

TrashMasters!™  
**SUPER**Recyclers



Elementary Division  
Staten Island Borough  
Winner

**PS 57**  
**Hubert H Humphrey**

# 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!

# NYC Compost Project GOLDEN SHOVEL



Staten Island Borough  
Master School Composter

PS 57

Hubert H Humphrey

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Created and funded since 1993 by the Bureau of Waste Prevention, Reuse and Recycling, NYC Compost Project provides compost outreach and education to NYC residents, community groups, and landscapers in all five boroughs.



# 2012 Golden Apple Awards Contest Entry Judging Info

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



**ID Info:** 12007  
**School:** PS 57 Hubert H Humphrey  
**Grade Division:** LM  
**Borough:** SI

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

## 2012 Project Entries received for:

**School Population: total #** 650

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

**TrashMasters! Super Recyclers**

Received: 5/1/2012

100

650

PS 57 Green Teams 2012

Student "Green Teams" helped create and run schoolwide recycling, composting, energy efficiency, and environmental education programs. Administration, custodians, and educators worked in collaboration with student leaders to guide them in operating their own "Going Green" activities for the school. Students built a full greenhouse out of 1,500 recycled bottles, recycled PVC, and lumber, and will raise butterflies and flowers there. Students also prepared new garden beds to fill with their own school compost.

**TrashMasters! Reduce & Reuse Challenge**

Received:

**TrashMasters! Team Up to Clean Up**

Received:

## Prior Year Entries:

03:TU-boro,07:TU-part;11:TU-C+GS-part+Rose

## School Contact Information:

**Phone:** 718 447-1191  
**Address:** 140 Palma Dr  
Staten Island 10304

**Block&Lot:** 5028880040  
**DOE Location:** R057  
**DOE Bldg:** R057

## REQUIRED for Super Recyclers only:

**Custodian:** SEAN DEAHL  
**Custodian's Phone:** 718-447-2877  
**Custodian's Email:** cr057@schools.nyc.gov

**Sustainability Coord:** Patricia Lockhart, Teacher

**Contest Coordinator:** Patricia Lockhart  
**Coord Phone (if different):** 917 445-7095  
**Coordinator Email:** patriciapolitics@aol.com

**Principal:** Sandra Harrell  
**Principal Email:** SHarrell4@schools.nyc.gov

## Comments (may not be relevant to judging)

**Info Confirmed:**

6/27/2012



## PS 57 GREEN TEAMS 2011-12



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### ALL Recycling:

1. **Classrooms and offices:** All have regular garbage cans and Pratt Paper Recycling Box.
2. **Teachers lounge and common areas** (cafeteria, each floor etc): All have large decaled blue, green and grey pails for recycling purposes.
3. **Kitchen:** Staff use identified pails with clear bags for recycling purposes. These bags are placed outside throughout the day in our designated recycling area next to the loading dock. Mondays is designed our curbside day for all recyclables to go out for collection.
4. **Student Lunchroom:** The lunchroom uses decaled blue, green and grey pails. Students' empty milk, juice cartons as well as stack boats and place them neatly at the end of each table for paper recycling. Styrofoam trays are also stacked to reduce the number of garbage bags needed for regular collection. Composting has just started by having 5<sup>th</sup> grade tables fill small sealed buckets of food waste on Wednesdays. Apple and banana peels are collected and micro-waved (prevent fruit fly breeding) for classroom worm bins and outdoor Garden Gourmet bins in the garden. The community outdoor bin across the street at Eibs Pond will start by using garden waste only before introducing food waste. **Note: Student Green Team Participation will be outlined in more detail in photo section below.** Although staff, administration and students all assist in these the efforts; custodians move all waste through the building to our outdoor disposal sites.

## **Program Implementation.**

- **Before and after.** Last year Tray Less Tuesdays was in full operation, students assisted with milk container collection for only 1 lunch period per day and a weekly paper collection on 1 floor. Common area decaled bins were also barely used and/or not used properly. Now Green Teams in collaboration with custodians have full operation of weekly paper collection on all floors and RRR recycling during all lunch periods and afterschool. We even managed to have school wide proper use of common area decaled pails and started a small composting project.

