

NYC Schools Guide to zerowaste



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NYC SCHOOLS GUIDE TO ZERO WASTE

The Department of Education (DOE) and the Department of Sanitation (DSNY) are collaborating along with their partner, GrowNYC’s Recycling Champions Program (RCP), to launch **Zero Waste Schools**. Zero Waste Schools is an innovative and collaborative program whose aim is to divert all recyclable and compostable waste from approximately 100 Zero Waste Schools in five years.

Beginning in September 2016 these 100 Zero Waste Schools, along two separate collection routes in Manhattan and Brooklyn, will be set up as models for recycling, organics collection, reduction, and reuse. The goal is to expand upon Zero Waste Schools by taking the best practices learned from these 100 schools, citywide.

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ZERO WASTE SCHOOLS OVERVIEW

New York City schools generate more than 40,000 tons of refuse per year. A significant portion of all the “trash” produced in a school building can be recycled, composted, or reused. In Zero Waste Schools, zero waste is achieved when all recyclable and compostable waste is diverted.

Zero Waste Schools work towards achieving zero waste by:

- **Reducing** materials they use.
- **Reusing** materials instead of buying new materials.
- **Recycling clean paper & cardboard, metal, glass, plastic, and cartons**, and separating **food scraps & food-soiled paper (organics)** for composting.

Benefits of Zero Waste Schools

- Recycling **organics, clean paper & cardboard**, and **metal, glass, plastic, and cartons**, reduces the material sent to landfills.
- Using latched containers to store organic waste **reduces rodent populations** and keeps schools and sidewalks clean.
- Organic waste can be turned into **compost**, a natural soil amendment, as well as **renewable energy**.
- Zero Waste Schools provide an opportunity for **hands-on learning** in science, technology, engineering, and mathematics (STEM).



Goals of Zero Waste Schools

- **Provide concentrated outreach and operational attention to the first 100 Zero Waste Schools** with the goal of diverting all recyclable and compostable waste within five years.
- **Document best practices of the first 100 Zero Waste Schools** to use as models for schools throughout New York City—helping to make all schools, Zero Waste Schools.
- **Systematically change recycling behaviors within schools** to reduce contamination of recycling and organics bins.
- **Advance a culture of recycling and sustainability** throughout the school system.

School Waste and Recycling Program Support

The NYC Department of Education’s Office of Sustainability aims to support schools in their efforts to implement, maintain, and grow “green” programs and procedures. As such, the Zero Waste Team is a resource for Sustainability Coordinators, Principals and administration, Custodian Engineers, SchoolFood staff, teachers, and communities as they work collaboratively to increase participation and performance of recycling and waste-related programs. Please contact the DOE Zero Waste Team for support or with any questions about school recycling and waste at ZeroWasteSchools@schools.nyc.gov.

What Happens to NYC's Recyclables?

Clean paper & cardboard are brought to local paper recycling facilities that separate and sell the baled paper, or brought directly to a paper mill on Staten Island.

Metal, glass, plastic, and cartons are brought to a local Materials Recovery Facility that sorts, bales, and sells the material. This facility offers educational tours.

Food scraps & food-soiled paper are brought to regional facilities where the material is turned into compost, a natural soil fertilizer. Organic waste may also be turned into renewable energy.

For more information on recycling in NYC Schools, please visit: nyc.gov/zerowasteschools.



Sims Municipal Recycling processes NYC's residential and school recycling.

LEGAL REQUIREMENTS

- 1. All schools are required by law to recycle.** Recycling in schools is mandated by Local Law 19 (1989), Local Law 41 (2010), DSNY Recycling Rules, and the NYC Department of Education Chancellor's Regulation A-850 (2013). Local Law 77 (2013) mandates Organics Collection in participating schools.
 - Schools must recycle in cafeterias, classrooms, offices, entranceways, common areas, and anywhere else waste is discarded.
 - Recyclables must be sorted into separate bins (see "What To Recycle", page 6).
 - Waste sorting stations and recycling areas must be maintained and clearly labeled.
- 2. To comply with recycling mandates, Principals are required to appoint a school Sustainability Coordinator.**
 - Sustainability Coordinators are responsible for promoting correct recycling procedures among staff and students.
 - For details about appointing a Sustainability Coordinator, visit schools.nyc.gov/sustainability.
- 3. Sustainability Coordinators are required to create an annual sustainability plan that includes waste reduction and recycling goals.**
 - Because school recycling requires coordination between various key staff members, this plan must be agreed upon and signed by Principals, Custodian Engineers, and Sustainability Coordinators every year.
 - For details about developing an annual sustainability plan, visit schools.nyc.gov/sustainability.



SCHOOL RECYCLING SETUP

What To Recycle

Sanitation collects recyclables in two separate streams:

GREEN BIN



- newspapers, magazines, catalogs
- white & colored paper
- mail & envelopes
- paper bags
- wrapping paper
- soft-cover books
- cardboard egg cartons & trays
- smooth cardboard
- corrugated cardboard boxes

BLUE BIN



- metal cans
- aluminum foil wrap & trays
- metal caps & lids
- other metal items
- plastic bottles, jugs, and jars
- hard plastic caps & lids
- hard plastic containers, housewares & packaging
- glass bottles and jars
- food & beverage cartons & drink boxes

If your school receives NYC Organics Collection, Sanitation also collects your school's **food scraps & food-soiled paper (organics)**. See "Participating Schools" link at on.nyc.gov/organics-schools.



