School Recycling Program

HANDBOOK

Rock Hill Schools
York County District Three

Rock Hill
South Carolina

Rev 012012

ROCK HILL SCHOOL DISTRICT
SCHOOL RECYCLING PROGRAM

This Handbook is a step-by-step guide to help your green team begin or improve recycling at your school.

WHY RECYCLE?

Recycling conserves natural resources, saves energy in the manufacturing of new products and reduces or eliminates pollution associated with the extraction and processing of raw materials.

Recycling reduces the need for landfills and incinerators. Recycling decreases greenhouse gas emissions that contribute to global climate change. Recyclables have value. By recognizing and using recyclables as valuable raw materials, we can use recycling to create jobs, strengthen the economy and help sustain the environment for future generations. So why not recycle?

WHY RECYCLE AT SCHOOL?

Schools are essential in making recycling work in South Carolina. Recycling and schools make a practically perfect partnership. A school recycling program provides a learning experience for everyone involved. By recycling at school, students, teachers, staff, administration and parents can learn not only the basics of recycling, but of sustainability, resource conservation and environmental stewardship.

School recycling programs also provide opportunities for teachers to offer valuable hands-on, real-life projects to students. In addition, recycling may help schools and school districts save money through avoided disposal costs. Remember, the less you throw away, the less you pay to have garbage hauled away.

Depending on what is recycled, there may be a chance to earn revenue from the sale of the collected items. By recycling, schools can make a significant contribution to South Carolina's recycling efforts and help the state meet its goals, all while helping the state's economy and protecting the environment.

GET READY.....

BUILD A TEAM

The key to any successful school recycling program is to have everyone participate. A good team can help build a sustainable program. Each school must create a Green Team to facilitate the recycling program.

Your school's Green Team will help to collect recyclables, monitor recyclables, and educate others on how to recycle. Ideally, the team should include a representative from each sector of the school (e.g., teachers, students, parent/teacher organizations, administration and housekeeping staff).

See Additional Resources for more information on Green Team roles and responsibilities. You may select students from multiple grades, or designate one grade to the Green Team students (for example, all fifth graders will be part of the Green Team). The person(s) responsible for specific tasks should be identified. Select one person to be the team leader.

In the High Schools, recycling may be picked up by occupational diploma students as part of their job training skills.

Collecting Recycling:

Green Team members should work together to create manageable routes for collecting recycling from classrooms and office spaces. Green Team members may use fire evacuation maps or other materials to divide the school into collection zones. These zones could be divided by halls, grade, or other means.

Dividing the responsibility for collection helps to make pick-up more manageable and reduces the time it takes to get recyclables from classrooms and offices to outside roll carts and dumpsters. Students may consider taking roll carts from classroom to classroom or collecting individual classroom recycling bins. If recycling collection occurs during instruction time, be sure to remind Green Team members to be quiet and courteous during their collection.

Monitoring Recycling:

Green Team members will be the first line of defense against contaminants in your recycling. Ask students to check classroom bins for contaminants and create a system for politely informing teachers if bins cannot be emptied.

The Green Team will be vital in cafeteria recycling where students and faculty may need to be reminded to dump foods/liquids before placing materials in the recycling bins. One way to do this may be to create a "Recycling Patrol" that can issue tickets to recycling offenders. This should be fun, lighthearted, and help educate the "offender" on how to recycle in the future.

Recycling Education:

Green Team members will be the faces of your recycling program and will be interacting with students and faculty on a regular basis. Don't be surprised if these Green Team members get asked a question or two about what can be recycled and how it can be recycled.

It is okay if they don't know every answer, but think about setting up a system for collecting and responding to these questions about your recycling program. You could try setting up a questions box, having teachers turn in questions to the Green Team on their weekly collection routes, or even explore methods such as a phone line or email address.

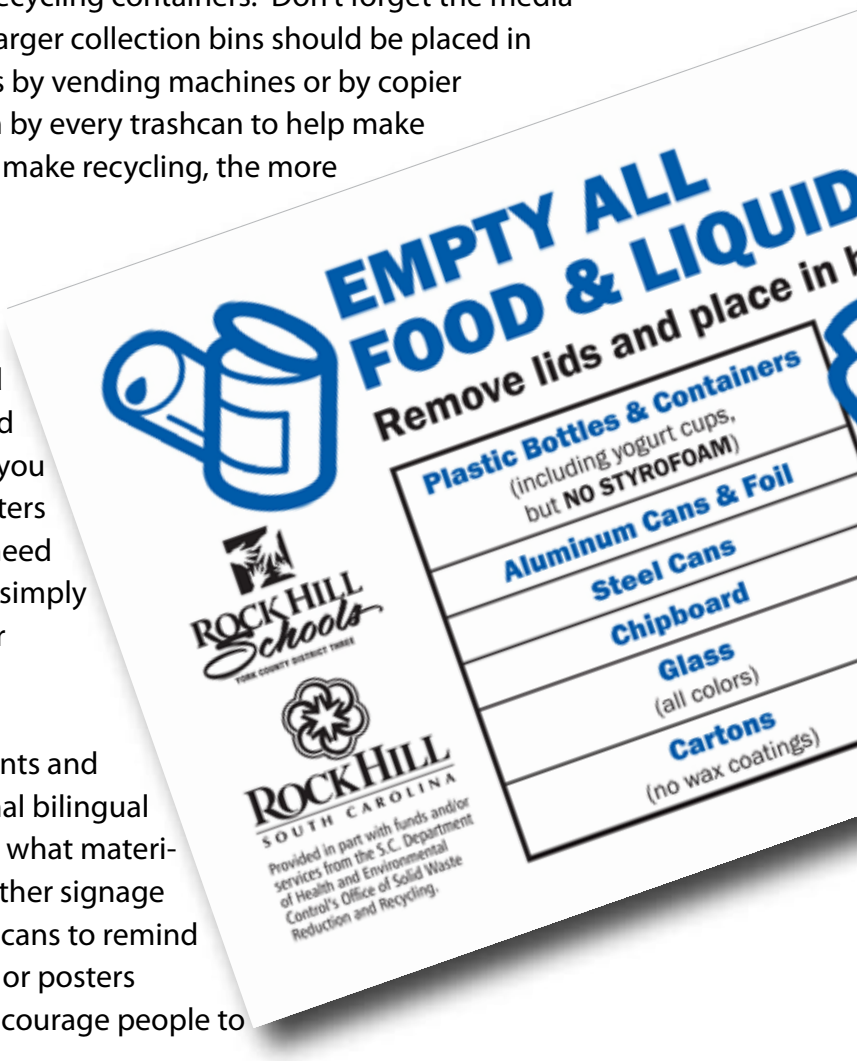
GET SET.....

