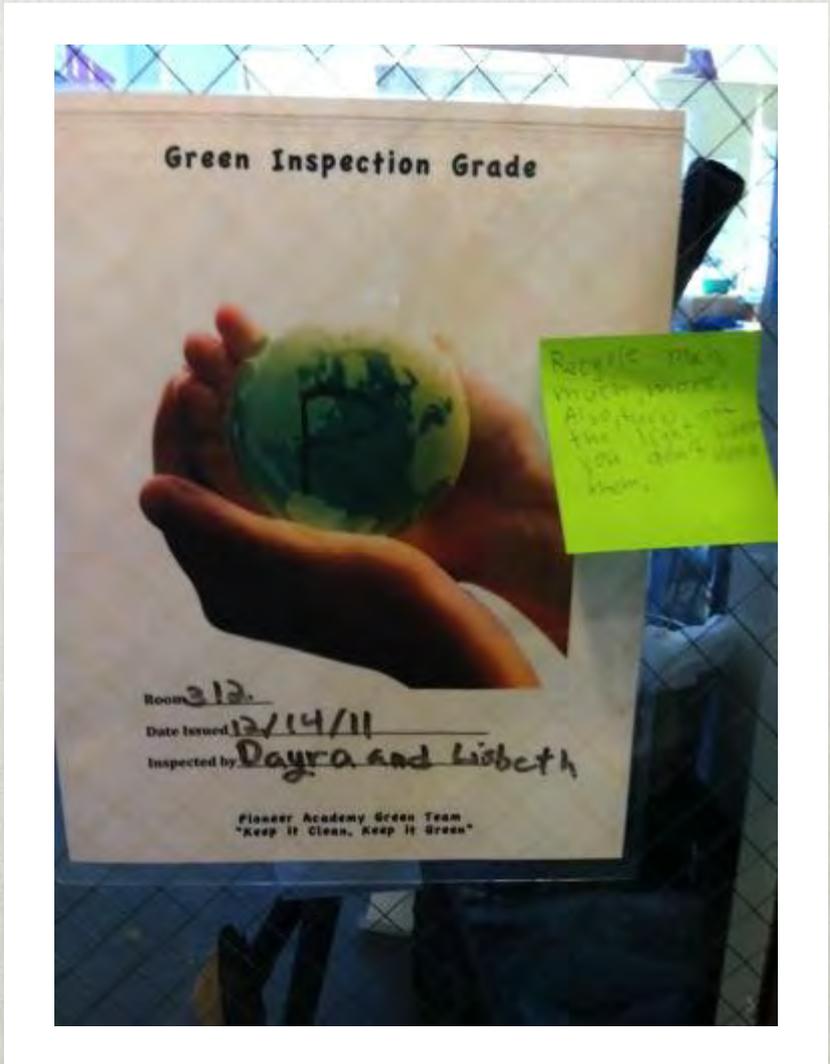


# Project Analysis

## *What worked?*

Having the Green Inspection Grade posted outside of each classroom is a great way of getting teachers to cooperate with the school recycling plan. Teachers did not want to be the classroom with a “P” posted on their door because they were polluted.

After a while teachers were taking their grade seriously and were comparing theirs to other classrooms. Teachers are very conscious of recycling in their classrooms and being green. Since we started our program many teachers stopped using the elevators, and began to use reusable bags and bottles.



# Project Analysis

## *What didn't work?*

Unfortunately, we share our building with District 75 so it was a bit difficult to manage their classrooms. They occupy our 2<sup>nd</sup> floor classrooms. We included them into our routine when the Green Team checked classrooms. However, since their students have learning disabilities it has been a challenge for those students to participate in the recycling program and the teachers aren't too thrilled about checking their bins throughout the day to check that their students are recycling correctly.

Next year we will continue to work with the staff of the other school to find ways to make managing the classroom trash less complicated.

# Project Analysis

## *Applicability to other schools*

On Wednesday, April 25, 2012, we gave Hillcrest High School advice on how to make their school greener. We gave them a tour to see the procedures we had in place. Then we met with them to help develop possible solutions for recycling in their school community.

Their students were very inspired and we hope to visit their school to see their progress.

Hi Cecilia:

Hope all is well and that you had a relaxing vacation.

I have a favor to ask of you. My recycling program coordinator Ena Baxter is very interested in bringing 8 of her students to your school to learn more about your recycling program. Please let me know if this is possible; and if so, what is a good date for their visit.

Thank you very much.