- vegetables and fruit
- prepared foods
- baked goods
- cereal, flour, grains, pasta, and rice
- eggs and eggshells
- dairy products
- nuts, meat, fish, and bones
- paper towels and napkins
- paper plates
- coffee filters and tea bags
- paper bags
- paper trays and plant-based compostable trays
- paper food boats

For complete information about what to recycle and other ways to reduce waste, visit nyc.gov/zerowaste.

Recycling Setup

Recycling areas should be set up everywhere waste is discarded in your school. This includes all classrooms, offices, and common areas (hallways, auditorium, gym, library, lobbies, and outdoor areas).

- **All classrooms** need a **trash** bin and a **clean paper & cardboard** recycling bin. Some schools also set up a recycling bin for **metal, glass, plastic, and cartons** in classrooms, or arrange to bring these materials daily to a hallway recycling bin.
- **Schools are responsible for purchasing their own bins.** Public schools can purchase bins through the SDI catalog.
- **Every recycling bin must be labeled.** It is helpful to hang signs or posters above bins, showing what goes in. Order free recycling decals, signs, and posters at on.nyc.gov/recycling-materials.
- **Always place recycling and trash bins directly next to one another.**
- **Remove any trash or recycling bins that are not part of a recycling area.** Lone bins promote contamination, as they provide no option to separate materials into recycling and trash bins.
- **Use clear plastic bags** to line bins for **metal, glass, plastic, and cartons** and bins for **trash**. Bins for **clean paper & cardboard** do not need to be lined, though most schools do.

Large bin setup

Good for common areas including hallways, lobby, auditorium, gym, library, and outdoors. Any kind of bin can be used as long as it's labeled clearly.



Small bin setup

Good for classrooms and offices. Any kind of bins (even cardboard boxes) can be used for paper recycling, as long as they are labeled clearly.

Set up bins for **metal, glass, plastic, and cartons** if eating is allowed in classrooms, or arrange to bring these materials daily to hallway recycling bins.



Corrugated cardboard boxes

- Flatten boxes.
- Tie in bundles or place in clear plastic bags.



Cafeteria Waste Sorting Station

POSTERS



DECALS

Note: Make sure the cafeteria waste sorting station is set up in the following order from left to right: **liquids** bucket, **metal, glass, plastic, cartons** bin, **trash** bin, and **organics** bin. Kitchens must have bins to collect **organics** and **metal, glass, plastic, and cartons**, and also have an area to collect **paper & cardboard**.

Liquids

Provide a bucket with a strainer for students to pour liquids into before recycling bottles, cans, milk cartons, juice boxes, and cups.

Metal, glass, plastic, cartons

Bottles, cans, milk cartons, plastic utensils, foil, takeout containers, and yogurt cups are some of the items that go in the blue-labeled bin.

Trash

Trash includes plastic bags, chip bags, plastic wrap, and foam plastics.

Schools without NYC Organics Collection discard food scraps and soiled paper, including compostable plates, in trash.

Food scraps, food-soiled paper

Only schools with NYC Organics Collection use the labeled brown food scraps bins provided by Sanitation.

ROLES & RESPONSIBILITIES

Achieving zero waste in schools is a collaborative effort that requires communication and coordination between many different stakeholders.

- In order to achieve zero waste, all stakeholders must be aware of the recycling systems in place, and collaborate with colleagues as issues arise.
- Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff all play key roles and have specific responsibilities relating to the successful implementation of Zero Waste Schools.

Review the following pages for tips, guidelines, and responsibilities for Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff.

It is important to learn more about your role and responsibilities, as well as those of your colleagues.



PRINCIPALS

By prioritizing zero waste, Principals create and support a culture of sustainability, inspiring and guiding students, teachers, and staff.

Recycling Planning Meeting

Principals and Sustainability Coordinators should hold a recycling planning meeting with key staff such as Assistant Principals, Custodians, Teachers, and Kitchen Staff to discuss procedures and staff roles. Discuss the following topics:

- Legal school recycling requirements.
- Your school's sustainability plan.
- What to recycle.
- Staff roles for setting up and maintaining recycling areas in classrooms, offices, hallways, and auditoriums.
- Staff roles for setting up and maintaining waste sorting stations in cafeterias and kitchens.
- Proper storage and setout of material for Sanitation collection.
- Integrating sustainability into educational curriculums to increase success of school recycling and meet Common Core requirements. Visit on.nyc.gov/RRRguide for lesson plans and additional resources.
- View DSNY's school recycling training videos on these topics: nyc.gov/zerowaste.
- Introduce and share contact information for key people so staff know how to report and resolve potential recycling issues.
- List next steps and create an action plan.
- Contact the DOE's Zero Waste Team with any questions at ZeroWasteSchools@schools.nyc.gov.



Principal and Assistant Principal Checklist

Recycling planning meeting

- Make sure you or your Sustainability Coordinator coordinates a recycling planning meeting. Invite other school civic clubs, honor society, and interested teachers.
- Communicate recycling plans to teachers and staff.

Internal collection and storage

- Confirm that the Custodian and Kitchen Staff keep trash and recyclables separated as they collect from bins around the school.
- Make sure the Custodian has designated a secure location to store bags of trash and recyclables until they are set out at the curb for collection.

Curbside setout

- You or your staff should spot check to make sure the Custodian is setting out the materials at the curb **ONLY** according to the DSNY collection schedule. **It is illegal to store trash or recyclables at the curb.**
- You or your staff should check that the Custodian is setting out **clean paper & cardboard, metal, glass, plastic, and cartons**, and **trash** in separate piles. If YOU can't tell whether a pile is trash or recycling, neither can the Sanitation workers.
- For schools with NYC Organics Collection: You or your staff should make sure the Custodian has bags of **food scraps & food-soiled paper** in the brown food scraps bin at the curb. Loose bags of organics should not be left outside of brown bins.

