

School District Order Details & Form for Waste Sorting



RecycleSmart is here to assist your schools and district to be set up with proper waste sorting bins. We need to fill in the spots where we are missing proper sorting bins and/or update existing sorting bins.

Setting up proper sorting bins will help by:

- Improving and add to already in place bin and signage.
- Increasing our waste diversion to have less of the good stuff (compost and recycle) in the landfill.
- Making a strong environmental impact.
- Meeting the compliance requirements with county and state regulations. As of July 2020, a new California state mandate (AB827) requires schools to have three, clearly labeled bins for recycle, landfill and compost for all areas where recycling or compost waste is generated.

We are able to assist on the social infrastructure with training, education and guidelines of use of the sorting bins for teachers and staff and that can be shared with students when they return to campus. We are also developing materials for teachers to consider sharing with their students for setting up and/or improving on their home sorting systems so they are better prepared prior to coming back to campus.

Instructions for using this Form to Update your Waste Sorting:

1) Review document:

- a) Page 2 - Supply Guide. Refer here for available waste sorting supplies.
- b) Page 3 - Refer here for examples of sorting set ups to determine what types of bins and signage may be needed for each area on campus.

2) Prepare for campus walkthrough:

- a) Plan on spending one hour and maybe two hours for larger campuses.
- b) Consider *what type of waste* is tossed in each location of the school campus.
 - i) Where a landfill bin is already placed, ask if items like food or paper are tossed here.
 - (1) Some spaces need a blue/recycle bin and a green/compost bin added.
 - (2) Other locations may only need a recycle bin added (such as an office)
 - (3) Other locations may only need a compost bin added (such as a bathroom).
- c) Print this form, grab a clipboard and a pencil to bring on campus walkthrough.

3) Campus walkthrough:

- a) Check storage for any bins not in use before placing a new order.
- b) Note corrections needed. If any blue or green bins are being used as landfill bins, these need to be corrected. *To avoid confusion only use grey bins for landfill.*
- c) Pages 4 to 8 - Refer here for standard bin and signage set up for each area, determine bins needed, and note orders.

- 4) Return completed form to _____.

Questions and Additional Support

If you have any questions or need assistance on determining the best sorting set ups and supplies to order, please contact your school or **RecycleSmart.org/schools**, Nancy Deming, Schools Sustainability Specialist, nancyldeming@gmail.com, 510-290-4875.

Thank you for taking the time to complete this order form request!



32 gal round blue, grey and green bin

42 gal blue bin
Used for cooking kitchens with high recycling volumes

- Use in high traffic locations, such as: cafeterias, kitchens, eating areas and gyms.
- Located together for a complete sort station.



23 gal tall rectangle

- Ideal for locations with less room for bins.
- Useful in hallways, faculty/staff eating areas, libraries and kitchens.



14 gal tub

- Useful in classrooms and copy rooms.



10 & 14 gal blue, grey and green bin

- Useful in classrooms, offices or faculty/staff eating areas with less traffic.
- 7 gallon size also available.



Dollies

32 gal Single
32 gal Double

23 gal Single

- Dollies to help with collection.
- Use three 23 gal dollies to connect blue, grey and green bins to make a complete sort system.

Set Up Options for Sorting

Bin Layout

- Think about what waste will be generated in each area in order to determine what bins, signs and set up to use.
 - Use 32 gallon round bins in high traffic areas, such as cafeterias or other eating areas.
 - Use 23 gallon bins for eating areas with medium traffic, such as faculty/staff rooms.
 - Use 14 and 10 gallon bins for low traffic areas, such as classrooms or offices.

- **Set up a 3 stream station:** blue, grey and green bin located together to make a complete sorting system. ***This is required in all areas where compost and recycling are generated, such as any eating area.***

- **Set up a 2 stream station:** blue and grey bins located together to collect recycling and landfill in areas where no eating occurs.

- If the room has a sink, provide the appropriate-sized green collection bin for paper towels and other organics.

