

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