## **Project planning.**

### **Objectives:**

1. To improve all school-wide recycling efforts (student lunchroom and paper collection)
  2. To finish greenhouse made from 1,500 two liter soda bottles and rebuilt garden beds
  3. To start a new Composting Program
- Group planning included involving staff, administration, custodians, kitchen, staff developers, devising student “Green Teams”, funding considerations and forming partnerships with outside programs, businesses and agencies. We of course also used RRR Curriculum and sanitation website for lessons.

## **Student involvement.**

- Small groups of upper grade Green Teams were devised and often meet weekly to help set up and run all our programs with key lead teachers, custodians and related staff.
- All classrooms have rotating monitors collecting classroom paper, shutting lights and electronics when not in use and working in lunchrooms to assist classmates with our RRR efforts.
- One class collects Pratt Boxes once a week to place paper in common area floor bins.
- One class has been working with our custodian on preparing and building garden boxes.
- Friday and Saturday afterschool science programs have been assisting with the garden beds, compost bins and greenhouse project.
- Afterschool YMCA instituted a continuation of our RRR lunch collections during their dinner session.
- Several classes are assigned to water flowers in the greenhouse
- More classes will be involved with butterflies, planting and garden care once the garden is complete.
- 6 classes now have worm boxes and 4 teachers are attending master composting workshops.
- One class was assigned to collect compost buckets and disperse contents to our worm bin classes and outdoor Garden Gourmet Compost Bins with the library teacher

## **Promotion.**

Administration makes morning announcements regarding our Going Green Programs daily, students placed RRR laminated signs on lunchroom tables, Solar One conducted assembly and PTA meetings on energy efficiency, NYC Grows came to conduct recycling presentations during and afterschool, the Sanitation RRR videos were utilized to kick off our recycling projects and school website student created power points and web links were uploaded. We were also invited to the Blue Green Conference

in PA with our solar bike, were filmed for a Going Green Department of Ed video, received media coverage for our recycled green house and were part of a pilot program to help design a net zero solar school etc...

### **Collaboration.**

PS 57 collaborated with Eltingville Lutheran School on RRR lunchroom programs and recycled bottle Green House. Both schools initiated the same programs in their schools. PS 57 also worked with Home Depot, NYC Grows, Green Thumb and the Sanitation Compost Program.

### **Educational components.**

#### NYS Learning Standards:

- 1) Partner school inter-visitations and collaborative RRR research using the internet (Peer Assisted Learning) ELA 1,3
- 2) Building an actual green house and garden beds (MST 7 Problem Solving)
- 3) Create PowerPoints of Green Team research (ELA 1,3)
- 4) Present project to school, family, and community. (ELA 4)
- 5) Use computer software to create pictographs to chart results of school recyclables MST 3.03.SP10 Math Probability Statistics

#### NYC Science Scope and Sequence Units:

Plants, animals/insects, machines, earth/soil, environmental responsibility

Samples of student work are highlighted on our school website [www.ps57siny.org](http://www.ps57siny.org) Left Directory all "Green Cooperative" sections, Robotics and Watershed 2012 sections. Click on resources on each webpage

### **Project Analysis.**

**What worked?** Recruiting Green Team monitors was the most successful part of our program. Their assistance with their peers has been both positive and productive. They proudly wear their Green Team shirts throughout the building... Because all students keep asking to be part of the Green Team we have somehow managed to ensure each and every child has been assigned a task (lunchroom collections, paper, tables, classrooms, gardens, composting etc...)

**What didn't work?** Whenever we hit road blocks we regroup and address it immediately!

### **Applicability to other schools.**

I suggest starting small projects with the assistance of experts from the Sanitation Programs to provide help as needed. Always attain administrative approval and set up meetings with all involved parties to gain support and cooperation in advance. Having student leaders, PTA and/or community groups involved with your efforts can be very helpful as well. Enter contests, attend Green Thumb workshops to obtain free materials and apply for NYC Grows and Donors Choose mini grants to help so you are self sustaining and not requesting limited school funds. Feel free to use me [PLockha@schools.nyc.org](mailto:PLockha@schools.nyc.org) as a resource.

## Measuring success.

- Completion of Recycled Bottle Green House
- Ongoing Green Team lunchroom and paper operations
- 6 classes received training and worm bins for composting
- 2 outdoor compost bins are built and ready to go.
- 4 teachers are attending Master Composter training
- 12 needed sealed buckets were obtained for the lunchroom composting project to begin
- RRR curriculum was provided to classes
- Students participated in data collection for these projects.
- The landfills, community and environment have benefited from our efforts  
Families are reporting students are advocating for recycling, solar energy and energy efficient light bulb at home. Families provided the 1,500 bottles needed for the green house. Media coverage has brought attention to our cause well beyond the immediate area. We continue to receive awards, win contests and grants for our outstanding programs.