Location, location, location...

Place the recycling bins and containers in areas near where recyclables are generated. Each classroom and office should have recycling containers. Don't forget the media center, teachers' lounge and cafeteria. Larger collection bins should be placed in hallways or in high-volume areas such as by vending machines or by copier machines. Consider placing a recycle bin by every trashcan to help make recycling an easy choice. The easier you make recycling, the more success your program will have.

Clearly label recycling bins and containers.

Each container should be clearly marked to indicate what item(s) should be placed inside. The City of Rock Hill will provide you with labels for corrugated/paper dumpsters and commingled roll carts. Should you need extra labels or to replace existing labels, simply contact Elizabeth Morgan at 329-7027 or emorgan@cityofrockhill.com.



Remember to appeal to all of your students and staff. You may want to consider additional bilingual signage and the use of graphics to show what materials are to be placed in each container. Other signage may include adding "Stop Signs" to trashcans to remind people to think before they throw away, or posters advertising recycling competitions to encourage people to participate.

Keep records and set goals.

The City of Rock Hill will track an estimate of how many pounds or tons of material is recycled to help evaluate the program's performance and set benchmarks for improvement. Each school may also track their own classroom recycling by counting the number of full boxes recycled each week. Green Team members may track this information or each class may take responsibility for tracking their classroom recycling. Records also will help determine cost savings (from avoided disposal costs) as well as revenue generated (from the sale of recyclables).

GO

Communicate and Educate.

The success of the program depends on how well everyone participates. Tell students, teachers, instructors, and housekeeping staff – everyone at school – about the program, what is accepted, how the items need to be prepared and so on. Make announcements and use your school TV broadcast system. Make and hang signs, posters and banners throughout the school. Write stories for the school newspaper. Place the information on the school's web page and in the school handbook. Present information about the program at school orientations, assemblies or parent/teacher meetings. See Appendices A, C, D, E, F and G.

Students: It is important for students to recycle and help run the program from the beginning. This hands-on emphasis helps students to learn new habits and values about recycling. In addition to developing your Green Team, consider activities that encourage and educate students about recycling. Consider using recycling rates to help students learn about graphs, fractions, or percentages. Use a household scale to weigh the recycling and track the results. Have students design recycling posters for your school. Have students write about what they've learned about recycling, or have them propose ideas for increasing your recycling. Think outside the box and add recycling games such as relays to field days. If your school hosts games or events, have students volunteer to help remind visitors to use recycling bins.

Faculty and Staff: It is important for faculty and staff to show that they too are involved in the recycling process. Remind faculty what can be recycled in department meetings, on teacher workdays, and through occasional emails. Get teachers motivated to help their students by recognizing teachers who are doing an exceptional job of incorporating recycling into their classroom. Encourage teachers to share recycling lesson plans and activities. Perhaps even encourage some friendly competition between teachers.

Everyone Else: Remember that a successful recycling program will get everyone involved, including parents and visitors. If your school is hosting an event or game, remind visitors that you have made a commitment to recycle. Have hosting faculty or students remind visitors to use recycling bins correctly. Put up additional signs about what can be recycled, and warn against contamination. Advertise the success of your program by posting top classes or your overall recycling rate in a high traffic area; this will show visitors that your school is taking recycling seriously, and will encourage them to take it seriously as well.

REWARD THE "DOERS"

Reward the Doers.

Let students know that everyone wins in recycling. Incentives – such as T-shirts, stickers, recycled-content pencils and posters – can be given to students or classes that participate. Other incentives include field trips to a local recycling center or a pizza party. The City of Rock Hill and the Rock Hill School District will facilitate district wide contests to reward the school with the highest per person recycling number.

Event Recycling:

Recycling is important during special events as well. If you have an upcoming event, work with faculty/staff to make sure you have moved roll carts into the special events area to collect recyclable materials. This could include picnics, field days, carnivals, job fairs or concerts. Make sure that drinks are served in recyclable containers and provide bins or roll carts for attendees to recycle.

It is important to provide signs and posters to encourage attendees to recycle. When possible, have Green Team members present and available to help attendees make good decisions regarding recycling. Make frequent announcements reminding attendees to recycle. In order to maintain recycling, have staff or Green Team members available to empty bins as they become full so that recycling continues to be available throughout the event.

WHAT can be recycled?

The most common items recycled at schools are paper, aluminum cans, plastic soft drink and milk bottles, milk cartons, office and notebook paper, cardboard and chipboard. **Rock Hill Schools will sort recycling into two streams:**

PAPER/CARDBOARD

If you can TEAR it we can TAKE it - Place it in the paper bins

Classroom Paper (all colors)
Office Paper
Newsprint
Construction Paper
Mail
Magazines/Catalogs

These recyclables get emptied into the RED Dumpster

COMMINGLED

Remove food and liquid from all recyclables - Remove all lids and place in bin

Plastics
Storage and Shopping Bags
Aluminum Cans & Foil
Steel Cans
Chipboard
Glass (all colors)
Cartons (no wax coatings)
(NO Styrofoam**)**

These recyclables get emptied into the BLUE Roll Carts

WHAT

can be recycled?

PAPER/CARDBOARD

If you can TEAR it we can TAKE it

Put all classroom paper and office paper in paper bins

Then empty contents of paper bins into RED Dumpster along with flattened corrugated cardboard

WHAT

can be recycled?

COMMINGLED

Remove food and liquid from all recyclables -
Remove all lids and place in Commingled Bins

Commingled Bins get emptied
into the Blue Roll Carts

HOW

will the recyclables be collected and stored?

Each school will develop a Green Team made up of students, teachers, administration and support staff. The students in the Green Team will be responsible for collecting the recyclables. Please do not bag up your recyclables. Students or staff should empty the bins into the roll carts and keep the bags as liners in the commingled bins.

In the High Schools, recycling may be picked up by occupational diploma students as part of their job training skills.

Paper and Corrugated Cardboard are to go in the red dumpster. Again, please do not bag up recyclables, except for shredded paper. Shredded paper should be placed in bags and then placed in the red recycling dumpster. Recycling will be available in the following locations: classrooms, cafeterias, and office spaces. A sample organizational chart is included in the Appendix B.

Classroom

Each classroom will receive a paper bin and a commingled bin. Each class may decorate the bins as they like. These bins will be used for many years, so please keep that in mind when decorating. You may also want to include different languages on your bins.

Please keep a 40 gallon plastic bag liner in your commingled recycle bin to keep it from deteriorating. You can get these liners from the School District's Facilities Services Office at 980-2020.