Steve

Stephen M. Duch

Principal

Hillcrest High School

160-05 Highland Avenue

Queens, N.Y. 11432

Telephone - [718-658-5407](tel:718-658-5407) ext 1462

Fax - [718-739-5137](tel:718-739-5137)

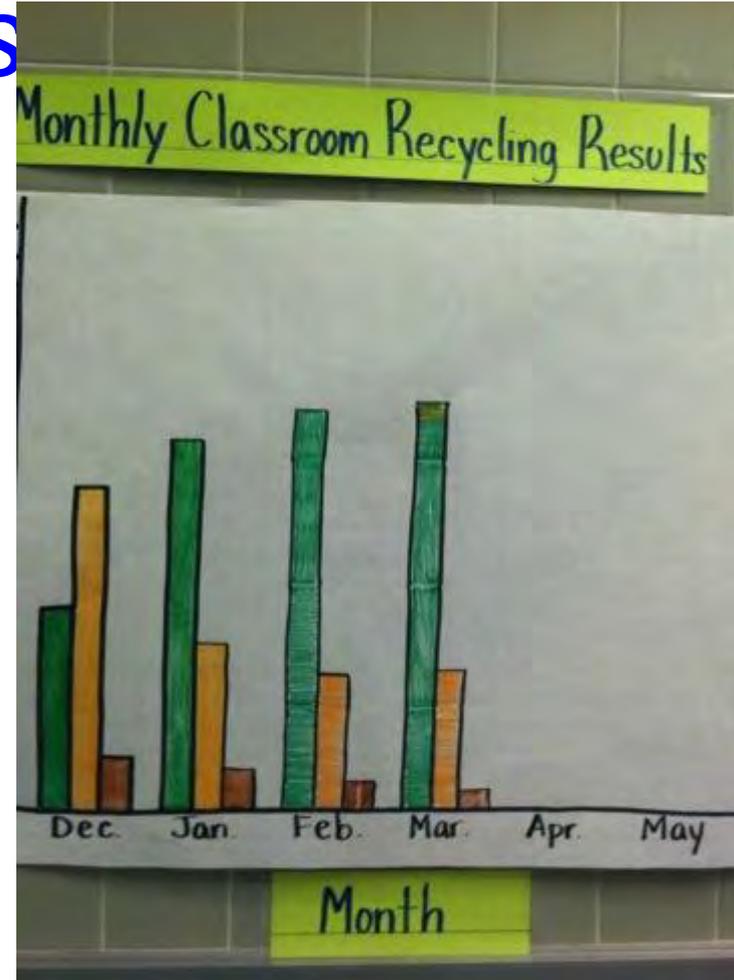
Email - [smduch@schools.nyc.gov](mailto:smduch@schools.nyc.gov)

# Project Analysis

## *Measuring success*

At the end of each month the Green Team analyzing the data they collected and record it on a graph that is available for all of the school community to see.

There is evidence that recycling in our school is improving month after month. This graph is a reminder for all that hard work pays off and that we are making a difference.



## Congratulations to the 2012 Green Cup Recycle Challenge Schools!

During the Challenge, schools united to improve recycling compliance, decrease contamination, raise awareness about consumption, and celebrate their waste reduction efforts.

<b>Number of Participating Schools:</b>  <b>33</b>	<b>Number of Schools Showing Improvement Over the Challenge Month:</b>  <b>23</b>	<b>Number of Schools Winning Bonus Points:</b>  <b>20</b>
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Weekly Points: % trash and recycling bins that were correctly sorted

Bonus Points: based on school's self-reporting of actions taken to reduce or divert their waste stream. Links for details of each school's efforts coming soon. Last updated: April 30th

Recycling Champions: 90+ Points	Location	Week 1 Points	Week 2 Points	Week 3 Points	Week 4 Points	Weekly Point Average	Bonus Points	Total Points
Pioneer Academy, PS 307Q	Corona, NY	96	93	96	100	96	10	106
Hopkins School	New Haven, CT	88	88	100	88	91	10	101
Hewitt School	New York, NY	81	84	87	90	86	10	96

We entered the Green Cup Recycle Challenge for the month of April and we were the top school. This is evidence that the work we are doing in the school is not going unnoticed. This acknowledgement is motivation for us to continue and to grow.