## SCHOOL COMPOSTING PROGRAMS

- **Indoor and/or outdoor composting:** 6 classroom worm bins and 2 outdoor Garden Gourmet bins. Weekly lunchroom compost collection using small sealed compost pails
- **Collaboration:** Sanitation (6 trained teachers - Worm Bin Care and 4 trained Master Composters) & Green Thumb training and materials.
- **Ongoing maintenance:** This small program can be maintained easily with our Green Team support in place. Worm bins can also be held by the SI compost project during the summer. With additional funding more worm bins can be purchased for additional classes until the whole school is supplied! Compost can be used in our garden beds.
- **Replication:** Yes worm bins can be easily replicated and maintained. However outdoor composting requires expert training and guidance to run properly. The lunchroom collection can easily be controlled based on food waste needs. The buckets can be used as needed and adjusted to match demand.

Below are some key slides from our RRR 2012 PS 57 Green Teams Power Point. Feel free to explore the full version at [www.ps57siny.org](http://www.ps57siny.org) (Watershed 2012)

# SUPER PAPER RECYCLING PROJECT



- Our paper "Green Team" students collect classroom paper boxes weekly to deliver to our designated recycling bin centers located on each floor and common areas. Our custodians then finish the job...

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## Number of Bags of Paper Recycled from September to April

	Week -1	Week- 2	Week-3	Week-4
September	5	4	3	4
October	6	5	6	6
November	5	6	5	4
December	6	5	5	0
January	5	4	6	6
February	6	6	0	3
March	6	5	5	6
April	3	0	6	6



# **SUPER RECYCLING LUNCHROOM RRR GREEN TEAM**



- Our lunchroom "Green Team" students continue to collect milk containers from the whole school. They expanded collection to include breakfast, lunch and even afterschool. Custodians then deliver the bags to our recycling storage area for weekly curbside pick up.

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## **PROCEDURES...**



- Students simply place RRR items on the labeled pictures as they are dumping their meals. One "Green Team" monitor is seated at the end of each table to assist as well.

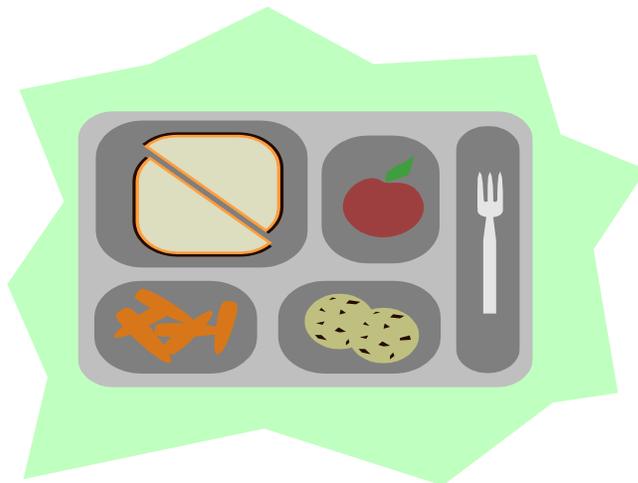
13

**“RECYCLE” MILK CARTONS  
EVERYDAY**



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**“REDUCE” STACK EMPTY LUNCH  
TRAYS EVERYDAY**



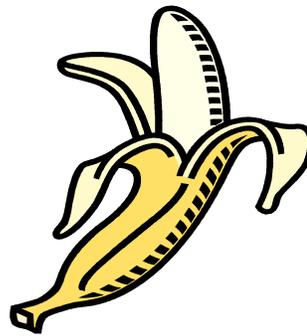
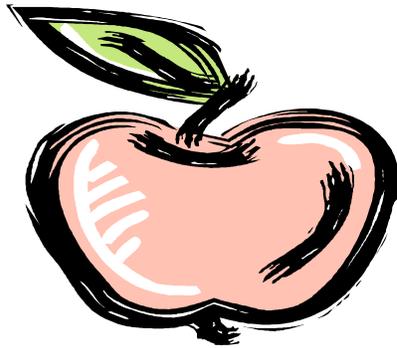
15

