

TrashMasters!™
SUPERRecyclers



Elementary Division
Queens Borough
Runner-Up

PS 188Q
Kingsbury 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: 12002
School: PS 188Q Kingsbury School
Grade Division: LM
Borough: Q

Golden Shovel Award contestant
(for borough Master School Composter)

2012 Project Entries received for:

School Population: total # 572

TrashMasters! Super Recyclers

Received: 4/29/2012

Core Group:

32

Total Participating:

572

Let's Help the Earth, Recycle!

The P.S. 188Q had a recycling system in place. The problem was that at the beginning of the year people were not following the recycling rules in the school. The P.S. 188 community needed to be reeducated in the recycling process. The students were empowered to teach the school the proper way to recycle and now our entire school has been made aware of the recycling regulations are working hard to execute it properly.

TrashMasters! Reduce & Reuse Challenge

Received:

TrashMasters! Team Up to Clean Up

Received:

Prior Year Entries:

03:TU-wd; 09:SR-hon,GS-Q

School Contact Information:

Phone: 718 464-5768
Address: 218-12 Hartland Ave
Bayside 11364

Block&Lot: 4077740165
DOE Location: Q188
DOE Bldg: Q188

Contest Coordinator: Heather Gambeski
Coord Phone (if different): 917 670-9635
Coordinator Email: hgambeski@schools.nyc.gov

Principal: Janet Caraisco
Principal Email: jcaraisco@schools.nyc.gov

REQUIRED for Super Recyclers only:

Custodian: James Capatini
Custodian's Phone: 718-776-5272
Custodian's Email: cq188@schools.nyc.gov

Comments (may not be relevant to judging)

Info Confirmed:

Dream Believe Achieve PS 188

P.S. 188Q

The Kingsbury School
218-12 Hartland Avenue
Bayside, New York 11364

phone (718) 464-5768

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Janet Caraisco (Principal) jcaraisco@schools.nyc.gov

Heather Gambeski (Teacher) hgambeski@schools.nyc.gov

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Let's Help the Earth, Recycle!

P.S. 188Q is located in Bayside, Queens. It is an elementary school comprised of a Main Building which houses our 1st-5th grades and an Annex which houses our Pre-K and Kindergarten. The Main Building has 436 students and the Annex has 136 students, totaling 572 students. The buildings are located in a residential area

The P.S. 188Q had a recycling system in place. The problem was that at the beginning of the year people were not following the recycling rules in the school. The P.S. 188 community needed to be reeducated in the recycling process. The students were empowered to teach the school the proper way to recycle and now our entire school has been made aware of the recycling regulations are working hard to execute it properly.

P.S. 188's Student Council is comprised of 32 third, fourth, and fifth grade students. They have been diligently hard to educate all members of the PS 188Q's school community so that our school recycles correctly.

In every classroom, there is at least one blue paper pail for paper and cardboard. Each class has received a flyer instructing what should be deposited in the "paper" pail. In the offices, there are multiple blue pails for paper use. Our teacher lounges also have blue "paper" pails with a sign posted above them identifying the purpose of them. The gymnasium also has a "paper" pail. The custodians collect the paper from the blue pails and all the cardboard boxes and prepare it for recycling pick up.

On every floor in the Main Building and Annex, there are recycling containers for juice boxes, bottles, cans and foil. After children finish their juice boxes, they either place their containers in a basket in the front of the room and bring all the containers to the hallway bin or in some classes, when a child finishes, he or she will bring his/her container to the hallway bin. The gymnasium also has its own bin for collecting water bottles since students can bring bottles to the gym both during the school day and as part of the after school program. In addition the gym is also used by community sports programs and signs placed there instruct the guests what should be placed in each bin. There is a sign on the can so our guests can see what belongs in that can. The Teachers' Lounge in the Main Building also has a bin for these items with a sign explaining what should be placed in it. Teachers using the lounge in the Annex place these items in the hallway bin since it is right outside the room. The office staff uses the recycling bin in the teacher's lounge or the hallway. The principal has her own pail for these items.



Pails in the Annex Classrooms



Pails in the Main Building Classrooms



Juice Box Basket



The Gym



Teachers' Lounge in Main Building

In both buildings, the student cafeterias recycle with the help of the custodians and the school aids. The garbage and recycling pails are set up in the front of the lunchroom. In addition, they have a bucket with a strainer so the students can dump their drinks before recycling their containers. The custodians and school aids supervise and assist the children with their garbage and recycling.