Classroom recycling should be taken out once or twice a week, depending on volume.

Keep a 40 gallon plastic bag liner in the commingled recycle bin and change only when necessary.

PAPER BIN

COMMINGLED BIN

HOW

will the recyclables be collected and stored?

Cafeteria

- Use the **large BLUE commingled roll carts** that can be rolled outside on collection day to collect your cafeteria recycling.

- Students will need to remove food waste from containers before placing them in the recycle bin. Place a trashcan next to the recycle roll cart so students can easily dump out leftover food or liquid into the trashcan, and then place recyclables in the bin. At the start of each semester, Green Team members may need to stand next to the recycle roll cart to help students make good choices about what can be recycled, as well as to remind them to empty food/liquids in the trash.

- Cafeteria or custodial staff should monitor the roll carts to make sure they are not contaminated, and will be responsible for rolling them outside on collection days.

- Cafeteria staff will be responsible for making sure all recyclables from the kitchen are placed in a **commingled recycling BLUE roll cart**, or the **corrugated/paper RED dumpster**.

- Cafeteria staff should break down **corrugated boxes** and place them in the **RED dumpster**.

- All steel cans, plastic containers, aluminum, glass and chipboard should be placed in commingled roll carts. Items should be flattened whenever possible to conserve space in the bins.

Office Areas & Teacher Work Rooms

Containers for paper and commingled recycling will also be placed in office areas and teacher work rooms. These containers may also be collected by Green Team students as part of their regular route.

WHERE

will the recyclables go?

Once collected and placed in the correct bin, recyclables will be collected on the designated collection day by City of Rock Hill Staff. It is very important that containers are in their designated spot on collection day. If bins are not present, or if material is not placed in the bin, it will not be collected. Material will not be collected in bags.

Once picked up by the City of Rock Hill, material will be taken to Sonoco Recycling in Charlotte, NC. The material will be sorted and sent to recycling markets to be made into new products. It is extremely important that only accepted recyclable materials be placed in the recycle containers. When one bin is contaminated it contaminates the entire truckload of recyclables. This means the entire truck load cannot be recycled and will have to be put in the landfill, at a cost, with no revenue gained.

Recyclables are taken to Sonoco Recycling, a world leader in recycling. They are sorted and baled.

...and made into new products!

WHO

are the Recycling Program Leaders?

What are their roles?

SCHOOL RECYCLING COORDINATOR

KEY ROLE:
To assume responsibility for facilitating all aspects of program design and implementation; to be the central contact and point person for the program at your school.

RESPONSIBILITIES:
• Organize the Green Team
• Work out a schedule for the school's internal flow of recyclables based on the collection schedule. If students will be assisting in collection of materials from classrooms, notify students of collection routine. For example, if the hauler collects mixed paper on Thursday, be sure that all paper is collected ahead of time. Work with Green Team students to create and post collection assignments.
• Facilitate implementation of program
• Ensure materials are monitored for quality control
• Reinforce program through continuing educational and promotional efforts
• Serve as point person for the program
• Explore ways to improve and/or expand programs

✓ **RECYCLING COORDINATOR'S MASTER CHECKLIST**

- Organize recycling Green Team
- Ask principals to alert custodians and food service workers about program
- Identify educational and promotional needs
- Communicate information about program to all principals, school personnel, PTAs and other groups.
- Meet with student environmental clubs and/or other appropriate personnel to discuss potential kickoff events and other educational projects.
- Contact school newsletter editor to discuss an article on program.
- Assure that all collection boxes within the school are in place, signs and posters are mounted, and student/teacher monitors understand their roles.
- Ask that teachers discuss recycling and environmental issues with classes to give students background on why recycling is important.
- Ask teachers to send letters home to parents about new recycling program.
- Coordinate school assembly or other event to kickoff the new recycling program.
- Disseminate announcement via school radio/Cable TV and website.

WHO

are the Recycling Program Leaders? What are their roles?

PRINCIPAL

KEY ROLE:
Generate enthusiasm and support for the new recycling program within the school. Work closely with recycling coordinator to communicate the school's recycling needs and to disseminate information.

RESPONSIBILITY:
• Keep the school's program visible: make recycling a recurrent school theme

LEAD SITE CUSTODIAN

KEY ROLE:
Assist with implementing and maintaining the new recycling program, and serve as school contact for discussions about waste and recycling issues.

RESPONSIBILITIES:
• Cooperate with the Recycling Coordinator, principal and other school personnel
• Help determine size and quantity of recycling containers needed in classrooms and cafeterias.
• Familiarize yourself with The City of Rock Hill's expectations and standards for recyclables.
• Place recyclables into proper storage containers.
• Provide the final quality control check for the school's recyclable products. If recyclables are particularly contaminated, notify the Recycling Coordinator.
• Monitor program logistics such as the size of outdoor dumpsters and roll carts and frequency of pick-ups by the waste hauler.

LEAD SITE CUSTODIAN'S CHECKLIST

- Work with other key personnel to determine the size and quantity of recycling containers needed throughout the school.
- Obtain a recycling pick-up schedule from the School District
- With the Recycling Coordinator create and distribute a school collection schedule for all recyclables.
- Provide ongoing quality control for all recyclables by monitoring collection bins.
- Report any problems with the size or number of dumpsters or roll carts or frequency of pick-ups by the hauler to the Recycling Coordinator

WHO

are the Recycling Program Leaders? What are their roles?

CAFETERIA STAFF SUPERVISOR

KEY ROLE:
Facilitate the collection of recyclables from the kitchen and lunchroom.

RESPONSIBILITIES:
• Help determine the placement and number of recycling roll carts necessary in the kitchen and cafeteria. For example, if garbage cans are available at each end of the cafeteria, recycling roll carts should be placed nearby.
• Educate kitchen workers about the program's requirements; enlist their cooperation.
• If kitchen workers are cafeteria monitors, make sure they understand contamination issues and monitor students' placement of recyclables in bins.

✓ **CAFETERIA STAFF SUPERVISOR'S CHECKLIST**

- Assist with the layout of recycling roll carts in the cafeteria.
- Instruct staff on how to participate in the program in the kitchen and how to monitor students in the cafeteria (if applicable).

TEACHERS

KEY ROLE:
Educate students about the environment. In addition, foster enthusiasm for the program by giving students positive feedback about their recycling efforts.

RESPONSIBILITIES:
• Use available recycling projects and curricula to educate students about the environment. Be sure to emphasize that daily recycling efforts by students can add up to a significant savings in landfill space in just one school year.
• Involve students in promoting the recycling program by making posters for the classroom, hallways or cafeteria.
• Keep parents informed about the school's program via school newsletters, cafeteria menu or letters sent home with students.
• Use recycling as a fun, educational opportunity (e.g., in math, record weight of the collected materials).

WHO

are the Recycling Program Leaders? What are their roles?

TEACHER'S (cont)

TEACHER'S CHECKLIST

- Have your students make posters, visit younger students to discuss recycling, or promote the new program in other ways.
- Educate students about the environment (especially during week of program start-up).
- Send letter home to parents describing the new recycling program.
- Monitor students' participation and quality of recyclables in the classroom and cafeteria.

STUDENTS

KEY ROLE:

Get involved in the recycling program as much as possible by source separating materials, monitoring materials for contaminants, promoting the program, and spreading the word about your school's environmental effort.

RESPONSIBILITIES:

- Become part of the school's recycling team by forming or joining a school environmental club, or working with administrators to implement the program at your school.
- Volunteer to talk about the recycling program on the school morning announcements.
- Keep other students enthusiastic about recycling through a school poster contest, classroom challenges, or articles in the school newspaper.

STUDENTS' CHECKLIST

- Join the school environmental club. If the school doesn't have a club, form one.
- Assist in collection of materials from classroom, where appropriate.
- Promote the new recycling program:
- Design a school recycling mascot.
- Create recycling information and display board.
- Challenge other classrooms to collection and quality control contests.
- Hold a school poster contest.
- Write articles about the importance of recycling for the school newspaper.
- Tell your parents about the recycling program.

STUDENT IDEAS

Recommended Training and Promotional Tools

- Posters designating locations of recycling containers
- Signs on recycling containers describing what is acceptable and what is unacceptable
- A one-page fact sheet stating the environmental benefits of the program for distribution to teachers, food service staff and custodians (see Appendix A)
- Environmental curricula and classroom exercises
- Loudspeaker announcement (see Appendix C)
- Cafeteria announcement (see Appendix D)

Student Activities

- Poster contests
- Essay contests
- Trash Sculpture contests
- Produce a recycling video
- Developmental kickoff assembly
- Formation of environmental clubs, or recycling clubs
- Recycling fairs

APPENDIX A

Why recycle?

Recycling conserves natural resources, saves energy in the manufacturing of new products and reduces or eliminates pollution associated with the extraction and processing of raw materials. Recycling reduces the need for landfills and incinerators. Recycling decreases greenhouse gas emissions that contribute to global climate change. Recyclables have value. By recognizing and using recyclables as valuable raw materials, we can use recycling to create jobs, strengthen the economy and help sustain the environment for future generations. So why not recycle?

Why recycle at school?

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APPENDIX B

Program Design Worksheet

School _____ School Year _____

Material	Point of Generation	Who and How Collects	Where Stored	Other Notes
Paper (office paper, magazines, newsprint, mail, construction paper, etc)	Administrative Offices, Classrooms, Work Rooms, placed in paper bin	Students, collect using cart and take outside	Red Corrugated Cardboard/Paper Dumpster	
Corrugated Cardboard	Kitchen, Supply Rooms,	Custodial, Cafeteria Staff, Teachers, Assistants	Red Corrugated Cardboard/Paper Dumpster	FLATTEN ALL CARDBOARD
Plastic (food containers, bottles, bags, etc)	Cafeteria, Classrooms, Hallways, Common Areas, Break Rooms, Work Rooms, placed in commingled classroom bins or blue roll carts	Students collect classroom bins using carts and take outside. Kitchen and Custodial staff removes cafeteria recycling.	Blue Commingled Recycling Roll Carts	NO STYROFOAM, EMPTY OF FOOD, REMOVE LIDS AND PLACE IN ROLL CART
Cartons (juice boxes, milk and juice cartons)	Cafeteria	Kitchen and Custodial staff move roll carts out on collection day.	Blue Commingled Recycling Roll Carts	NO WAX COATED CARTONS, EMPTY LIQUID, REMOVE LIDS AND PLACE IN ROLL CART
Aluminum (cans, foil, pie plates, etc)	Cafeteria, Break Rooms, Classrooms, placed in commingled classroom bins or blue roll carts	Students collect classroom bins using carts and take outside. Kitchen and Custodial staff removes cafeteria recycling.	Blue Commingled Recycling Roll Carts	EMPTY OF LIQUID OR FOOD WASTE
Steel Cans (soup, fruit, vegetable containers, etc)	Cafeteria, Break Rooms, Classrooms, placed in commingled classroom bins or blue roll carts	Students collect classroom bins using carts and take outside. Kitchen and Custodial staff removes cafeteria recycling.	Blue Commingled Recycling Roll Carts	EMPTY OF LIQUID OR FOOD WASTE
Glass	Cafeteria, Break Rooms, Classrooms, placed in commingled classroom bins or blue roll carts	Students collect classroom bins using carts and take outside. Kitchen and Custodial staff removes cafeteria recycling.	Blue Commingled Recycling Roll Carts	ALL COLORS, EMPTY OF LIQUID OR FOOD WASTE, REMOVE LIDS AND PLACE IN ROLL CART

APPENDIX C

SAMPLE LOUDSPEAKER ANNOUNCEMENT

Students, faculty, and staff; today we will be starting (or expanding our) a comprehensive recycling program. Please look for the new recycling containers located (list locations of containers).

We will no longer be throwing everything away.

In the classrooms, you will be recycling all paper, including mail, magazines, catalogs, construction paper, worksheets, office paper, and newsprint. If you can tear it, we can take it! Put these items in the Paper collection bins.

In the classrooms and cafeteria, you will be recycling plastic containers and bottles, aluminum cans, steel food cans, chipboard (cracker, tissues, cereal and frozen meal boxes), non-wax coated containers (juice boxes, milk and juice cartons), and glass. Put these items in the commingled recycling bins.

Recycling is important to all of us.

Each one of us can make a difference. Every time we recycle just one piece of paper or one aluminum can, we are helping to conserve the earth's natural resources.
So please, do your part. If you have any questions or suggestions, ask your teacher (or a member of the Green Team.)

Thank you for your help, and have a green day!

APPENDIX D

SAMPLE CAFETERIA ANNOUNCEMENT

ATTENTION STUDENTS:
Today we will be starting a new recycling program in the cafeteria. Please note the recycling containers next to all the garbage cans.

The following materials will no longer be thrown away: Plastic containers, plastic sandwich bags, juice boxes, milk cartons, juice cartons, chipboard, aluminum cans, metal food cans. Instead they will be recycled. Please remove all liquid and food before recycling.

(Name of student volunteer) will be demonstrating what to do when you are finished with your lunch.

(Have student demonstrate correct procedure for each recyclable while speaker explains what to do with such things as leftover milk or food and polystyrene trays.)
If you have any questions, please ask (name of adult cafeteria contact) for help.
Everyone is responsible for making the recycling program work. We can all make a difference!

Thanks for helping, and keep thinking "green".

APPENDIX E

SAMPLE LETTER TO PARENTS

TO: All parents
FROM: _____ School Green Team
DATE: _____
RE: Kickoff of new school recycling program

Beginning (kickoff date), your child will be participating in (name of school's) new recycling program. Our school will be recycling a variety of materials, and we are pleased to announce our comprehensive program.

We are especially excited about this hands-on learning experience for our students. Recycling every day at school will reinforce the recycling habit which they have already acquired at home, and hopefully, it will become permanent behavior for them. Recycling also should help us to reduce our solid waste and, subsequently, keep the district's garbage costs from rising as quickly as they might otherwise.

Several materials will be collected and recycled. These include: all paper, chipboard, plastic bottles and containers, aluminum cans, steel cans, non-wax coated cartons, juice boxes and glass.

We hope you share our "green"' commitment and we welcome your ideas and comments. If you have any questions, please don't hesitate to contact me.

APPENDIX F

"THANK YOU" NOTICE

THANKS FOR MAKING THE RECYCLING PROGRAM A SUCCESS!!
YOUR RECYCLABLES ARE CLEAN AND WELL SORTED.
YOU'VE MADE OUR JOB EASEER,
AND THE RECYCLING PROGRAM POSSIBLE.
THE GREEN TEAM

"RECYCLABLES NOT ACCEPTABLE" NOTICE

SORRY, BUT WE COULD NOT ACCEPT YOUR
GARBAGE/RECYCLABLES FOR THE FOLLOWING REASON(S):

____ THE PAPER WAS CONTAMINATED; PLEASE DO NOT DISPOSE OF COFFEE GROUNDS, NAPKINS, FOOD, ETC. IN RECYCLING BIN.

____ THE BEVERAGE /FOOD CONTAINERS WERE NOT EMPTIED; PLEASE EMPTY PRIOR TO DISPOSAL.

____ THERE WAS GARBAGE MIXED IN WITH YOUR RECYCLABLES

APPENDIX G

SAMPLE LETTER TO OUTSIDE ORGANIZATIONS USING SCHOOL FACILITIES

TO:
FROM: (Name of School) Green Team
DATE:
RE: Your Responsibilities Regarding (Name of School) Recycling Program

(Name of School) keeps the following material separate from the regular trash for recycling purposes: All paper (newsprint, office paper, magazines, etc), plastic bottles and containers, aluminum, steel cans, non-wax coated containers, chipboard, corrugated cardboard and glass.

Please cooperate by depositing recyclables in the designated recycling receptacles which are located both inside the school buildings and outside on the school grounds. The school is attempting to reinforce the recycling routine which most citizens are already following in their homes, and at the same time is trying to control the costs of trash disposal.

Thank you for insuring your organization's compliance with the school's recycling requirements. If you have any questions please call (Coordinator's name and phone number).

GLOSSARY
Recycling and Environmental

Air Pollution - The contamination of the atmosphere by pollutants from industry, fuel exhaust and other pollution creating processes. The five primary air pollutants are carbon monoxide, hydrocarbons, nitrogen compounds, particulate matter and sulfur dioxide.
air quality index - A guide used to show the amount of air pollutants in the outside air as well as to provide information about possible health effects.

Air Quality Monitoring - The observation or testing to measure pollutants in outdoor air.

Air Quality Standards - The maximum concentration of pollutants allowed by laws or regulations during a specified time in a defined area.

Alternative Fuel Vehicle (AFV) - A vehicle that uses non-petroleum-based fuel, such as compressed natural gas or ethanol.

Aluminum - A light, strong, silver-colored metal made mostly of bauxite ore. One of the most common materials accepted for recycling.

Amber Glass - A term used by the glass industry to refer to brown glass.

Ambient Air - Outside air.

America Recycles Day - A day held nationally every November 15 to celebrate the importance of recycling and buying recycled. Events are held throughout the country. People are asked to sign challenge cards, pledge to recycle and buy recycled. Contests and prizes are held on the state and national level. DHEC's Office of Solid Waste Reduction and Recycling is part of the statewide committee that plans events and contests in South Carolina.

Area Source - A source of air pollution not emitted from industrial stacks or vents such as fireplaces, wood stoves and gasoline-powered lawn equipment.

Aseptic Packaging - Packaging used to make drink boxes, usually single-serve containers for juice. The boxes are made of aluminum foil, plastic and paper.

Bale - A large block of recyclables held together with plastic strapping.

Baler - A machine that compacts waste materials, usually into rectangular bales. Balers often are used on newspaper, plastics and corrugated cardboard.

Best Management Practices - A technique that is determined to be the most effective, practical means of preventing or reducing pollution.

Bimetal Container - A container made out of two metals. The body of the can is typically steel while the lid is aluminum. Examples include fruit, vegetable and soup cans.

Biodegradable - Capable of being broken down by microorganisms into simple, stable compounds such as carbon dioxide and water.

Biodiversity - The vast diversity of plants and animals on earth.

Biomass - Forms of matter that come from living things that can be burned to generate energy.

Bottle Bill - A law requiring deposits on beverage containers. Proponents of this legislation believe that bottle bills encourage recycling. Opponents believe it is an unfair burden placed on an industry and does not improve recycling rates. South Carolina does not have a bottle bill.

Brown Goods - Bulky household items that are difficult to recycle. Examples include mattresses and furniture.

Buffer Strip or Zone - Strips of grass or other erosion resistant vegetation between a waterway and an area of more intensive land use.

Building Orientation - The arrangement of a building in relation to sun exposure, prevailing winds and so on. It affects heat loss and gain in a building and is an important consideration for passive solar energy.

Bureau of Air Quality -The bureau of the S.C. Department of Health and Environmental Control charged with permitting and monitoring air quality and educating the public about clean air.

Bureau of Land and Waste Management - The bureau of the S.C. Department of Health and Environmental Control charged with permitting and monitoring land use and solid waste management and educating the public about waste management policies.

Bureau of Water - The bureau of the S.C. Department of Health and Environmental Control charged with implementing the Clean Water Act and preserving and protecting South Carolina's water resources and aquatic environment.

Buy-Back Center - A place to sell recyclable materials.

Buy-Back Programs - Programs that buy recyclables from the public.