## **“RECYCLE” STACK BOATS ON TRAY-LESS TUESDAYS...**



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**“REUSE” COMPOST APPLES AND BANANA PEELS  
(5TH GRADE ONLY – ON WEDNESDAYS - WHEN  
COMPOST BUCKETS ARE ON YOUR TABLE)**

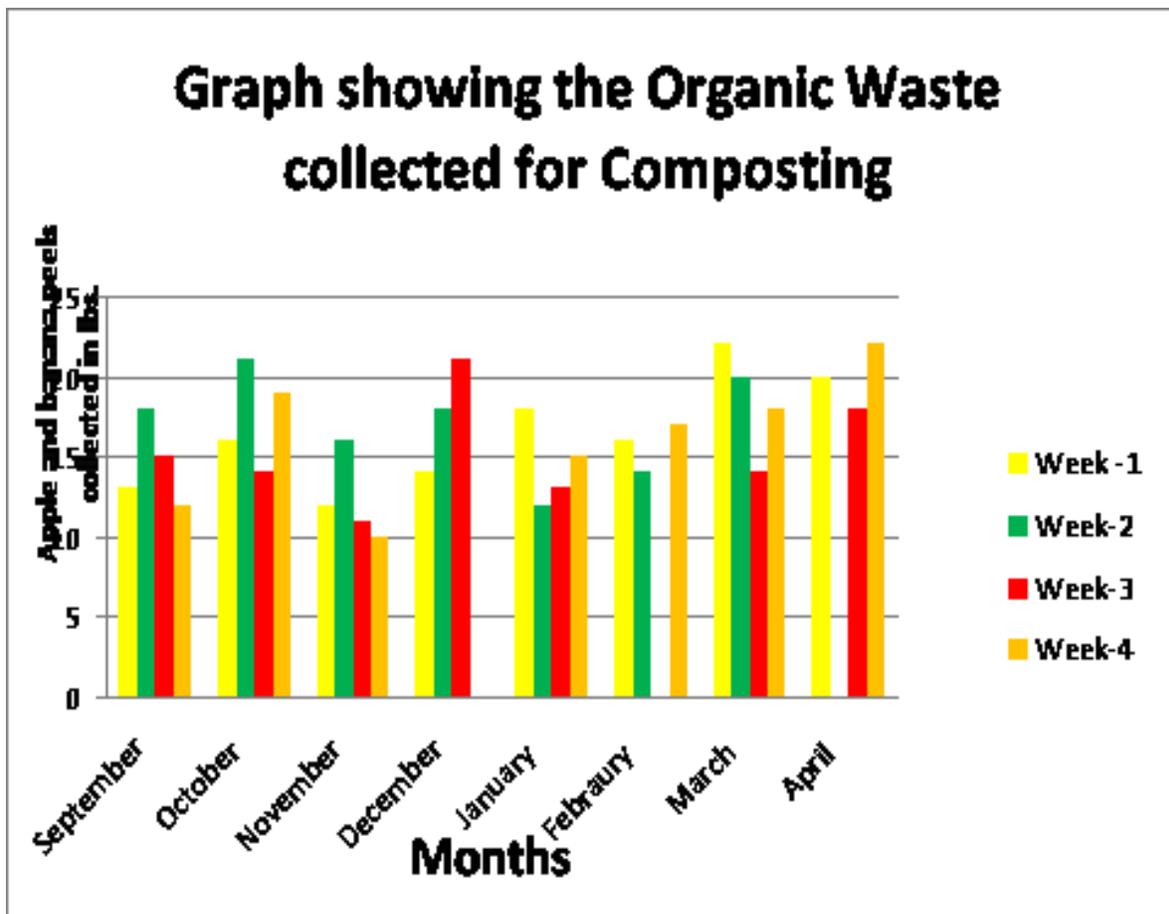


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## Projected Table Showing Organic Waste Collected in lbs. for Composting

Grade-5 students collected apple and banana peels during lunch Every Wednesday

	Week -1	Week-2	Week-3	Week-4
September	13	18	15	12
October	16	21	14	19
November	12	16	11	10
December	14	18	21	0
January	18	12	13	15
Febraury	16	14	0	17
March	22	20	14	18
April	20	0	18	22



## **INDOOR CLASSROOM COMPOST**



- 6 classes received training from the Sanitation Compost Program on how to care for their worm bins. Students have become little compost experts. We even have 4 teachers attending Master Composter training...