Garbage set up in Lunchroom in Main Building



Student recycling juice box in Annex

P.S. 188Q's custodians are responsible for moving garbage and recyclables throughout the building. At the end of the school day, they collect all types of garbage in separate clear bags. They have bags for trash, bags for paper, and bags for glass/juice boxes/foil/ milk cartons. The paper is placed outside for pickup on Mondays, Wednesdays, and Thursdays. The other recyclables are placed outside for pickup on Tuesdays and Fridays. If it is not a pick up day for a particular recyclable, it is stored in the basement of the school and then put out on the correct day.

P.S. 188 previously had a recycling program in place. The pails were in most of the classrooms, hallways, and common areas. The students and staff were not using them correctly and our paper/cardboard recycling was becoming contaminated and could not be recycled. This had to stop. Student Council (a group of 32 students in grades 3, 4, and 5) was asked to help out with this problem. Our goal was that everyone in both buildings would recycle properly.

In the beginning of the year, we surveyed the school to make sure every classroom had the proper recycling bins. We also made sure that each class had recycling posters that identified where different items were to be placed. All rooms were provided the items that were needed.

Each class now has at least 2 recycling police. Each teacher selected responsible students to be the recycling police. The responsibilities for all the recycling police are:

- Monitor the recycling in their classrooms
- Help educate students that are having difficulty recycling
- Answer any questions that students have about recycling

In the Main Building, the Recycling Police are the members of Student Council and the lower grade teachers chose recycling police for their classrooms. All Recycling Police in the Main Building members met to discuss their roles and the rules of recycling. We also paired our lower grade students with our upper grade students for mentorship. The recycling police went back to their classrooms and discussed what goes in the paper pail and what does not. They also discussed where to recycle juice boxes.



Meeting of Recycling Police

The recycling police in the Annex (Kindergarten) met to discuss their roles in the classroom. The rules of recycling were reviewed. There was a concern with the Recycling Police in the Annex that they did not have mentors for recycling, since there were no older students in the building. Due to time constraints, we could not bring the older students to Annex to mentor them. Members of the Student Council wrote a simple script about recycling. One of our teachers videotaped the students acting out their script. The DVD called "Let's Save the Earth, Recycle" has been shown at the Annex. (See Attachment 1 to read the script). We hope the video helped the Pre-K and Kindergarteners learn how to recycle at the Annex and at home.



Photo of the students during the video

Members of our Student Council have made posters about recycling. These posters were hung in the building to launch our new recycling campaign. These posters served as friendly reminders about recycling.



P.S. 188Q has continued its recycling of plastic bottle tops and metal pull tabs. We have the students and staff collecting their plastic caps from home and the ones from school. Each class was given containers for caps and pull tabs. And the Student Council collects these weekly. All the caps are sorted to make sure that none of the caps have metal on them and then they are boxed and shipped to Aveida. Aveida recycles the tops to use for the packaging of their make-up products. From September to March we have shipped 18 boxes of caps to Aveida. In addition to the caps, we are collecting the aluminum pull tabs from cans. These tabs are scrapped down and the money received for them is donated to Ronald McDonald House. We currently have 6 pretzel jugs full of tabs. Our school community has been very diligent in sending in bottle caps and pull tabs.



Pull Tab and Bottle Top Collections



Sorting pull tabs and plastic bottle tops.

Many of our classes have incorporated recycling lessons in their classrooms throughout the year. One of our Pre-k teachers showed students how people can create pieces of art from recycled items. The students made a fire engine out of cardboard boxes and sculptures out of paper towel rolls. One of our first grade classes made a cans, bottles, etc. bin. After snack the kids put their things in the bin and at the end of the day the two classroom recycling monitors bring it to the end of the hall to put in the large blue bin. One second grade class tied recycling into their science and social studies units. The class has a garbage box in the classroom where the students place items in it and watch the materials decompose over time. This year, the apple seeds that they put in the box are growing. The Art Teacher had students make sculptures out of wire and water bottles and then the sculptures were paper mached. One first grade class and second grade class read Why Should I Recycle? By Jen Green and created recycling posters.



Pre-K Firetruck



Students making their sculptures from bottles and wire



First and Second Grade Posters

"Let's Save the Earth Recycle!" was a successful project. It helped make the students interested in learning about recycling. I think one of the most successful aspects of the project was empowering the students. Children knew that this was their project and worked hard to make it successful. They had a sense of pride about the success of the project. Another way this project was successful was training the teachers in the Teachers' Lounge to recycle properly. It simply required ensuring that the proper pails were in the room with signs hanging over them reminding them what belongs in the different pails. The least successful aspect of this project was trying to have the Main Office to recycle properly. There is such an abundance of paper garbage in the office and many people coming in and out of the office. At times, the paper garbage can be overwhelming. I think other schools can empower and train students to be the ones in charge of recycling. Schools also need to ensure that there are enough pails in the building for recycling.

Before initiating this year's project, the custodians were complaining to the Sustainability Coordinator that classrooms were not recycling properly. They also

said that the worse room for recycling properly was the Teachers' Lounge. Since we started educating the school community, the recycling in the building is progressing smoothly. The sustainability coordinator is no longer receiving complaints. Students are going home and informing their parents about recycling. We have received many more bottle caps and pulls tabs than we have in past years. P.S. 188Q is becoming an environmentally friendly school that has a focus on recycling.

Attachment 1:

RECYCLING

Kevin: Hi Boys and Girls! We are here to teach you about

All: RECYCLING!!!!

Alliison: Why do we recycle?

Lois: To keep the place where we live, OUR EARTH, clean and healthy.

Lexi: So here's a little song to teach you how to recycle paper at school.

ALL Sing :

The PAPER Song (Tune: Twinkle)

When you see a newspaper,
Throw it in the blue pail,
Along with that goes cardboard,
Plus the used up writing paper,
Don't forget that post-its, tissues
Don't belong in the small blue pail.

(Props: blue pail, newspaper, writing paper, post-it tissues, and regular pail)

Lois: So, remember that paper goes in the blue pail, but don't forget that post-it and tissues don't go in the blue pail. They go in the garbage pail.

(Props: blue pail, newspaper, writing paper, post-it tissues, and regular pail)

Allison: When it is snack time, you have to recycle you juice boxes and water bottles.

All Sing:

The Juice Box Song (Tune: Mary had a Little Lamb)

When you throw out your juice box

Your juice box

Your juice box

Take the straw out first

Lexi: Remember juice boxes and water bottles are put in the hallway bin.

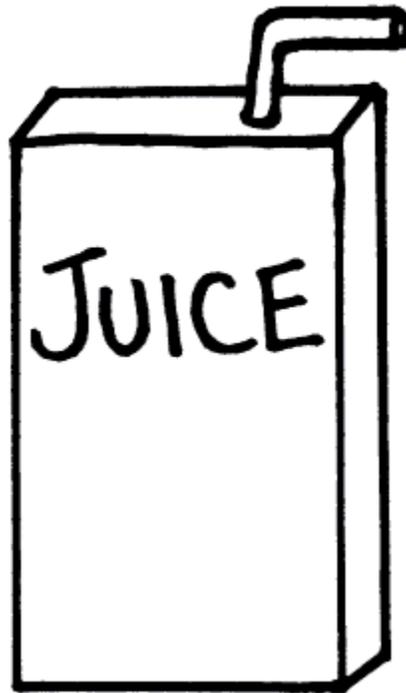
ALL CHEER:

Let's help the Earth! RECYCLE!!!!

Let's help the Earth! RECYCLE!!!!

Let's help the Earth! RECYCLE!!!!

Kevin: And don't forget to recycle at home just like you do at school.



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.