Buy Recycled - Purchasing products made from or that contain materials with recycled content.

Cardboard - A kind of paper that is thicker, heavier and more rigid than other papers. It is known as paperboard within the paper industry and includes corrugated boxes and boxboard (such as cereal boxes).

Cell - An area in a landfill where solid waste is disposed of each day.

Center for Waste Minimization (CWM) - A service offered by the S.C. Department of Health and Environmental Control to help industries and businesses reduce waste and prevent pollution.

Chipboard - Heavyweight grades of paper commonly used for packaging products like cereal boxes. chipboard is different from corrugated cardboard.

Clean Fuels - Low-pollution fuels like ethanol or compressed natural gas (CNG) that can replace traditional fuels.

Climate - Weather conditions such as temperature, precipitation and wind that are typical in an area or region.

Closed-Loop Recycling - A system in which materials are continually recycled into the same product. Examples include aluminum cans and glass bottles.

Commercial Waste - Waste material that originates in wholesale business establishments, office buildings, stores, schools, hospitals and government agencies. Also known as retail waste.

Commingled Recyclable Materials - A mixture of several recyclables in one container.

Compliance - The full implementation and observance of state and federal requirements, standards and regulations.

Compost - The product resulting from the decomposition of organic materials such as yard waste. Compost can be used as a soil conditioner.

Composting - The conversion of organic materials to humus by microorganisms. Composting is an effective solid waste management method for reducing the organic portion of waste, including lawn clippings, leaves, kitchen scraps and manure.

Compost Pile - A place, such as an outside pit or bin, set aside for composting waste.

Compressed Natural Gas (CNG) - A highly compressed form of natural gas. This fuel can be used in place of gasoline to power specially retrofitted vehicles.

Conservation - The planned management of natural resources to prevent loss, destruction or waste.

Contaminants - Compounds that pollute, making the original substance impure or unusable.

Contamination - The process of making the original substance impure or unusable.

Convenience Centers - See recycling centers.

Corrugated Cardboard - Paper or cardboard manufactured in a series of wrinkles or folds or into alternating ridges and grooves.

Cover Material - The soil used to cover solid waste in a landfill.

Cradle-To-Grave - A system that manages solid waste from creation to disposal. In product design, it refers to its creation from raw or recycled materials through manufacturing, use, consumption and disposal.

Curbside Collection - A recycling program where recyclable materials are collected from homes or places of business by municipal or private parties for transfer to a designated collection site or recycling facility.

Custodian - A person responsible for the maintenance and upkeep of a facility.

Decompose - To break down into component parts or basic elements; decomposition of organic waste materials by bacteria is an essential life process because it makes essential nutrients available for use by plants and animals.

Degradable - Can be decomposed, or broken down, such as yard wastes in a compost pile.

Deinking - A process by which most of the ink, filler and other materials are removed from waste paper before using it to manufacture new paper.

DHEC (The S.C. Department of Health and Environmental Control) - DHEC was created in 1973 when the State Board of Health and the Pollution Control Authority merged. DHEC is responsible for protecting the state's environment and the health of South Carolinians.

Detinning - A process by which the thin tin coating is removed and recovered from steel cans.

Diversion rate - A measure of the amount of waste being diverted from the municipal solid waste stream, either through recycling or composting.

Drop-Off - A method of collecting recyclable materials where individuals take their recyclables to a designated collection site.

Drop-Off Center - A designated site in the community where individuals may bring recyclables. See recycling center.

Dump - An open, unmanaged, illegal disposal site used instead of a permitted landfill.

Dumpster - A large container to keep waste until it is collected by the trash hauler. Dumpsters often are used by stores, apartment buildings and restaurants.

Earth Day - Held on April 22 each year to promote awareness of environmental issues, the first Earth Day was in 1970.

Emissions - Discharges into the atmosphere from sources such as industrial stacks or vents, residential chimneys, motor vehicles, locomotives and aircraft.

Emission Standard - The maximum amount of an air pollutant legally permitted to be discharged from a single source.

End Users - A business or manufacturer that takes recyclable materials and converts them into new products.

Energy - The ability or capacity for doing work by a body or a system. The measurement of the total heat in a system. Heat can be converted between a number of forms, including light, motion, electricity and warmth.

Energy Audit - Examination of a building, original drawing, energy history and usage patterns to identify energy saving opportunities.

Energy Conservation - The practice of extending the useful life of the earth's energy resources through wise and efficient management.
energy efficiency - Making energy consuming devices work with less energy.

Energy Recovery - Recovering energy from waste. For example, used oil is burned to generate heat that produces electricity.

Environment - All the conditions, circumstances, and influences surrounding and affecting the development or existence of people or other living things.

Environmental Impact - A positive or negative effect on an environment.

Enviroshopping - The practice of making purchasing decisions based on a commitment to preserving the environment. Enviroshopping includes buying recycled products, products with a minimum of packaging and products that are not harmful when manufactured and can be recycled.

Ethanol - A colorless liquid that burns to produce water and carbon dioxide. The vapor forms an explosive mixture with air and may be used as a fuel in vehicles. Ethanol is a type of alcohol and is most easily produced by the fermentation of carbohydrates from agricultural products such as corn.

E-Waste - Electronic waste such as televisions and computers.

Fiberfill - Thin hair-like fibers of PET plastic used to insulate jackets, sleeping bags and other materials we use to stay warm.

Flake - Small bits of recycled PET bottles that are easier to melt in the recycling process.

Floatation Deinking - A process in paper recycling where the ink is floated off paper with water.

Fossil Fuels - Coal, oil, natural gas and other combustible materials originating from geologic deposits of ancient plant and animal life. Fossil fuels are a nonrenewable energy source.

Fuel Cell - A device in which fuel and oxygen are combined to produce chemical energy that is converted directly into electrical energy.

Garbage - Another word for solid waste, particularly household waste.

Glassphalt - A highway paving material in which recovered ground glass replaces some of the gravel in asphalt.

Greenhouse Effect - The trapping of heat on the surface of the earth.

Green Seal - One of the first companies in the United States to award an environmental seal to products that meet certain environmental requirements.

Hazardous Waste - Waste that may pose a threat to human health or the environment. The disposal, transportation and handling of hazardous waste is regulated by federal law.

High Density Polyethylene (HDPE) - A plastic resin commonly used to make milk jugs, detergent containers and base cups for plastic soda bottles. The standard plastic code for HDPE is #2.

High-Grade Waste Paper - The most valuable waste paper in the marketplace. High grade waste paper can be substituted for virgin wood pulp in making paper. Examples include letterhead stationary and computer paper.