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## **GARDEN PREPARATION**



- Students needed to clear weeds from old bed areas in order to prepare to re-build wooden frames. The finished beds will be filled with composted soil donated by Green Thumb and Home Depot.

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## TO LEARN BUILDING SKILLS, STUDENTS ATTENDED A HOME DEPOT WORKSHOP



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## GARDEN BEDS



- Students worked with our custodian to actually build the new garden beds. They measured, cut and even drilled screws into the wood! Next we will need to purchase vegetables and fruit. Our edible garden is almost complete ...

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## STUDENTS ALSO BUILT A GREEN HOUSE WITH EAGLE SCOUTS...



- Students built a green house using lumber, recycled PVC, screws and 1,500 two liter soda bottles... Our partner school Eltingville Lutheran is building one too!

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## COMPLETED RECYCLE/REUSE GREEN HOUSE PROJECT



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## BUTTERFLY GARDEN...



- Our plan is to cover the inside of the greenhouse with insect netting and purchase shelves for over 100 flowers. We will then purchase butterfly larva to raise! Of course compost will be sprinkled into the flower pot soil...

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## BUILDING OUTDOOR COMPOST BINS



- Our "Green Teams" built 2 Sanitation Garden Gourmet compost bins. It was quite easy! One bin will be used in our school garden and the other one at Eibs Pond Park across the street.

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## PREPARING COMPOST MATERIALS



- Compost piles require layers of brown and green... We prepared separate garbage cans of garden waste including leaves, wood chips and grass. The next step will be to bring scraps from the lunchroom...

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## PROPOSED COMPOST COMMUNITY SITE AT EIBS POND PARK



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## **MEDIA AND WEBSITES**

- *NY 1 News Video Clip on PS 57 Going Green Efforts*
- [http://stateniland.ny1.com/content/top\\_stories/137506/staten-island-s-p-s--57-recognized-for--going-green-](http://stateniland.ny1.com/content/top_stories/137506/staten-island-s-p-s--57-recognized-for--going-green-)
- *NY 1 video clip on PS 57 Recycled Bottle Green House*
- <http://www.ny1.com/content/158616/p-s--57-students-shed-light-on-greenhouse-effort>
- *PS 57 Watershed Website (Environmental)*
- [http://www.ps57siny.org/site\\_res\\_view\\_folder.aspx?id=0c549d33-fb8c-4ee8-b040-8b59d1f200b9](http://www.ps57siny.org/site_res_view_folder.aspx?id=0c549d33-fb8c-4ee8-b040-8b59d1f200b9)
- *PS 57 Robotics Going Green Website*
- [http://www.ps57siny.org/site\\_res\\_view\\_folder.aspx?id=6a3f24ce-ca25-4a70-89ad-d12247b3f990](http://www.ps57siny.org/site_res_view_folder.aspx?id=6a3f24ce-ca25-4a70-89ad-d12247b3f990)

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## **AWARDS AND ACCLAIM**

- 2011 Golden Apple Funds Team Up to Clean Up
- Blue Green Conference in PA
- SIEDC Green Clean Expo
- Green Thumb and Home Depot Donations
- NYC Grows Mini Grant
- NYC, NYS - EPA Green Ribbon School Winner
- Solar 1 Educator, Ecology Day Winner
- LTG Going Green Partnership Grant
- Catskills Watershed, Trout in the Classroom
- NY1 News, SI Advance, Department of Education Going Green DVD
- Pending (Edible Schoolyard, Solar 1 Energy Challenge?)

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- *In addition to the Sanitation R.R.R curriculum and website, our teachers are now using an educational children's compost PowerPoint "Composting for Kids!"*  
[http://www.ps57siny.org/site\\_res\\_view\\_folder.aspx?id=f8486ebd-70cc-49bb-a8fb-1e8aa59a40e1](http://www.ps57siny.org/site_res_view_folder.aspx?id=f8486ebd-70cc-49bb-a8fb-1e8aa59a40e1)
- *Sanitation website section on Indoor Composting*  
[http://www.nyc.gov/html/nycwasteless/html/compost/edu\\_indoor.shtml](http://www.nyc.gov/html/nycwasteless/html/compost/edu_indoor.shtml)
- *And Outdoor Composting*  
[http://www.nyc.gov/html/nycwasteless/html/compost/edu\\_outdoor.shtml](http://www.nyc.gov/html/nycwasteless/html/compost/edu_outdoor.shtml)
- *And Composting Teachers Resources and Kids Links*
- [http://www.nyc.gov/html/nycwasteless/html/resources/links\\_compost\\_educators.shtml](http://www.nyc.gov/html/nycwasteless/html/resources/links_compost_educators.shtml)

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## ROBOTICS RESEARCH



- This year our Robotics Teams researched Delmonte organic bananas and organic dark chocolate from Grenada's very own solar powered cocoa factory. We even made a healthy treat with the ingredients...
- [http://www.ps57siny.org/site\\_res\\_view\\_folder.aspx?id=6a3f24ce-ca25-4a70-89ad-d12247b3f990](http://www.ps57siny.org/site_res_view_folder.aspx?id=6a3f24ce-ca25-4a70-89ad-d12247b3f990)

## **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) <b>5/29/12</b>	SURVEY COMPLETED BY <b>Glen Nison</b>
CRM / FDC #	OUTREACH ORIGIN: <b>Golden Apple</b>
SCOPE OF ACTIVITY: <b>Check out recycling set up</b>	

<b>SITE INFO</b>	
SITE NAME: <b>P5572</b>	SAN DISTRICT: <b>1</b>
ALTERNATE NAME: <b>Hubert H. Humphrey School</b>	
STREET ADDRESS, APT/FLR: <b>140 Palma Drive</b>	LOCATION / X-STREETS:
CITY: <b>Staten Island</b>	ZIP: <b>10304</b>
ADDRESS NOTES: (If multiple addresses etc.)	
Building Management Company:	

<b>SITE TYPE DETAILS</b>		LEED CERTIFIED? <input type="checkbox"/>
<b>RESIDENTIAL</b>	<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:
<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:
<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)									
PHYSICAL CHARACTERISTICS NOTES:	# bldgs: <b>1</b>	# units: <b>1</b>	# floors: <b>3</b>	# laundry rms: <b>1</b>	# offices: <b>8</b>	# classrms: <b>55</b>	# lunchrm/pantries: <b>1 cafeteria 1 lounge</b>	# staff:	# students: <b>686</b>

GENERAL SITE NOTES:

<b>COLLECTION DETAILS</b>	WHAT IS CURRENTLY BEING SEPARATED FOR RECYCLING? <input checked="" type="checkbox"/> corrug <input checked="" type="checkbox"/> mxd paper <input type="checkbox"/> mgp <input type="checkbox"/> bulk metal <input type="checkbox"/> nothing <input type="checkbox"/> other:			ON SCH TRUCK ROUTE? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> D.K.	
	<b>COLLECTION DAYS</b>	<b>REFUSE</b> Su M Tu W Th F Sa As Needed	<b>PAPER</b> Su <b>(M)</b> Tu W Th F Sa As Needed	<b>MGP</b> Su <b>(M)</b> Tu W Th F Sa As Needed	<b>BULK METAL</b> Complete below only if Dumpster:
<b>this material is SERVICED BY</b>	<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:	
<b>SET OUT</b>	<b>TYPE</b> <input checked="" type="checkbox"/> EZ Pak <b>Sizes / Num: <i>2x 2</i></b> <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	<b>TYPE</b> <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	<b>TYPE</b> <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	<b>TYPE</b> <input type="checkbox"/> RoRo Dpstr <input type="checkbox"/> Com'l Dpstr  <b>Sizes / Num:</b> <input type="checkbox"/> Curbside <input type="checkbox"/> Loading Dock <input type="checkbox"/> Parking Lot <input type="checkbox"/> Other:	
<b>Location Type:</b>	<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:	
<b>XStreets / Street Segment:</b>	<b>Recyclable</b>				
<b>COLLECTION NOTES</b>	<b>Materials stored near trash EZ Packs but brought to curb for Monday collect</b>				

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

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

other (specify)

# DSNY BWPRR Outreach Form – SITE VISIT

## WHAT WAS OBSERVED DURING THE SITE VISIT?

ACCESS TO BLDG? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE INTERNAL COLLECTION? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE STORAGE SYSTEM? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OBSERVE SETOUT? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <i>but not at curb</i>
---	--	---	---