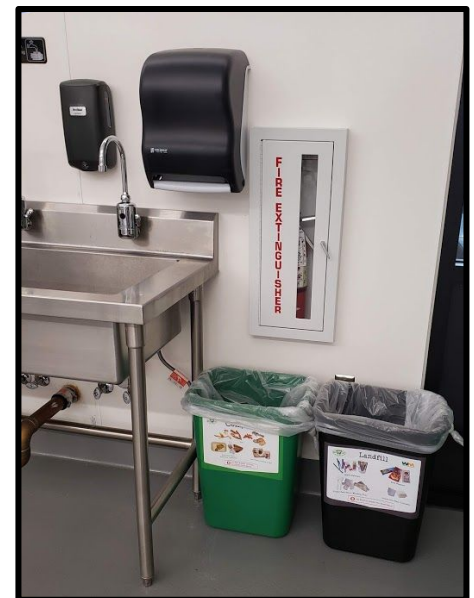


Signage

- 1) **Sticker Sign**
Mainly used on:
 - 10 and 14 gallon bins and tubs
 - Bathroom wall waste bin
 - On the sides of large bins when there is not space to have a laminated or plastic corrugated sign

- 2) **Corrugated Sign with metal posts**
Mainly used on:
 - Large bins (42, 32 or 23 gallon bins) in high and medium traffic areas.
 - Especially helpful if traffic comes from two direction because signs are printed on both sides.

- 3) **Laminated Sign**
Mainly used on:
 - 23 gallon bins that can remain against a wall.
 - Laminated Signs can be pinned or taped above bins.



Faculty/Staff Lounge

Standard Set Up

- Three bins located together:
 - 23 gal blue, grey, and green
- Signs: laminated, posted above bins
(see image below)



Ordering:

- 23 gallon blue amount _____
- 23 gallon grey amount _____
- 23 gallon green amount _____
- Laminated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Hallways - if used and needed in hallways/entrance/exit spaces

Standard Set Up

- 23 gal bins can be placed flush against the wall if space is limited
- Signs: Corrugated sign attached bins or laminated signs taped to wall above bins
- 23 gal setups take up less space and create a station appearance. If 32 gallon size bins are wanted and needed, please indicate spaces and quantities being requested.



Ordering:

- 23 gal blue amount _____
- 23 gal grey amount _____
- 23 gal green amount _____
- Corrugated signs with metal posts
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Laminated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Order Form - Bathrooms

Bathrooms

Standard Set Up

- One green bin only - works for most bathrooms because only paper towel waste is generated
- Best bin size determined by volume.
 - 14 gal or 23 gal green
 - Two bins (green and grey) for exceptions if landfill is needed.
- Signs for paper towel only/compost:
 - Laminated - posted above the bin
 - Sticker on bin

Ordering:

14 gal green bin amount _____

23 gal green bin amount _____

Paper Towel/Compost signs

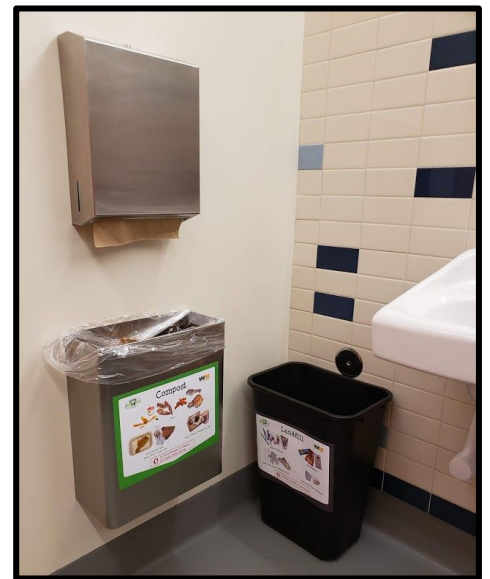
Sticker amount _____

Laminated amount _____

Other needs:



One green bin only for paper towels works for most bathrooms.



Two bins if landfill is needed.

Kitchens

If the school kitchen/cafeteria is being used by Nutrition Services for meal distribution, coordinate with the kitchen manager on where bins should be located and what bins to order for proper sorting.

Standard Set Up

- Three bins located together as possible
 - 32 gal blue, green, and grey
- Small kitchens may use 23 gal size bins
- Cooking kitchens use 42 gal blue bin
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gal blue amount _____
- 23 gal grey amount _____
- 23 gal green amount _____
- 32 gal blue amount _____
- 32 gal grey amount _____
- 32 gal green amount _____
- 42 gal blue amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Order Form - Outside and Gym

Outside

Standard Set Up

- Three bins located together
 - Determine best size - 23g or 32g
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gallon blue amount _____
- 23 gallon green amount _____
- 32 gallon blue amount _____
- 32 gallon green amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Gym

Standard Set Up

- Two or Three bins located together
 - Determine best size - 23g or 32g
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gallon blue amount _____
- 23 gallon green amount _____
- 32 gallon blue amount _____
- 32 gallon green amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:
