

## K-12 School Sorting System ~ Materials Management

### Cafeteria Sorting Station

- ❑ In place at meal times
- ❑ Includes blue, green and grey bins, liquid bucket and tables for food share and trays/boats
- ❑ Student and/or staff monitors at mealtime
- ❑ Remove other trash bins in the cafeteria to reduce workload and have success
- ❑ Check that scheduled monitors are showing up and doing their job to keep sorting mistakes low
- ❑ Clear liners required for recycle and compost bins (San Ramon Valley schools must use compostable bags)



### Kitchen Sorting

- ❑ Blue and green bins with signage added
- ❑ Blue and green bins near landfill bin or best location for staff
- ❑ Clear liners for recycling - twisted at top, placed in recycle dumpster
- ❑ Clear or compostable liners for compost- twisted at top, placed in compost bins
- ❑ Cardboard boxes broken down



### Outside Eating Areas

- ❑ Main eating areas have sorting system for recycle, compost and landfill
- ❑ Bins monitored by students or staff during mealtimes

### Classroom Recycle Collection

- ❑ Blue recycle tubs with signage in all classrooms
- ❑ Place recycle tubs next to landfill cans
- ❑ Procedure determined to collect material to be separate from landfill material and to be emptied in to recycle dumpster
- ❑ Consider every classroom to be responsible for emptying class recycle tub to centralized containers in hallway or cafeteria
- ❑ Establish a system that is frequent enough to keep bins from overflowing or creating a pest problem



### Classroom Compost Collection

- ❑ Classrooms with decent volume can place a compost container with signage near sink or landfill bin
- ❑ Classroom student/faculty empties daily into centralized containers such as: cafeteria, bathroom towel compost or hallway collection station
- ❑ Custodial staff to empty centralized containers into compost carts or dumpsters daily



### Bathroom Paper Towel Compost Sorting

- ❑ Paper towel only signage on bin and above bin where possible
- ❑ Can repurpose existing landfill bin by neatly wrapping it with green duct tape or replace landfill bin with a green bin
- ❑ Clear liners to be used for paper towel/compost collection
- ❑ Student bathrooms typically do not need a landfill/trash bin (most waste in bathrooms are paper towels)



### Faculty Offices and Spaces Recycle and Compost Sorting

- ❑ Blue recycle bin with signage in offices and staff rooms
- ❑ Blue, green and grey bins with signage in primary staff eating areas



### Dumpsters and Carts

- ❑ Cardboard boxes broken down
- ❑ Recycle and compost material kept in clear liners
- ❑ No black liners in compost and recycle dumpsters or carts
- ❑ If landfill dumpster is full-do not put trash in recycle or compost
- ❑ Determine best service levels so bins are regularly full just prior to pick up day
- ❑ If low levels are seen, fill out a Dumpster Observation form to adjust the sizing
- ❑ Switch to all clear liners where possible for improved tracking of what is going to landfill bin
- ❑ If compost and/or recycle sorts have more than 10% trash, then bagged material needs to go into the landfill bin. If more than 10% contamination in compost and/or recycle sorts happens longer than a few days, the School Green Team needs to find ways to improve sorting.



Schools and school districts in Contra Costa County are committed to the management of our resources and protection of our environment for the benefit of our students and school community. This program includes a wide variety of waste reduction and sorting projects that incorporates valuable lessons and actions for all involved. Schools and school districts set goals to be in attainment and consistent with the State waste diversion mandates. To meet these goals, it takes our schools, school districts and the whole school community working together to have an effective program.

Contact the Recycle Smart Schools Team for support ranging from supplies, lesson plans, technical assistance, green team advice and more to get started or improve your school program.