## HOW ARE THEY EDUCATING / INFORMING ABOUT RECYCLING? (check all that apply)

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

## INTERNAL COLLECTION Record observations and recommendations about refuse and recycling practices

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

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> chute rooms (paper/mgp)              | <input type="checkbox"/> laundry rooms (mgp)                            | <input type="checkbox"/> reception / waiting room (paper/mgp)        | <input type="checkbox"/> other locations (describe): |
| <input type="checkbox"/> hall chutes (none)                   | <input type="checkbox"/> mailbox areas / mailrooms (paper)              | <input type="checkbox"/> entrances / lobbies (paper/mgp)             |  |
| <input type="checkbox"/> basement areas (paper/mgp)           | <input checked="" type="checkbox"/> private offices (paper)             | <input checked="" type="checkbox"/> eating areas (mgp)               |  |
| <input checked="" type="checkbox"/> hallway areas (paper/mgp) | <input type="checkbox"/> communal/cubicle offices (paper)               | <input checked="" 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	
<i>General Office</i>	(Y)N	Y(N)	CLR	0	(Y)N	Y(N)	CLR	1	(Y)N	Y(N)	CLR	1	2, 4, 7, 13, 16
<i>classrooms</i>	(Y)N	Y(N)	CLR	1	(Y)N	Y(N)	CLR	2	(Y)N	Y(N)	CLR	2	2, 7, 16
<i>Cafeteria</i>	(Y)N	Y(N)	CLR	N/O	(Y)N	Y(N)	—	—	(Y)N	Y(N)	N/O	—	3
<i>Kitchen</i>	(Y)N	Y(N)	CLR	N/O	(Y)N	Y(N)	—	—	(Y)N	Y(N)	N/O	—	3, 16, 7
<i>Hallways</i>	(Y)N	Y(N)	—	—	(Y)N	Y(N)	CLR	2	(Y)N	Y(N)	CLR	2	8, 7
<i>Lounge</i>	Y N	Y N	??	<i>see below</i>	(Y)N	Y(N)	—	—	(Y)N	Y(N)	CLR	1	2, 7, 8

ADDITIONAL INTERNAL COLLECTION OBSERVATIONS AND RECOMMENDATIONS:

*The main office was pretty bad - there are grey cans (unlabeled) under each desk and there was paper + trash mixed together. There was only a small paper bin outside of the secretaries area. I suggested they have only green labeled bins under the desks - they may do this. Most of the cans whether for trash or recycling were not all labeled or confusing (a blue can was being used for trash in one instance). The lounge had 2 bins both blue + labeled w/a blue decal for MGP but no trash receptacle though one had very good MGP. Cafeteria had containers for milk cartons at the end of every table - kids are recruited to empty the milk out and recycle the cartons. The classroom Prati containers seem pretty good.*

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

## STORAGE Record observations and recommendations about refuse and recycling practices

Each Location Observed	REFUSE		PAPER/CARDBD		MGP		Streams Kept Separate in Storage?	Instructions Posted?	RECOMMEND
	Bag Color	SS	Bag Color	SS	Bag Color	SS			
<i>TRASH EZ Pack</i>	N/O						Y N	Y N	
							Y N	Y N	
							Y N	Y N	

ADDITIONAL STORAGE OBSERVATIONS AND RECOMMENDATIONS:

*See <sup>up on</sup> set out area which is where everything is stored until recyclables are placed curbside. all recyclables are placed curbside for Monday AM collection. The trash EZ Packs had just been emptied.*

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		
<i>EZ Pack</i>	<i>Y</i>	<i>N/O</i>		<i>Y</i>			<i>Y</i>			<i>Y</i>	<i>None Needed Very Good</i>
<i>Bags</i>	<i>Y</i>			<i>Y</i>	<i>CR2</i>	<i>2</i>	<i>Y</i>	<i>CR2</i>	<i>2</i>	<i>Y</i>	
	<i>Y</i>			<i>Y</i>			<i>Y</i>			<i>Y</i>	

**ADDITIONAL SETOUT OBSERVATIONS AND RECOMMENDATIONS:** *There were a week's worth of materials at being stored in the back of the school. There was lots of bags of MGP (milk cartons, bottles, cans) and many bags of corrugated but not an enormous number of bags with mixed paper. After seeing quite a bit of contamination in the office paper bins I can see why.*