OUTREACH ACTIVITY										
OUTREACH DATE(S) <u>6/5/12</u>				SURVEY COMPLETED BY <u>Glen Nison</u>						
CRM / FDC #			OUTREACH ORIGIN: <u>Golden Apple Inspection</u>							
SCOPE OF ACTIVITY: <u>Inspect school's recycling program</u>										
SITE INFO										
SITE NAME: <u>PS188Q</u>						SAN DISTRICT: <u>QNS 11</u>				
ALTERNATE NAME: <u>THE KINGSBURY SCHOOL</u>										
STREET ADDRESS, APT/FLR: <u>218-12 HARTLAND AVE</u>						LOCATION / X-STREETS: <u>KINGSBURY AVE + 218TH ST (Hartland Ave)</u>				
CITY: <u>QUEENS, NY</u>				ZIP: <u>11364</u>						
ADDRESS NOTES: (If multiple addresses etc.)										
Building Management Company:										
SITE TYPE DETAILS								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"/> 1Fam <input type="checkbox"/> 2Fam <input type="checkbox"/> 3Fam		FRONT DESK? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> D.K.		
		<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				
SCHOOL PreK-12		<input checked="" type="checkbox"/> Public		<input type="checkbox"/> Private <input type="checkbox"/> Religious		<input type="checkbox"/> PreSch <input checked="" type="checkbox"/> Elem		DSF CODE: DOE CODES:		
		<input type="checkbox"/> Other:		<input type="checkbox"/> High <input type="checkbox"/> K-12		<input type="checkbox"/> Middle <input type="checkbox"/> Other:				
AGNCY/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								
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								
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								
OTHER		Describe:								
IS SITE PART OF A THEMATIC GROUP? (e.g. NYPD, DCAS)										
PHYSICAL CHARACTERISTICS NOTES:		# bldgs: <u>1</u>	# units: <u>—</u>	# floors: <u>3</u>	# laundry rms: <u>—</u>	# offices: <u>1</u>	# classrms: <u>—</u>	# lunchrm/pantries: <u>1 lounge 1 cafeteria</u>	# staff: <u>—</u>	# students: <u>569</u>
GENERAL SITE NOTES:										
COLLECTION DETAILS		WHAT IS CURRENTLY BEING SEPARATED FOR RECYCLING? <input type="checkbox"/> corrug <input checked="" 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.		
COLLECTION DAYS		REFUSE		PAPER		MGP		BULK METAL		
this material is SERVICED BY		<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:		<input type="checkbox"/> DSNY <u>daytime</u> <input type="checkbox"/> Carter:		<input checked="" type="checkbox"/> DSNY <input type="checkbox"/> Carter:		<input type="checkbox"/> DSNY <input type="checkbox"/> Carter:		
SET OUT		REFUSE		PAPER		MGP		BULK METAL		
Containerized or Curbside?		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"/> 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		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:		
Location Type:		<input 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:		<input 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:										
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 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

5108 AD

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

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

almost all the paper bins were unlabeled.

Each Location Observed	REFUSE				PAPER/CARDBD				MGP				RECOMMEND
	Exist	Label	Bag Color	SS	Exist	Label	Bag Color	SS	Exist	Label	Bag Color	SS	
Kitchen	(Y)N	Y(N)	CR	2	(Y)N	Y(N)			(Y)N	Y(N)	CR	N/O	
classrooms	(Y)N	Y(N)			(Y)N	Y(N)	CR	2	(Y)N	Y(N)	CR	2	2, 5, 7, 16
Hallway	(Y)N	Y(N)			(Y)N	Y(N)			(Y)N	Y(N)	CR	2	2, 7, 8, 5
cafeteria	(Y)N	Y(N)	CR	N/O	(Y)N	Y(N)			(Y)N	Y(N)	CR	2	4, 7, 16
office	(Y)N	Y(N)	CR	1	(Y)N	Y(N)	NONE	(2)	(Y)N	Y(N)			2, 5, 7, 16
Lounge	(Y)N	Y(N)	CR	N/O	(Y)N	Y(N)	N/O		(Y)N	Y(N)	CR	N/O	2, 5, 4, 16

ADDITIONAL INTERNAL COLLECTION OBSERVATIONS AND RECOMMENDATIONS:

The kitchen was using a small blue waste basket to collect their cans, but it had a green decal (I put a blue one over the green). Most of the green decals used were the very old ones - I'm not sure why the coordinator didn't order current decals to make everything stand out. The collection on milk cartons, juice boxes, bottles + cans inside the K+1 classrooms was very good even though the bins for these were not marked. This was a 1/2 day so there was nothing observed in the kitchen or cafeteria containers. There were definitely a few instances of recyclables in the regular trash but not excessive. Most of the newly labeled containers were done by me while I was there.

Rate the overall compliance of the internal collections observed. 0 1 2 though more like 1.5

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			
"wheelbarrow"			CL	2	a.	1	(Y)N	Y(N)	1
							Y(N)	Y(N)	
							Y(N)	Y(N)	

ADDITIONAL STORAGE OBSERVATIONS AND RECOMMENDATIONS:

Some corrugated in bags + some milk cartons in a clear bag where stored in a wheelbarrow waiting to be taken outside for set out or storage.

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

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		
	Y N	CR	2	Y N	N/O		Y N	N/O		Y N	1
	Y N			Y N			Y N			Y N	
	Y N			Y N			Y N			Y N	

ADDITIONAL SETOUT OBSERVATIONS AND RECOMMENDATIONS: *There were only 2 small bags out at the curb. The QNS II garage had reported that there were 5 bags of mixed paper and 5 bags of MGP at the curb on Tuesday morning (the daytime collection for recyclables) so in assuming they're doing a decent job.*

Does the Setout show adequate recycling is going on at this Site? *But see above*
 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:	RECOMMENDATION 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
My overall impression is that the school's recycling program hasn't really been updated much since they won the borough honorable mention several years ago. As mentioned, the decals look like they haven't been replaced for many years, though not necessary. It would have shown some enthusiasm and made the containers a little nicer. There were a few instances of recyclables in ~~a few~~ trash receptacles. Since this was a 1/2 day the cafeteria/kitchen wasn't in full operation so it was hard to gauge things. This is a pretty small school.