Communicate

- At the beginning of the school year, explain recycling procedures to students.
- Throughout the school year, make announcements as needed to reduce contamination (items in the wrong bins) and improve your recycling program.
- Train the Parents Association and other organizations that use your building after school and on weekends to know what and how to recycle.
- Notice and report any problems, such as items being discarded in wrong bins or incorrect setups, to the Sustainability Coordinator or Custodian.

Educate

- Encourage teachers to provide recycling education to students and support their efforts. This improves participation and reduces problems in your school recycling program.

SUSTAINABILITY COORDINATORS & TEACHERS

The Sustainability Coordinator is a school's expert on what and how to recycle, and is a source of information on sustainability for students, teachers, and staff.

Plan for Success

- **Make sure all staff and students are familiar with school recycling procedures.** This includes how waste sorting stations work in cafeterias and kitchens, where recycling areas are located throughout the building, and what items go in each bin.
- **Keep an open and collaborative dialogue with colleagues throughout the year.** Discuss what's working, and troubleshoot issues with the Principal, Teachers, Custodians and SchoolFood staff.
- **Read all the sections in this guide to familiarize yourself with your role and responsibilities,** and those of your colleagues, as well as the resources available.
- **Educate students about the importance of waste reduction and recycling.** Schools that show students why and how to reduce waste and recycle have more successful recycling programs.
- Contact the DOE's Zero Waste Team for support or with questions at ZeroWasteSchools@schools.nyc.gov.



Sustainability Coordinator Checklist

Recycling planning meeting

- Educate yourself about your school's recycling plan; be a resource on what and how to recycle.
- Schedule and coordinate the recycling planning meeting. Request key staff to attend: Principal, Assistant Principal, Sustainability Coordinator, Custodian Engineer, Kitchen Manager, and Teachers.

Recycling setup

- Survey your school throughout the year to make sure recycling areas are set up properly.
- Order free recycling decals, signs, and posters at on.nyc.gov/recycling-materials.
- Be a model recycler. Set up your own room for recycling properly.

Cafeteria and kitchen setup

- Make sure Custodial Staff and Kitchen Staff have everything needed to set up waste sorting stations (bins, posters, decals).
- Make sure waste sorting stations are set up properly.

Maintain recycling areas

- Recruit teachers, Green Teams, cafeteria aides, and/or parent volunteers to teach students how to separate recyclables and food scraps, and to help monitor waste sorting stations.
- Address any problems such as items being discarded in wrong bins or incorrect setups.

Internal collection and storage

- Confirm that trash and recyclables are kept separated as they're collected from bins around the school.
- Check that bags of trash and of recyclables are stored in separate piles until they are set out at the curb for collection: **clean paper & cardboard, metal, glass, plastic, and cartons**, and **trash** in three distinct piles.

Curbside setout

- Spot check to make sure materials are set out at the curb **ONLY** according to the DSNY collection schedule. It is illegal to store trash or recyclables at the curb. Please refer to Page 18 for collection schedule information.
- Check that **clean paper & cardboard, metal, glass, plastic, and cartons**, and **trash** are set out in separate piles. If YOU can't tell whether a pile is trash or recycling, neither can the Sanitation workers.
- Schools with NYC Organics Collection: Make sure bags of **food scraps & food-soiled paper** are in the brown food scraps bin at the curb. Loose bags of organics should not be left outside of brown bins.

Communicate

- At the beginning of the school year, explain recycling procedures to all students and staff through memos, flyers, posters, assembly programs, and announcements. Green Teams can help.
- Throughout the school year, make announcements and run campaigns as needed to reduce contamination (items in the wrong bins) and improve your school recycling program.
- Let staff and students know who to contact about recycling questions or issues.

Educate

- Encourage teachers to provide recycling education to students and support their efforts. This improves participation and reduces problems in your school recycling program.
- Faculty PD: Ask your Principal for time to speak with all staff.
- Start a Green Team! See "Strategies for Teacher & Sustainability Coordinator Engagement."

Strategies for Teacher & Sustainability Coordinator Engagement

Try some of the ideas presented below to improve your school's recycling program. Encourage students to come up with their own approaches.

DECORATE RECYCLING CONTAINERS

Create and decorate lids for recycling containers to encourage proper recycling and reduce contamination. Cut a circular hole for bottles & cans, a wide slit for paper. Paint or decorate Organics Collection bins.

START A GREEN TEAM

Hold an essay competition to select Green Team members: limit participation to 2 students per classroom to excite interest. Design special



T-shirts, buttons, or hats for your recycling team. Students can count how many bins are needed, affix recycling labels and signs, and make reminder announcements (NOT collect recyclables).

RECYCLING MONITORS AND MENTORS

Monitors can make sure every room recycles properly—including the classrooms, offices, and cafeterias. At lunch, position monitors near bins to show students how milk gets dumped and where to put recyclables and food waste. Have older students explain your school recycling program to younger grades. (Monitors should not separate or collect the school's recyclables.)

ZERO WASTE ASSEMBLY

Present an assembly program dedicated to recycling. Teams of students can collaborate to write and perform skits and songs, including clear instructions about what and how to recycle in your school. Or bring in outside programs who engage students in environmental education.

INCORPORATE LITERACY AND ART

Read books about recycling, the environment, sustainability, and waste prevention. Write essays, poems, or persuasive letters. Draw or paint posters or a mural to encourage recycling at school and at home. Display your students' work in the school's public areas.

MATH & SCIENCE APPLICATIONS

Conduct waste audits of each classroom and office. Weigh and measure paper recycling, then graph recycling rates. Research the life cycle and environmental benefits of trees. Examine the properties and decomposition rates of recyclable materials. Discuss zero waste, and have students explore and explain why it is important to divert the recyclable and compostable material sent to landfills.

INTER-CLASS COMPETITIONS

Be aware that weighing or measuring the amount of recyclables produced by each class may encourage wasteful practices of using more paper than necessary. It is best to reduce paper use and measure contamination rates, rather than compare how much paper is in the recycling bin. Post weekly results for each room for all to see. Reward model recyclers; retrain the rest.

BRING THE MESSAGE HOME

NYC residents recycle the same materials as schools. Order promotional materials on Zero Waste Schools, and distribute to parents via backpack mail. Suggest families maintain their children's zero waste habits at home.

HELP OTHER SCHOOLS RECYCLE

Expand your recycling successes by mentoring a school that shares your campus or neighborhood.

USE NYC'S ENVIRONMENTAL NETWORK

Contact environmental organizations in NYC to find out about their educational opportunities. Go on a local field trip. Take advantage of the many other local, state, and national environmental education resources.

TELL THE WORLD

Build community awareness by promoting your school's sustainability activities through the school newsletter, website, and the local media. Make sure the Parents Association and other organizations that use your school building after school and weekends know what and how to recycle.

Green Team Checklist

Recycling planning meeting

- Schedule and coordinate a recycling planning meeting. Invite other school civic clubs, honor society, and interested teachers.

Recycling setup

- Do a bin survey of every room and common area in your school: are there enough labeled bins for **paper & cardboard**; for **metal, plastic, glass, and cartons**; and for **trash**? Report your results to the Sustainability Coordinator and Custodian.
- Help label bins correctly: GREEN decals on bins for **paper & cardboard**; BLUE decals on bins for **metal, plastic, glass, and cartons**; ORANGE decals on **organics bins**; and “Trash Only” decals on **trash** bins.
- Survey your school throughout the year to make sure recycling areas are set up properly.
- Take a moment when you enter a room or common area to check that there are properly labeled recycling bins. Fix or report any problems you find.

Monitor recycling areas

- Award classrooms that are sorting their trash and recyclables properly with a star or grade.
- Post results publicly on a bulletin board in the lobby.

Communicate

- Make reminder announcements about what and how to recycle at your school, the success of your school’s recycling program, and the importance of recycling.
- Notice and report any problems, such as items being discarded in wrong bins or incorrect setups, to the Sustainability Coordinator or Custodian.

Educate

- Retrain those that need more help, and reward the best recyclers.
- Rotate days to assist in the cafeteria during lunch. Monitor the waste sorting stations and demonstrate how to sort properly.
- Mentor younger—or older—classes, explain why and how to recycle.

Teacher Checklist

Recycling planning meeting

- Attend and participate in a recycling planning meeting with the Sustainability Coordinator, other teachers, Custodian, and Kitchen Staff.

Recycling setup

- Be a model recycler. Set up your own room for recycling properly.

Maintain recycling areas

- Regularly evaluate waste sorting stations and recycling areas, especially at the start of the semester, or when beginning a new recycling initiative at your school.

Communicate

- At the beginning of the school year, explain recycling procedures to students. Make recycling a class expectation and rule.
- Contact the Sustainability Coordinator if any questions or issues arise about what or how to recycle.
- Throughout the school year, make announcements as needed to reduce contamination (items in the wrong bins) and improve your recycling program.

Educate

- Incorporate paperless assignments and creative opportunities for reuse of classroom materials.
- Promote recycling and proper waste sorting in your classroom by assigning recycling monitors or through a schoolwide Green Team.
- Integrate recycling and waste prevention activities that fulfill Common Core requirements into your classroom curriculum.
- Consider taking students on field trips to learn about waste prevention and recycling.



CUSTODIANS

Custodians are crucial to the success of Zero Waste Schools, and provide operational support that ensures the proper supplies, service, and materials are in place for successful collection and curbside set out.

Internal Collection and Storage

Never combine recycling streams or trash in the same bag. **Clean paper & cardboard** should never be mixed with **metal, plastic, glass, and cartons** in the same bag. **Trash** should never be mixed with any recyclables.

Using a dual-bin dolly helps to collect waste efficiently and keep waste streams separate.

Store trash and recyclables in a secure location. Make sure to keep trash and recyclables in separate piles. For example, don't put bags of **clean paper & cardboard** in the same pile with bags of **trash**.

Comply with set-out regulations for each material stream in accordance with the Department of Sanitation's collection schedule.



Dual-bin dolly



Keep bags of recyclables and trash in separate piles.

Curbside Setout

SCHOOLS WITHOUT NYC ORGANICS COLLECTION

School truck: DSNY collects trash from most NYC schools every weeknight. If your school receives daily collection, set out recyclables and trash according to this schedule:

Clean paper & cardboard	Monday, Wednesday, Friday	Set out after 2 pm, but before 4 pm, on day of collection
Metal, glass, plastic, and cartons	Tuesday, Thursday	
Trash	Monday, Tuesday, Wednesday, Thursday, Friday	

Neighborhood schedule: If your school is not on a daily collection schedule, your recycling and trash are collected on the same schedule as your local neighborhood. Visit nyc.gov/dsny or call **311** for schedule.

Dumpsters: Some large schools may use separate dumpsters for **trash** and **clean paper & cardboard**. However, **metal, glass, plastic, and cartons** are always collected curbside in clear bags.



Set out trash and recyclables in distinct piles on the correct day.

SCHOOLS WITH NYC ORGANICS COLLECTION

Clean paper & cardboard	Monday, Wednesday, Friday	Set out after 2 pm, but before 4 pm, on day of collection
Metal, glass, plastic, and cartons	Tuesday, Thursday	
Food scraps & food-soiled paper	Monday, Tuesday, Wednesday, Thursday, Friday	
Trash	Same as neighborhood schedule. Visit nyc.gov/dsny or call 311 for schedule.	Set out between 4 pm the day before and 6 am the day of collection



Mon, Wed, Fri: Set out brown **food scraps** bins and **clean paper & cardboard** recycling.



Tue, Thu: Set out brown **food scraps** bins and bags of **metal, glass, plastic, and cartons**.

Cafeteria and Kitchen Setup

Custodians should set up as many waste sorting stations as needed in cafeterias and kitchens.

Every bin should be labeled with a decal and the appropriate poster hung above it. To order FREE decals, signs, and posters, visit: on.nyc.gov/recycling-materials.

- Any kind of bins can be used to collect trash and recycling, as long as they are labeled clearly. Schools are responsible for purchasing their own bins. DOE schools: see SDI catalog. For NYC Organics Collection, **food scraps & food-soiled paper** must be collected in the specially designed brown food scraps bins provided by Sanitation.
- Remove any trash or recycling bins that are not part of a waste sorting station. Lone bins attract contamination.
- Cafeterias should have bins for **clean paper & cardboard** recycling if these are commonly discarded here (example: if the room is used for meetings). Kitchens must have an area to collect paper & cardboard.

Maintain Recycling Areas

Maintain waste sorting stations and recycling areas by keeping them clean and orderly.

- If trash or recycling bins need to be moved, always return them to their original location. This will help prevent people from discarding items in the wrong bins.
- Replace bin decals and posters if they tear, become soiled, start to peel, etc. To order FREE decals, signs, and posters, visit: on.nyc.gov/recycling-materials.
- Please contact the NYC Division of School Facilities' Zero Waste Team for support or with questions on program requirements at ZeroWasteSchools@schools.nyc.gov.



Metal, glass, plastic, and cartons poster



Mixed paper and cardboard poster



Food scraps and food-soiled paper poster



Trash landfill poster for schools without NYC Organics Collection



Trash landfill poster for schools with NYC Organics Collection



Liquids poster

Custodian Tip Sheet for NYC Organics Collection

CAFETERIA SETUP

- Set up cafeteria waste sorting stations that include: **liquids bucket**, **blue-labeled recycling bin**, **trash bin**, **food scraps bin**.
- Sanitation provides the brown **food scraps bins**. SchoolFood will provide **liquids** buckets. Trash and recycling bins are purchased by the school.
- Make sure all bins in the cafeteria are part of a waste sorting station. Remove bins that aren't part of the setup.
- Label each bin with a decal and hang the appropriate poster above each bin in the waste sorting station. Order free recycling decals, signs and posters at **on.nyc.gov/recycling-materials**.
- Do not double bag or place bags inside other bags. Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**



Cafeteria Waste Sorting Station



INTERNAL COLLECTION

- Tie the food scraps bags closed and secure the lid of the bin shut.
- DO NOT use brown food scraps bins to transport bags of recyclables or trash.
- After emptying bins, always return them to original location.
- Store **clean paper & cardboard**, **metal**, **glass**, **plastic**, and **cartons**, and **trash** in three separate piles.
- Store bags of **food scraps & food-soiled paper** in the brown food scraps bins.



CURBSIDE SETOUT

- Set bags of **trash** at the curb in distinct piles according to your neighborhood schedule.
- Set **food scraps bins** at the curb after 2 pm, but before 4 pm, every weekday.
- Set appropriate recyclables at the curb in distinct piles after 2 pm, but before 4 pm, every weekday.
- Retrieve bins after they have been emptied.

ISSUES

- Missed collections are extremely rare if bins are set out on time. If the bin was set out by 4 pm and was not emptied overnight, please notify your local DSNY district office.
- For night and weekend events, hold food scraps over until next collection day.
- To request a new bin, follow the Bin Replacement Protocol. Go to **schools.nyc.gov/sustainability** and click on “waste section.”
- Custodians with questions can contact their DDF, or their Sanitation garage (**311**).
- To get more information or order decals and literature, visit: **nyc.gov/zerowasteschools**.

Custodian, Building Manager, or Facilities Manager Checklist

Planning

- Identify your school's Sustainability Coordinator. Attend recycling planning meetings with the Sustainability Coordinator and the Custodian. Sustainability Coordinators can answer most questions about recycling setup and collection.
- Train your staff on what and how to recycle.
- Custodians with questions can contact their DDF or their Sanitation garage (311).
- To get more information, visit nyc.gov/zerowasteschools.