**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.**

<b>BULK METAL OBSERVATIONS AND RECOMMENDATIONS:</b>	<b>RECOMMENDATION</b> Enter all codes that apply (see Key)
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**FOLLOWUP NEEDED / PROMISED**  
Refer To (if applicable):  ENFORCEMENT    OPERATIONS    DOE    Other (describe below)

## GENERAL SITE VISIT EVALUATION NOTES

*I think the school is doing an excellent job w/ milk cartons, bottles and cans as well as corrugated cardboard. There didn't seem to be much mixed paper being stored out in the back near the dumpsters. The photos show a ton of milk cartons, bottles + cans as well as ~~mixed~~ corrugated cardboard but not much for a whole week's worth. The main office was a little disappointing.*

*6/5 - I spoke to the custodian to get some info and he said there should have been mixed paper being stored - it may have been under the milk cartons but looking at the photos I don't think there was much.*

*Pat Lockhart, the contest coordinator, also "yelled" at the main office staff to recycle correctly.*

# 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	POSTER – RECYCLE MORE		P / C	DO / M / V	
	LID DECALS – MIXED PAPER		P / C	DO / M / V	<b>AGENCY/ INSTITUTIONS</b>	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		<b>COML</b>	COMMERCIAL BOOKLETS (2004)		P / C
	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: \_\_\_\_\_

Send 100 TRASH ONLY - BOTH WHITE + BLACK - didn't need anything else

## 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 contamination 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

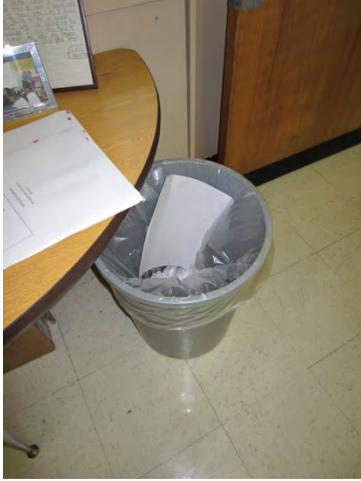
Date: 5/29/12 Tues

Location: R057  
140 Palma Drive, ST.

office use only

NAME	TITLE	ORGANIZATION	ADDRESS	CITY, ST	ZIP	PHONE	EMAIL	CONTACT TYPES (all that apply)
Paul Hing	Fireman (showed me around)	R057	140 Palma Dr	ST INDY	10304		CR057@ Schools.nyc.gov	
Sean DEAHL	Custodial Eng.	"	"	"	"	718-447 . 2877		

\*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=Blgd Owner • OFC=Office Staff • MAINT=Maintenance Staff • FACMGR=Facilities Mgr • GUST=Custodian • BLDG MGR=Blgd Mgr • ABRI participant • DESCRIBE OTHER

<p><b>Classrooms and hallways</b></p>				
	<p><b>Classroom, confusing set up, the small basket is for milk cartons and the blue is for trash though it has a decal-seems to work</b></p>	<p><b>Classroom, trash not labeled</b></p>	<p><b>Hallway Area</b></p>	<p><b>Inside hallway beverage cartons, bottles, cans, metal, and foil container</b></p>
<p><b>Administrative offices</b></p>				
	<p><b>Principal's office - the only container in there</b></p>	<p><b>The only marked paper container in the main office on the other side of the wall from the secretarial staff</b></p>	<p><b>Trash can with paper in main office</b></p>	<p><b>Under secretary's desk - all the gray cans should be labeled trash only or be used for paper with decal</b></p>

<p><b>Kitchen, special plastic bottle collections , cafeteria</b></p>				
	<p><b>Cafeteria with signage on table</b></p>	<p><b>Kitchen beverage cartons, bottles, cans, metal, and foil bin not labeled</b></p>	<p><b>Cafeteria - these are for trash even though one is labeled for beverage cartons, bottles, cans, metal, and foil</b></p>	<p><b>Milk carton bins and signage at the end of each table</b></p>
<p><b>3<sup>rd</sup> Floor Lounge, Library, Mixed Paper storage.</b></p>				
	<p><b>Lounge-two beverage cartons, bottles, cans, metal, and foil bins and no trash can</b></p>	<p><b>Copier paper in trash receptacle</b></p>	<p><b>Pratt box being used correctly</b></p>	<p><b>Recycling bags outside for pick up</b></p>