Household Hazardous Materials (HHM) - Materials found around the home, usually in small amounts, that can harm people or the environment. Examples of household hazardous materials include paint, pesticides, cleaning supplies and batteries. Household hazardous materials are not regulated as hazardous materials by South Carolina law, but are considered part of the municipal solid waste stream. Because of the nature of household hazardous materials, they should be stored properly and disposed of separately from solid waste.

Incineration - The burning of waste.

Incinerator - A furnace for burning garbage or other refuse. A waste-to-energy incinerator burns waste to produce useful energy. Incinerators are federally regulated.

Integrated Solid Waste Management - The complementary use of a variety of practices to manage solid waste safely and effectively. Integrated waste management techniques include source reduction, recycling, composting and landfilling.

KAB - An abbreviation for Keep America Beautiful, a national, non-profit, public education organization dedicated to improving waste handling practices in American communities.

Landfill - A large, outdoor site for the burial of solid waste.

Landfilling -The disposal of solid waste at permitted facilities in a series of compacted layers on land with daily covering of the waste with soil. Fill areas are carefully prepared to prevent risk to public health and the environment.

Life-Cycle Analysis - A process that examines a product from raw materials, manufacturing, transportation and disposal cycles of its life.

Life-Cycle Costs - The total operating cost of a system (such as a school building) figured yearby-year over the entire life of the project. This total includes the initial cost of construction as well as future energy and maintenance costs.

Litter - Waste thrown away in an inappropriate place; improperly stored waste that has escaped from its container; misplaced solid waste. Littering is against the law in South Carolina.

Litterbug - A person who litters.

Littering - The act of intentionally or carelessly discarding solid waste in an inappropriate place.

Litter Prevention - Activities and programs designed to encourage people not to litter.

Low Density Polyethylene (LDPE) - A plastic used in shopping bags and garbage bags. The standard plastic code for LDPE is #4.

Market - The area of economic activity in which buyers and sellers come together and where the forces of supply and demand affect prices.

Materials Recovery Facility (MRF, pronounced 'murf') - A facility that sorts and processes collected recyclables for end users.

Mechanical Separation - A process in which recyclables are separated by various machines using, for example, magnets or air.

Mixed Paper - Waste paper of various kinds and quality. Examples include stationery, notepads, manila folders and envelopes.

Mixed Waste - Unsorted waste from businesses or homes.

Mobile Source - A source of air pollution such as cars, trucks, buses and airplanes.

Mulch - A protective layer around plants to prevent evaporation. Yard waste that is chipped into small pieces and used in landscaping. It is not decomposed like compost.

Municipal Solid Waste (MSW) - The combined residential and commercial solid waste generated in an area. MSW includes paper, cans, bottles, food scraps, yard waste and other items. Industrial process waste, agricultural waste, mining waste and sewage sludge are not MSW.

Municipal Solid Waste Landfill - Any landfill, publicly or privately owned, that receives household waste. The landfill may also receive other types of solid waste, including commercial waste, non-hazardous sludge and industrial solid waste.

Natural Recycling - A process by which organic material decomposes in nature, such as leaves decomposing in a forest.

Natural Resources - Valuable, naturally-occurring items such as plants, animals, minerals, water and air that are used by people to help make things such as energy, food, clothing and buildings.

Newsprint - An inexpensive paper made from wood pulp or recycled paper and used primarily for newspapers.

Non-Attainment Area - A region or area that fails to meet the national standards for one or more of the criteria air pollutants.

Nonbiodegradable - Does not degrade or break down in a compost pile.

Nonferrous Metals - Metals such as aluminum, copper or brass that contain no iron.

Nonpoint Source Pollution - Contamination or water pollution that comes from many diffuse sources rather than a specific point such as a factory discharge pipe.

Nonrecyclable - Cannot be recycled.

Nonrenewable Resources - Natural resources which, because of their scarcity, the length of time required to form them, or their rapid depletion, are considered finite in amount, such as petroleum, coal, natural gas and copper.

Nuclear Energy - Energy that can be produced by changes in the nucleus of an atom, as by fission of a heavy nucleus or by fusion of light nuclei into heavy ones with accompanying loss of mass.

Nuclear Reactor - A facility where energy is derived from fission.

Nuclear Waste - Radioactive waste generated from the production of nuclear energy. Nuclear electric power plants produce nuclear waste.

Office of Solid Waste Reduction and Recycling - An office established by the S.C. Solid Waste Policy and Management Act of 1991. The office is non-regulatory and non-enforcement. It is responsible for public awareness and education, technical assistance and grant funding to local governments, public and private schools, colleges and universities regarding solid waste management issues.

Off-Peak - Energy supplied during periods of relatively low system demands, such as during the nighttime hours.

Open Dump - A large open area where trash is illegally thrown. These areas are also called illegal dumps.

Organic - An object containing the element carbon, such as plants and animals. Made from living organisms.

Organic Waste - Discarded living material such as yard and food waste.

Ozone - A very reactive molecule made up of three oxygen atoms. Ozone can be either good or bad, depending on where it is. Ground-level ozone occurs near the earth's surface in the troposphere and is harmful to our lungs and to the environment. The ozone layer, 10-35 miles above the earth's surface in the stratosphere, protects us from the sun's harmful rays.

Packaging - The wrapper, container or plastic film used to protect, identify and advertise a product.

Passive Solar Energy - A means of capturing, storing and using heat from the sun without the use of pumps and controls.

Pay-As-You-Throw (PAYT) - A program that promotes waste reduction by charging for waste disposal based on the weight or volume of the material. It works on the premise that the more you throw away the more you pay. In addition, the more you recycle the less you throw away and less you pay. Also known as variable rate.

Payback Period - The time it takes for an energy efficiency project to save more money than it costs.

Peak Load - The maximum amount of power delivered during the stated period of time. The term is sometimes used to describe that portion of the load above the base load.

Planned Obsolescence - Designed to be useful for a specific period of time, such as paper plates and cups which are designed to be used and thrown away.

Plastic - A material made from hydrocarbons known for its light weight and durability.

Point Source Pollution - A type of water pollution that results from discharges in receiving water from easily identified points.

Pollution - Harmful substances deposited in the air, water, or on land, leading to contamination of the environment.

Pollution Prevention - The reduction of waste and its associated pollution at the source by material substitutions or process modifications that generate less hazardous waste or less waste.

Polyethylene - A common plastic used to make plastic bags (LDPE standard plastic code #4) and milk bottles (HDPE standard plastic code #2).

Polyethylene Terephthalate (PET) - A plastic commonly used to make soft drink bottles and other food packaging like ketchup and salad dressing bottles. The standard plastic code for PET is #1.