Recycling setup

- Set up recycling areas in classrooms, offices, hallways, and other common areas.
- Place garbage and recycling bins together.
- Each bin should have at least one decal on the front of the bin, and one on the back of the bin.
- Use only clear plastic bags to line bins.
*Note: **Clean paper & cardboard** bins do not need to be lined.*

Cafeteria and kitchen setup

- Set up cafeteria waste sorting stations to include (from left to right): **liquids** bucket, blue-labeled **metal, glass, plastic, and cartons** bin, and **trash** bin.
- If your school has NYC Organics Collection, set up the brown **organics** bins at each sorting station, next to the **trash** bin.
- Remove any trash or recycling bins that are not part of a waste station.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**

Bins, decals, and posters

- Recycling bins are available for purchase through the SDI catalog.
- For schools with NYC Organics Collection, **organics** bins are provided by DSNY.
- SchoolFood will provide **liquids** buckets.
- Make sure DSNY posters are hung above each of the bins in the sorting station.
- Order additional bin decals and posters at on.nyc.gov/recycling-materials.

Internal collection and storage

- Keep trash and recyclables separated as they're collected from bins around the school.
- Keep the different recycling streams separated as they're collected from bins around the school (**metal, plastic, glass, and cartons**, **clean paper & cardboard**, and **organics**).
- Store trash and recyclables in a secure location. Place bags of **metal, glass, plastic, and cartons**, **clean paper & cardboard**, and **trash** in separate piles.
- For schools with NYC Organics Collection, tie bags of **food scraps & food-soiled paper** closed and store in the brown food scraps bin provided by DSNY.

Curbside setout

- Know your collection schedule and post a copy where staff can refer to it. To get more information on collection schedules, visit nyc.gov/zerowasteschools.
- Set bags of recyclables and trash at the curb in **separate piles** according to your collection schedule. (Bags set out at the curb containing different commodities—**metal, glass, plastic, and cartons**, **clean paper & cardboard**, and **trash**—should not touch).
- For schools with NYC Organics Collection, set out brown **organics** bins at the curb after 2 pm, but before 4 pm.
- Follow the DOE/DSNY Communications Protocol for any collection issues: schools.nyc.gov/sustainability.
- Contact the Division of School Facilities' Zero Waste Team for support: ZeroWasteSchools@schools.nyc.gov.

Lista de verificación para el personal de limpieza, administrador del edificio, o administrador de las instalaciones

Planeación

- Identifique el coordinador de sostenibilidad de su escuela. Asista las reuniones de planeación sobre reciclaje con el coordinador de sostenibilidad y el personal de limpieza. Los coordinadores de sostenibilidad pueden contestar la mayoría de las preguntas que tendrá acerca de la preparación y recolección del reciclaje.
- Capacite a su personal sobre qué y cómo reciclar.
- Los supervisores que tengan preguntas pueden contactar a su DDF, o su garaje de sanidad (**311**).
- Para obtener más información, visite: nyc.gov/zerowasteschools.

Preparación del reciclaje

- Organice áreas de reciclaje en salones de clase, oficinas, pasillos, y otras áreas comunes.
- Coloque los recipientes para la basura y reciclaje juntos.
- Cada recipiente debe tener al menos una calcomanía en la parte delantera del recipiente, y una en la parte trasera del recipiente.
- Solo utilice bolsas plásticas transparentes para forrar los recipientes. *NOTA: los recipientes para **papel limpio y cartón** no deben estar forrados.*

Organización en la cafetería y en la cocina

- Organice las estaciones de clasificación de residuos de cafetería incluyendo (de izquierda a derecha): un balde para **líquidos**, un recipiente con calcomanía azul marcado para **metal, vidrio, plástico y cartones**, y el recipiente para la **basura**.
- Si su escuela tiene recolección de desechos orgánicos de NYC, organice los recipientes **marrones para desechos orgánicos** en cada estación de clasificación, al lado del recipiente para la **basura**.
- Retire cualquier recipiente para la basura o reciclaje que no sea parte de una estación de residuos.
- Lave los recipientes según se requiera. **El lavado de recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de SchoolFood.**

Recipientes, calcomanías, y carteles

- Los recipientes para el reciclaje se pueden comprar a través del catálogo de SDI.
- Para escuelas con recolección de desechos orgánicos de NYC, los recipientes color marrón para **desechos orgánicos** son suministrados por DSNY.
- SchoolFood proporcionará los baldes para **líquidos**.
- Asegúrese que cada estación de clasificación tenga los carteles de DSNY colocados encima de cada recipiente, según sea posible.
- Ordene calcomanías para recipientes y carteles adicionales en on.nyc.gov/recycling-materials.

Recolección y almacenamiento interno

- Mantenga la basura y el reciclaje separados mientras son recolectados de los recipientes alrededor de la escuela.
- Mantenga las diferentes fuentes de reciclaje separadas mientras son recolectadas de los recipientes alrededor de la escuela (**metal, vidrio, plástico, papel limpio y cartón**, y **desechos orgánicos**).
- Almacene la basura y los materiales reciclables en un lugar seguro. Coloque bolsas de **metal, vidrio, plástico, papel limpio y cartón**, y **basura** en pilas separadas.
- Para escuelas con recolección de residuos orgánicos de NYC, cierre las bolsas de **sobras de comida y papel sucio de comida** y almacénelas en el recipiente marrón proporcionado por DSNY.

Disposición en la acera

- Conozca su horario de recolección y publique una copia donde el personal lo pueda ver. Para obtener más información acerca de los horarios de recolección, visite: nyc.gov/zerowasteschools.
- Coloque las bolsas de materiales reciclables y basura en la acera en **pilas separadas** según su horario de recolección. (Las bolsas que se colocan en la acera que contienen diferentes artículos: **metal, vidrio, plástico, papel limpio y cartón, basura**, no se deben tocar unas con otras).
- Para escuelas con recolección de residuos orgánicos de NYC, coloque recipientes marrones para **desechos orgánicos** en la acera después de las 2 pm, pero antes de las 4 pm.
- Siga el “Protocolo de Comunicaciones de DOE/DSNY” en caso de cualquier problema con su recolección: schools.nyc.gov/sustainability.
- Para más ayuda, por favor contacte al “Division of School Facilities’ Zero Waste Team” a través del correo electrónico: ZeroWasteSchools@schools.nyc.gov.

