Recycling plan template

A recycling plan will help to answers these questions: How many bins do you need? Where will they be located? Who will handle your recyclables? How often will bins be emptied? Where will recyclables be stored? Are there opportunities to involve students in the process? How will you monitor your progress?

Your entire recycling team should work through these questions together. If decision-makers are not a part of your team, you’ll need to seek their approval on this plan before making purchases and kicking off the program.

When making a plan, be sure to consider:

* **Storage space.** If there is a lack of suitable indoor storage space, an outdoor storage structure may be required.
* **Dumpster labels.** If the dumpsters are the same shape/size/color for the separated material then the dumpsters need to be clearly labeled so that both the hauler and the staff can see the label. Best practice is to label two sides of the dumpster.
* **Bag liners**. Bag liners may be required for large containers of food or liquid residues collected from cafeteria the cafeteria. If office paper is being collected and wheeled carts are not suitable for collection vehicles, plastic bags will help ensure a dry and marketable product that is easy to transport.
* **Security and safety.** Your plan should contain guidelines for the security of a central storage area, safety procedures for handling the recyclables, and fire safety precautions in compliance with the Minnesota Fire Code and Building Code. The use of safety equipment, such as gloves and safety glasses, should be stressed at all times when metal and glass recyclables are being handled.
* **Pick-up and transportation.** If your school decides to collect, transport, and market its own recyclables, there are some things to consider:
* How will the materials be hauled (company, staff, or volunteer vehicle)
* Who will be hauling the material (volunteers, staff, etc.)
* Transportation/staff time cost
* Scheduling
	+ - * **Student service learning opportunities.** Your school may want to build in student service learning opportunities to the behind-the-scenes logistics. Students can help pick up recycling from classrooms or hallways and bring bags to recycling centers or to the dumpsters.

Recycling plan for [school name]

Hauler information

Hauler:

Contact person:

Phone/email:

Collection plan

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| --- | --- | --- | --- |
| **Material type**(Trash, cardboard, bottles etc.) | **Container capacity**(specify yards or gallons) | **Collection frequency**(daily, weekly, etc.) | **Day(s) of collection** |
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How will you track your waste?

What is your plan to continue to collect information about the waste types and volume? Who will collect, and report on the data?

Bin location

Using the information from your building walk through, create a map to identify where the bins will be placed throughout the school. Be sure to indicate high traffic areas that could use additional bins. Remember to **always** pair recycling with trash containers.

On the map, indicate the number and type of bins. Include all areas in and around the building including classrooms, hallways, cafeteria and kitchen, offices, library, gymnasium, pool, outdoor stadiums/sporting fields, auditoriums. Are there any areas that still need bins?

Collection process

Documenting the collection process will help to understand the needs of the maintenance staff and/or volunteers, stay informed if changes in the program are needed, and keep the lines of communication open – a key element to maintaining a successful recycling program.

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| **Location**(classroom, hallway, etc.) | **Who empties bins?**(Custodians, volunteers, teachers, etc.) | **How often are bins emptied?**(Daily, weekly, as needed, etc.) | **When are bins emptied?**(Day or days of week) | **Location** |
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Event recycling

What is your protocol for recycling during and after events?

Communication, education, and kickoff event

The best way to get people to participate is to help them understand the importance and purpose of the program, how it works, and how they can get involved. Some ideas:

* Kickoff the new recycling program at a school assembly
* Create a recycling guide for teachers
* Have the older students teach the younger students about the benefits of recycling and how to sort
* Include in the school newspaper and announcements
* Use the school’s website, email, and social media
* Include lessons about waste and recycling in the classroom
* Have the student create educational posters or videos
* Present to the school board or PTA

Questions to consider

* What are you plans to kick off the recycling program?
* What are your plans for continued education about the program, such as changes and results?
* How will problems be reported?