Polypropylene (PP) - Plastic material that is used to manufacture dairy tubs, lids and straws. The standard plastic code for PP is #5.

Polystyrene (PS) - A lightweight plastic material often used in food service. Polystyrene products include trays, plates, bowls, cups and hinged containers. The standard plastic code for PS is #6.

Polyvinyl Chloride (PVC) - Plastic material used to manufacture piping, food and cosmetic containers. The standard plastic code for PVC is #3.

Post-Consumer Materials - Recovered materials collected from consumer oriented recycling collection system or drop-off center.

Post-Industrial - Scrap material generated as a result of an industrial manufacturing process.

Pre-Consumer Materials - Recovered materials obtained from manufacturers, such as cutting scraps from printers. Waste generated before the product reaches the consumer.

Precycle - To reduce waste at the source by changing buying habits.

Primary Materials - Virgin or new materials, such as wood pulp and iron ore, used in making products.

Pulp - A soft, moist, sticky mass of fibers made up of wood, straw, etc., and used to make paper and paperboard.

Recyclable - Products or materials that can be collected, separated and processed to be used as raw materials in the manufacture of new products.

Recycle - To collect, separate, process and market materials so they can be used again.

Recycled Content - The amount of a product's weight or package's weight that is composed of materials that have been recovered from waste. Recycled content may include pre-consumer and post-consumer materials.

Recycling Center - Drop-off sites that accept recyclables. Some sites also accept household garbage providing a one-stop service.

Recycling Market Development Advisory Council (RMDAC) - The council, which was established in the S.C. Solid Waste Policy and Management Act of 1991, is responsible for developing and improving markets for recycled materials in South Carolina. The council has 14 members representing the public and private sector who are appointed by the Governor and is housed at the S.C. Department of Commerce.

Reduce - To lessen in amount. Reducing trash is a major solid waste management goal.

Refurbish - Repair and make useful.

Refuse - A general term for solid waste materials, also called garbage or trash.

Refuse-Derived Fuel (RDF) - Fuel derived from the incineration of municipal solid waste.

Regulation - A rule used to prescribe

Renewable - Energy resources that can be replenished, such as sunlight, water, geothermal heat and biomass.

Renewable Resource - A natural resource derived from an endless or cyclical source (e.g., sun, wind, trees, fish); with proper management and wise use, replacement of these resources by natural or human-assisted systems can be approximately equal to their consumption.

Resource - A supply of something that can be used or drawn upon. Something that can be used to make something else such as wood into paper, bauxite ore into aluminum, old bottles into new ones and sand into glass.

Reuse - The use of a product more than once for any purpose. Examples include using a butter tub as an alternate food container or reusing a coffee can to hold nuts and bolts.

Runoff - The portion of rainfall, melted snow or irrigation water that flows across land and eventually runs into streams. Runoff may pick up pollutants from the air or land and carry them to receiving waters.

Sanitary Landfill - See municipal solid waste landfill.

Scrap - Waste with some value, particularly material left over from construction or manufacturing suitable for reprocessing.

Secondary Materials - Used materials, such as waste paper or scrap metal, handled by dealers and brokers.

Sediment - Soil, sand and minerals washed from land into water, usually after rain. Sediment piles up in reservoirs, rivers and harbors, destroying fish-nesting areas and holes in which animals live. It also clouds the water so that needed sunlight may not reach aquatic plants.

Sensitive Groups - Those who are at greater risk from the harmful effects of air pollution, like children and people with respiratory diseases such as asthma, chronic bronchitis and emphysema.

Solid Waste - Trash and garbage. In the S.C. Solid Waste Policy and Management Act of 1991, solid waste is defined as any garbage, refuse, or sludge from a waste treatment facility, water supply plant or air pollution control facility; and other discarded material. It also includes solid, liquid, semi-solid or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and community activities.

Solid Waste Management - The handling, processing and disposal of all solid waste.

Solid Waste Stream - Anything that we throw away.

Source Reduction - Another term for waste reduction. Behavior that deliberately reduces waste through educated consumer choices and disposal.

Source Separation - Separating recyclable materials at the source, such as at home or office.

Storm Drains - Gutters and underground pipes that carry storm and runoff water away from streets.

Storm Water Runoff - Water that flows downhill to a stream, lake or ocean. The flowing water usually carries soil, plant nutrients, pesticides, urban litter and other residues.

Sustainability - The practice of not taking from the earth those things that cannot be replaced.

Sustainable Development - The ability to meet the needs of the present without compromising the ability of future generations to meet their own needs. An environmental protection strategy designed to protect the earth's resources.

Throwaway Life Style - A phrase describing modern life with many disposable products and short-lived goods.

Tin Can - A steel can with a thin, tin coating. Also known as a bimetal can.

Tipping Fee - The price individuals, communities and trash haulers pay to dispose of their waste at a landfill.

Tons Per Day (TPD) - Used as a measurement of the solid waste disposal rate at a landfill, incinerator or materials recovery facility.

Transfer station - A facility where waste is removed from small collection vehicles and loaded onto larger transport vehicles.

Trash - Material considered worthless, unnecessary or offensive that is usually thrown away.

Vermicomposting - The production of compost using worms to digest organic waste.

Vinyl (V) - A common type of plastic used to make shampoo bottles and other containers. The standard plastic code is #3.

Virgin Materials - Any basic material for industrial processes that has not previously been used. Another term for raw materials. Examples include timber or metal ore.

Waste - Anything which is discarded or not considered useful.

Waste Assessment - The review of processes to identify options that will result in either the generation of less waste or the productive recycling of materials that would otherwise be added to the waste stream.

Waste Audit - An inventory of the amount and type of solid waste that is produced at a specific location.

Waste Exchange - A program that helps companies offer some of their hazardous waste by-products to other companies that may be able to use these wastes in their business.

Waste Minimization -The reduction of the amount of waste generated by pollution prevention methods or recycling of by-products that would otherwise be added to the waste stream.

Waste Reduction - An important waste management strategy that encourages people to generate less trash through practices such as reuse, recycling and buying products with less packaging.

Waste Stream - All waste generated in an area or a facility.

Wastewater - Water that has been used either in the home or to manufacture a product and that requires treatment and purification before it can be used again.

Watershed - The geographic region within which water drains into a particular body of water.

White Goods - Appliances such as refrigerators, stoves, water heaters, washing machines, dryers and air conditioners.

Worm Castings - Worm manure.

Yard Waste - Grass clippings, shrub prunings, leaves, tree branches and other discarded material from yards and gardens.