KITCHEN STAFF

Kitchen Staff help schools achieve zero waste by setting up and maintaining the cafeteria and kitchen operations so that proper collection and diversion take place where students eat and where food is prepared.

Kitchen Staff Tip Sheet for NYC Organics Collection

CAFETERIA SETUP

- Waste sorting stations include: **liquids bucket**, **blue-labeled recycling bin**, **trash bin**, and **food scraps bin**.
- Arrange the sorting stations in the same place every day. Make sure that they are orderly and neat.
- Remove any lone trash or recycling bins that are not part of a station.

MAINTENANCE

- Empty the **liquids** buckets when they are full.
- Empty **blue recycling bin** and **trash bin** when full, and place bags in specified area for custodial collection. Reline empty bins immediately.
- When **organics bin** is full, tie bag closed, close the lid, and wheel to specified area for custodial collection. Immediately replace with empty organics bin.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**
- As usual, wipe down cafeteria tables before and after lunch periods.
- Keep floors, walls, and signage clean and free of food spillage.

BIN LINERS

- Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- Do not double bag or place bags inside other bags.



Cafeteria Waste Sorting Station

IN THE KITCHEN

- Every day after meal preparation, prepare trash and recyclables for collection. Tie bags of food scraps closed, and shut the lid of the bin securely. Stack full bags of food scraps in the food scraps bins. Don't place bags inside other bags.

ISSUES

- To request a new bin, follow the Bin Replacement Protocol. Go to schools.nyc.gov/sustainability and click on "waste section."
- Questions? Contact your supervisor or visit on.nyc.gov/organics-schools.

Food

Food-Soiled Paper



Collect food scraps and food-soiled paper in the brown food scraps bin.

Kitchen Staff Checklist

Planning

- Identify your school's Sustainability Coordinator. Attend any recycling planning meetings with the Sustainability Coordinator, as well as the Custodian.

Cafeteria setup

- SchoolFood will provide **liquids** buckets.
- Work with Custodial Staff to label bins and set up waste sorting stations.
- Ask your school's Sustainability Coordinator or Custodian for additional decals or posters if needed.

Kitchen setup

- Set up a blue-labeled bin for **metal, glass, plastic, and cartons**.
- Set up a green-labeled bin for **clean paper & cardboard**.
- For schools with NYC Organics Collection, set up brown organics bins for **food scraps & food-soiled paper** near food prep areas.
- Line bins with clear bags, daily.
- Hang posters above each bin, where possible.

Maintain recycling areas

- Ensure bins are all lined with clear plastic bags. *Note: **Clean paper & cardboard** bins do not need to be lined.*
- Empty **liquids** bucket from cafeteria as needed.
- Empty **blue recycling bin** and **trash bin** when full, and place bags in specified area for custodial collection. Reline empty bins immediately.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**
- For schools with NYC Organics Collection, when **organics bin** is full, tie bags of **food scraps & food-soiled paper** closed, stack full bags in the brown bins, and close the lid. Do not place bags inside other bags. Wheel full bin to specified area for custodial collection, and immediately replace with empty organics bin.

Lista de verificación para el personal de cocina

Planeación

- Identifique al coordinador de sostenibilidad de su escuela. Asista a cualquier reunión sobre planeación de reciclaje con el coordinador de sostenibilidad y el supervisor de limpieza.

Organización en la cafetería

- SchoolFood proporcionará los baldes para **líquidos**.
- Trabaje con el personal de limpieza para etiquetar los recipientes y organizar las estaciones de clasificación de residuos.
- Pídale al coordinador de sostenibilidad o al supervisor de limpieza de su escuela calcomanías o carteles adicionales si se requieren.

Organización en la cocina

- Disponga un recipiente azul marcado para **metal, vidrio, plástico y cartones**.
- Disponga un recipiente verde marcado para **papel limpio y cartón**.
- Para escuelas con recolección de desechos orgánicos de NYC, disponga el recipiente marrón de desechos orgánicos para **sobras de comida y papel sucio de comida** cerca de áreas donde se preparan los alimentos.
- Forre los recipientes con bolsas transparentes, diariamente.
- Coloque carteles encima de cada recipiente, según sea posible.

Mantenga las áreas de reciclaje

- Asegúrese que todos los recipientes se encuentren forrados con bolsas plásticas transparentes. *NOTA: los recipientes para **papel limpio y cartón** no necesitan ser forrados.*
- Vacíe el balde para **líquidos** de la cafetería según se requiera.
- Vacíe **el recipiente azul** para metal, vidrio, plástico y cartones y el recipiente para **basura** cuando estén llenos. Coloque las bolsas de residuos en la zona de recolección para el personal de limpieza. Forre los recipientes inmediatamente.
- Lave los recipientes según se requiera. **El lavado de los recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de SchoolFood.**
- Para escuelas con recolección de desechos orgánicos de NYC, cuando **el recipiente marrón para el desecho orgánico** este lleno, cierre las bolsas llenas de **sobras de comida y papel sucio de comida**, apile las bolsas llenas en los recipientes marrones, y cierre el recipiente. No coloque bolsas dentro de otras bolsas. Coloque el recipiente en la zona de recolección para el personal de limpieza, y reemplace el recipiente marrón con un recipiente vacío.