## **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>5/24/12</i>					SURVEY COMPLETED BY <i>Gen Nison</i>					
CRM / FDC #			OUTREACH ORIGIN: <i>G.A. Super Recyclers Inspection</i>							
SCOPE OF ACTIVITY: <i>check out school's recycling set up</i>										
<b>SITE INFO</b>										
SITE NAME: <i>PS 3070</i>					SAN DISTRICT: <i>4</i>					
ALTERNATE NAME: <i>PIONEER ACADEMY</i>										
STREET ADDRESS, APT/FLR: <i>40-20 100<sup>TH</sup> ST</i>					LOCATION / Intersection of <i>100<sup>TH</sup> ST</i>					
CITY: <i>QUEENS NY</i>			ZIP: <i>11368</i>		X-STREETS: <i>7 SPRUCE AVENUE</i>					
ADDRESS NOTES: (If multiple addresses etc.)										
Building Management Company:										
<b>SITE TYPE DETAILS</b>								<b>LEED CERTIFIED? <input type="checkbox"/></b>		
<b>RESIDENTIAL</b>		<input type="checkbox"/> Condo <input type="checkbox"/> Coop <input type="checkbox"/> Rental <input type="checkbox"/> Private			<input type="checkbox"/> 1Fam <input type="checkbox"/> 2Fam <input type="checkbox"/> 3Fam			<b>FRONT DESK?</b>		
		<input type="checkbox"/> HDFC <input type="checkbox"/> Mitchellama <input type="checkbox"/> NYCHA <input type="checkbox"/> SRO <input type="checkbox"/> TIL			<input type="checkbox"/> AptBldg <input type="checkbox"/> AptCmplx			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> D.K.		
		<input type="checkbox"/> Other:			<input type="checkbox"/> Other:					
<b>SCHOOL</b>		<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Religious		<input type="checkbox"/> PreSch <input checked="" type="checkbox"/> Elem <input type="checkbox"/> Middle		DSF CODE: <i>Q307</i>		DOE CODES: <i>Q307</i>		
<b>PreK-12</b>		<input type="checkbox"/> Other:		<input type="checkbox"/> High <input type="checkbox"/> K-12						
		<input type="checkbox"/> Other:		<input type="checkbox"/> Other:						
<b>AGENCY/INST</b>		<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:								
<b>COMMERCIAL</b>		<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:								
<b>OUTDOOR SPACE</b>		<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:								
<b>OTHER</b>		Describe:								
IS SITE PART OF A THEMATIC GROUP? (e.g. NYPD, DCAS)										
<b>PHYSICAL CHARACTERISTICS NOTES:</b>		# bldgs: <i>1</i>	# units: <i>—</i>	# floors: <i>5</i>	# laundry rms: <i>—</i>	# offices: <i>15</i>	# classrms: <i>60</i>	# lunchrm/pantries: <i>1 cafeteria 1 lounge</i>	# staff: <i>70</i>	# students: <i>757</i>
GENERAL SITE NOTES:										
<b>COLLECTION DETAILS</b>										
WHAT IS CURRENTLY BEING SEPARATED FOR RECYCLING? <input checked="" type="checkbox"/> corrug <input type="checkbox"/> mxld paper <input checked="" 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>		<b>MGP</b>		<b>BULK METAL</b>		
COLLECTION DAYS		Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F Sa As Needed		Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F Sa As Needed		Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F Sa As Needed <i>day</i>		Complete below only if Dumpster:		
this material is SERVICED BY		<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:		<input type="checkbox"/> DSNY <input type="checkbox"/> Carter:		<input type="checkbox"/> DSNY <input type="checkbox"/> Carter:		<input type="checkbox"/> DSNY <input type="checkbox"/> Carter:		
SET OUT		TYPE Sizes / Num:		TYPE Sizes / Num:		TYPE Sizes / Num:		TYPE		
Containerized or Curbside?		<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		<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/Bundles <input type="checkbox"/> Cans		<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		<input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Dpstr		
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>along 100<sup>TH</sup> St.</i>								
COLLECTION NOTES		<i>Mon Thurs - daytime trash</i>		<i>Thurs. daytime recycling</i>						
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)				
<input type="checkbox"/> other (specify)										

## 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)	CR	2	Y (N)	CR	2	Y N	N/O		Y N	
	Y N			Y N			Y N			Y N	
	Y N			Y N			Y N			Y N	

ADDITIONAL SETOUT OBSERVATIONS AND RECOMMENDATIONS: *There was only a small amount of material at the curb since it was early 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.

BULK METAL OBSERVATIONS AND RECOMMENDATIONS:  <div style="text-align: center; font-size: 2em; margin-top: 20px;">N/O</div>	<b>RECOMMENDATION</b> Enter all codes that apply (see Key)
--	---

**FOLLOWUP NEEDED / PROMISED**

Refer To (if applicable):  ENFORCEMENT    OPERATIONS    DOE    Other (describe below)

**GENERAL SITE VISIT EVALUATION NOTES**

*Even though this school is not using our green decals (the coordinator thought they were too complicated for the young kids they are still doing an excellent job. as in most cases it would be nice to see what's out at the curb at the end of the day.*