DSNY BWPRR Outreach Form – SITE VISIT

PROMOTIONAL MATERIALS																
MATERIALS				# Prov	Status	Delivery	MATERIALS				# Prov	Status	Delivery			
RESIDENTIAL	DECALS – GREEN				10	P/C	DO/M/V	SCHOOLS (PREK-12)	K-12 SCHOOL DECALS – GREEN					P/C	DO/M/V	
	DECALS – BLUE				10	P/C	DO/M/V		K-12 SCHOOL DECALS – BLUE					P/C	DO/M/V	
	DECALS – AREA				10	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		AGENCY/ INSTITUTIONS	POSTER – RECYCLE MORE					P/C	DO/M/V
	LID DECALS – MIXED PAPER					P/C	DO/M/V			BROCHURES – AGENCY/INSTITUTION					P/C	DO/M/V
	LID DECALS – TRASH ONLY, BLACK				20	P/C	DO/M/V			POSTERS – INSTITUTION					P/C	DO/M/V
	LID DECALS – TRASH ONLY, WHITE				20	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				20	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: _____

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?

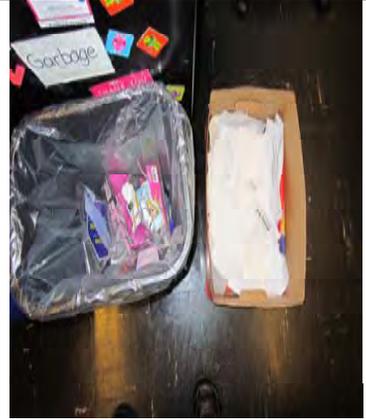
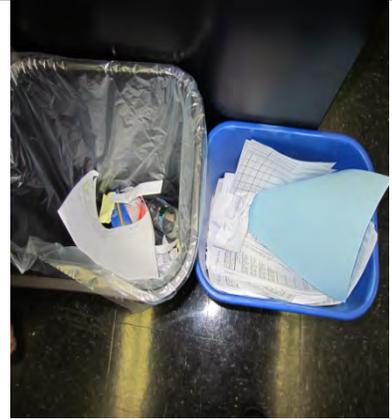
Code	Description
Cl	Clear Bags
Blu	Transparent Blue Bags
Opg	Opaque Bags (brown, black, white)
Oth	Other Bag Color (please describe in notes)
Mult	Multiple Bag Colors Used (please describe in notes)*
None	No Bags used

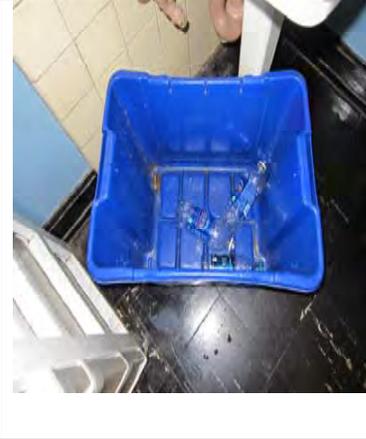
SS What is the degree of Source Separation?

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>Classrooms and hallways</p>				
	<p>Kindergarten class recycling cartons and bottles properly</p>	<p>Another classroom with appropriate bins</p>	<p>Hallway with labeled bin</p>	<p>Close-up of hallway bin being used correctly</p>
<p>Administrative offices</p>				
	<p>Main office with containers set up correctly</p>	<p>Containers in principal's office being utilized</p>	<p>Can and box being utilized in principal's office</p>	<p>Main Office with with well placed containers</p>

<p>Kitchen, special plastic bottle collections , cafeteria</p>				
	<p>Kitchen recycling bin</p>	<p>Other bins included in kitchen with some proper signage</p>	<p>Garbage can in kitchen</p>	
<p>3rd Floor Lounge, Library, Mixed Paper storage.</p>				
	<p>Clearly marked bins and proper signage in the lounge</p>	<p>Kitchen recycling plastic bottles</p>	<p>Stored materials including milk cartons</p>	<p>Materials stored until set out at curb</p>