Recycling Program

Recycling previously-used materials is a process that conserves natural resources, reduces waste, and promotes the concept of sustainability. In an effort to promote recycling within the School Division, a contract for Solid Waste & Recyclable Pick-Up and Disposal Services has been established through a Master Agreement. The contractor chosen to provide these services follows a “single stream” recycling process. This process allows all paper, cardboard, plastics, metals, and other containers to be mixed together in a collection dumpster, then transported and sorted for reuse at a recycling facility.

This regulation describes the responsibilities and procedures for the recycling program for the School Division as defined by the Virginia Department of Education “Guidelines for Recycling Materials in Public Schools” and as authorized by “Code of Virginia” §10.1-1425.9. Every employee and student is expected to contribute to the School Division’s recycling program, to ensure a welcoming, safe, and healthful environment for present and future generations.

I. Recycling Program Areas of Responsibility

A. Division Responsibility

1. The Administrative Coordinator, Energy Management, will coordinate and implement the overall recycling program, and will regularly communicate the importance and impact of the recycling program to its internal and external constituents.

2. The Administrative Coordinator, Energy Management, will work closely with each site administrator and custodial staff in order to identify opportunities to improve the recycling program at each site, as well as educate and encourage faculty and staff whenever possible.

3. The Office of Facilities Services will provide indoor cardboard containers for collecting recyclable material. Exterior recycling dumpsters will be provided through the Solid Waste & Recyclable Pick-up and Disposal Services Master Agreement at a minimum rate of one container per school. The School Division will also provide additional indoor cardboard recycling containers as requested by the site administrator.

4. Many educational resources are available for the promotion and awareness of the recycling program from the Office of Facilities Services through the Administrative Coordinator, Energy Management, directly.
B. Site Administrator Responsibility

1. The site administrator is responsible for implementing the recycling program at their site, maintaining adequate availability of recycling supplies through the established custodial supply chain, and ensuring that recyclable commodities are collected in accordance with established procedures.

2. The site administrator shall promote the recycling program in accordance with the School Division’s primary goal: Providing A World-Class Education to students in a welcoming, safe, and healthful environment.

3. Site administrators are encouraged to purchase additional recycling containers from vendors.

C. Staff and Student Responsibility

1. The teachers, staff members, and students at each facility are responsible for recycling materials in their classrooms and/or work areas.

2. Teachers are encouraged to incorporate sustainability and recycling activities into curriculum while involving students in reducing, reusing, and recycling in their schools.

D. Custodial Staff Responsibility

1. The custodial staff at each site is responsible for ensuring proper disposal of recycled materials in the exterior recycling dumpster, in accordance with established cleanliness and integrated pest management strategies.

2. The custodial staff shall monitor the usage of the exterior recycling dumpster(s). If the dumpster(s) becomes full prior to scheduled pick-ups, they shall communicate with the Office of Facilities Services to arrange additional pick-ups, as needed.

II. Recycling Program Procedures

A. The following procedures will be followed to ensure a successful recycling program:

1. The Site Administrator shall appoint a liaison to administer and implement the recycling program within each facility.

2. Indoor recycling containers with current labeling will be placed in all cafeterias, classrooms, workrooms, and office areas. Additional containers, if needed, may be requested from the Office of Facilities Services.
3. Recycled materials do not need to be sorted, but must be clean and emptied of liquids.

4. Only the following appropriate items, as indicated on the attached container label, should be placed in recycling containers:
   a. Rigid plastic containers;
   b. Juice and milk boxes;
   c. Metal and aluminum cans; or
   d. Cardboard and paper.

5. Custodial staff, other school staff, or students designated by the principal will empty the indoor recycling containers and deposit the recyclable material in the exterior recycling dumpster.

6. At least one recycling container will be placed in the kitchen of all schools for collecting the following:
   a. Rigid plastic and metal food containers;
   b. Paperboard cartons; and
   c. Cardboard and paper.

   Recyclables will be wiped out or rinsed clean and cardboard boxes will be broken down before being deposited in the recycling container. The recycling container will be emptied into the designated dumpster by the kitchen staff.

7. The contractor will empty the exterior recycling dumpster per the contracted schedule. If the dumpster(s) becomes full between pick-ups, the school will notify the Office of Facilities Services and a special, unscheduled pick-up will be arranged.

8. The contractor will transport the recyclables to the recycling facility.

9. Fluorescent light bulbs and batteries shall not be placed in the recycling stream and shall be disposed of as per Regulation 403.10-1 “Hazardous Waste Disposal Procedure and Removal of Excess Supply.”
The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2020.
Label for Recycling Containers

ALWAYS put in your recycling bin.

Rigid Containers  Cans  Cardboard  Paper

NEVER put in your recycling bin.

Bags  Phones  Diapers  Food
Foam  Clothes  Cables/Lights  Wrappers

Learn more about recycling at: americandisposal.com