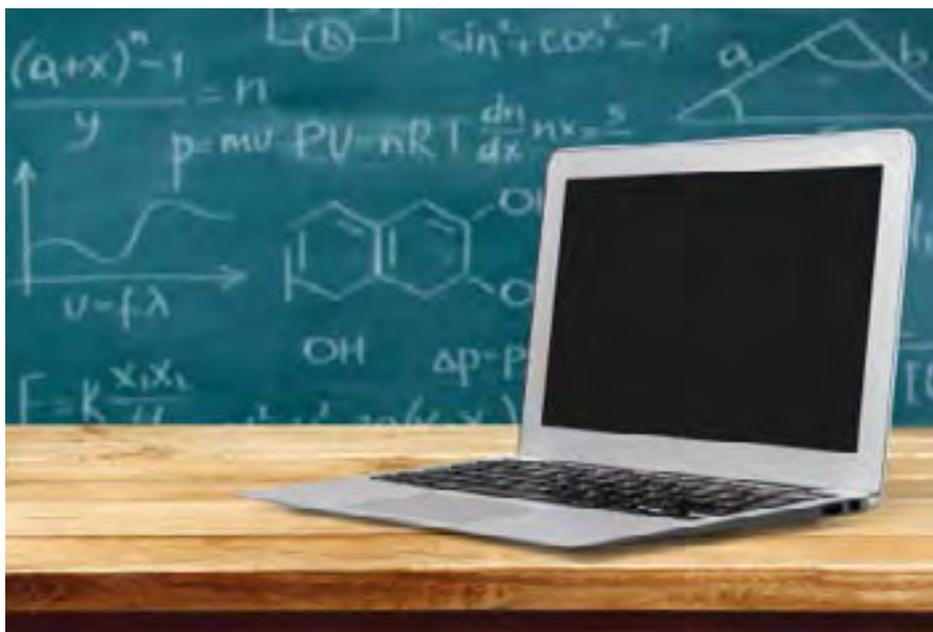
SPECIAL WASTE & REUSE

Special Waste

Some school waste items require special handling. Electronics, fluorescent bulbs, rechargeable batteries, and other harmful products cannot go in regular recycling or trash, and schools must follow specific guidelines for disposal.

To find out more information on how DOE schools dispose of special waste, please visit the Waste Section of the DOE Office of Sustainability's website at: schools.nyc.gov/sustainability.

For more information on Special Waste disposal for non-DOE schools, please visit: nyc.gov/zerowaste.



Donations & Reuse

In many cases, items that schools discard are still in good working condition and could be put to good use by other schools and nonprofits. By donating and reusing goods instead of discarding them, schools can greatly reduce waste, conserve energy and resources, save money, and help provide jobs and human services for New Yorkers in need.

NOTE for DOE only: Before any donation or relinquishment, talk to your Custodian Engineer or Principal about the Disposition of Obsolete Equipment outlined on the FAMIS website.

As an alternative to disposal, look into donating working electronics, usable furniture, art supplies, and other items through donateNYC, an online materials exchange: nyc.gov/donate.



ADDITIONAL RESOURCES

Educational Materials, Web Resources, and Contests

NEW CONTESTS, WEBSITE, AND SOCIAL MEDIA

COMING SOON! In the fall of 2016, DSNY, DOE and RCP will be launching new contests, website, and social media, furthering zero waste in our schools. Stay tuned for more information and launch dates.

FREE RESOURCES FROM SANITATION

Request FREE materials online, at: nyc.gov/zerowasteschools.

- **Education Materials:** RRRResource Guide: RRR You Ready? Designed to help educators implement the three R's (Reduce, Reuse, Recycle) in NYC schools (K – 12).
- **Coloring and comic books** (Literacy component to the RRRResource Guide. PreK – 6).
- **Decals and signage** to set up your recycling program (for both schools with and without Organics Collection).
- **T-shirts, bookmarks and more!**

FIELD TRIPS & TOURS

To find field trip ideas for students, visit on.nyc.gov/dsny-field-trips.

ONLINE TRAINING VIDEOS

Watch our training videos and school recycling webinar to learn what to recycle and how to set up school recycling programs, at on.nyc.gov/dsny-school-videos.

RESOURCES FROM OUR PARTNERS



The **NYC Compost Project** provides compost education to students and teachers, including workshops and tours of NYC's many community composting sites: nyc.gov/compostproject.



GrowNYC Recycling Champions Program develops model recycling programs in NYC schools by involving students, staff, and custodians in training and hands-on education. Download free resources from their online toolkit: grownyc.org/rcp.



Materials for the Arts offers field trips, professional development, and in-school residencies focused on creative reuse: nyc.gov/mfta.



NYC Department of Education's Office of Sustainability provides info on waste/recycling/organics programs, energy, and conservation for schools: visit schools.nyc.gov/sustainability and/or contact the Zero Waste Team at ZeroWasteSchools@schools.nyc.gov.



NYC Department of Sanitation
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Bowling Green Station
New York, NY 10274-0156

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NYC Schools Guide to zerowaste

Free Resources for Schools

Order free resources online at on.nyc.gov/recycling-materials:

- **Bin decals and posters:** to label bins and set up recycling areas and waste sorting stations.
- **NYC K-12 Schools RResource Guide:** acclaimed NYC-based lesson plans and activities that help you meet current Common Core and other educational standards.
- **Educational coloring and comic books:** for different reading levels, PreK-6.