# DSNY BWPRR Outreach Form – SITE VISIT

PROMOTIONAL MATERIALS										
MATERIALS		# Prov	Status	Delivery	MATERIALS		# Prov	Status	Delivery	
RESIDENTIAL	DECALS – GREEN		P / C	DO / M / V	SCHOOLS (PREK-12)	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		
COMPOST	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	
GENERAL	LID DECALS – BOTTLES AND CANS		P / C	DO / M / V		POSTER – RECYCLE MORE		P / C	DO / M / V	
	LID DECALS – MIXED PAPER		P / C	DO / M / V		AGENCY / INSTITUTIONS	BROCHURES – AGENCY/INSTITUTION		P / C	DO / M / V
	LID DECALS – TRASH ONLY, BLACK		P / C	DO / M / V			POSTERS – INSTITUTION		P / C	DO / M / V
	LID DECALS – TRASH ONLY, WHITE		P / C	DO / M / V	FLYERS – CITY AGENCY			P / C	DO / M / V	
	RM/WL MOUSEPADS		P / C	DO / M / V	POSTERS – CITY AGENCY			P / C	DO / M / V	
	RM/WL BOOKMARKS		P / C	DO / M / V	DECALS - AREA			P / C	DO / M / V	
	RM/WL BUMPERSTICKERS		P / C	DO / M / V	COML		COMMERCIAL BOOKLETS (2004)		P / C	DO / M / V
	STUFF EXCHANGE POSTCARDS		P / C	DO / M / V		COMMERCIAL HANDBOOKS (1996)		P / C	DO / M / V	
	INTERNL DECAL – MGP/MIXED PAPER		P / C	DO / M / V		OTHER:		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: \_\_\_\_\_

*No materials needed - They may ask for stuff at the beginning of the school year*

## 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

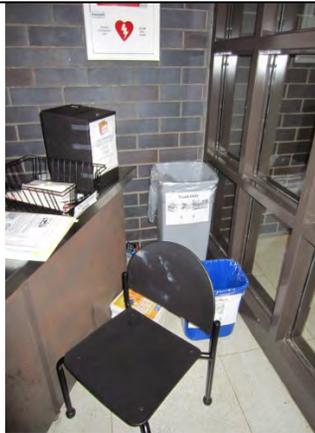
Code	Recommendation
1	No recommendations.
2	Source separate.
3	Label recycling bins.
4	Post recycling signage.
5	Refresh existing signage/decals.
6	Use clear bags for recyclables.
7	Educate/update relevant parties.
8	Pair recycling bin(s) with trash bin(s).
9	Add recycling bin(s) for mixed paper/cardboard.
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)

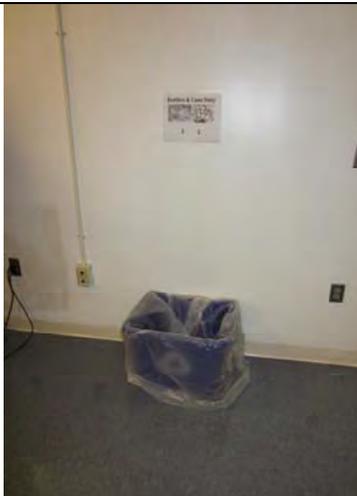
DSNY BWPRR Outreach Form – SITE VISIT

Date: 5/24/12 Location: P53070 40-20 100<sup>th</sup> St. Corona, NY

NAME	TITLE	ORGANIZATION	ADDRESS	CITY, ST	ZIP	PHONE	EMAIL
Jasmin Andujar	Sustainability Coord.	P53070	40-20 100 <sup>th</sup> St	QNS NY.	11368	718-344-1419	JANOU12@gmail..

\*\*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 OTH

<p><b>Classrooms and hallways</b></p>				
	<p><b>Classroom set up</b></p>	<p><b>Another classroom with signage</b></p>	<p><b>Classroom with proper cans but not sufficient signage</b></p>	<p><b>Hallway beverage cartons, bottles, cans, metal, and foil bin</b></p>
<p><b>Adminis- trative offices</b></p>				
	<p><b>Pffice paper bin, removed the bubble wrap envelope but otherwise good</b></p>	<p><b>Principal's office in good standing</b></p>	<p><b>Entrance to school</b></p>	

<p><b>Kitchen, special plastic bottle collections, cafeteria</b></p>				
	<p>Cafeteria beverage cartons, bottles, cans, metal, and foil bin</p>	<p>Kitchen recycling can - needs label but good recycling</p>	<p>Inside cafeteria beverage cartons, bottles, cans, metal, and foil</p>	<p>Kitchen recycling bin</p>
<p><b>3<sup>rd</sup> Floor Lounge, Library, Mixed Paper storage.</b></p>				
	<p>Teacher's lounge with bins and signage</p>	<p>Lounge with more bins and signage</p>	<p>Cardboard waiting to be flattened</p>	<p>Miscellaneous materials being held aside until set out</p>