

Recycling Plan Template

This Recycling Plan Template will help you identify critical elements, goals, and logistics in your food scrap recycling program. In this plan, you will find handy templates to help you conduct site assessments and plan the program rollout, including:

- Identifying supplies you need to request or purchase
- Finding the best location for setting up sorting stations
- Planning the program kick-off day
- Determining how progress will be monitored

Program Implementation Checklist:

Use this checklist to keep track of the implementation process. Your entire recycling team should work through this checklist together. If decision-makers are not a part of your team, you will need to seek their approval on this plan before making purchases and kicking off the program.

- Obtain school district approval
- Generate staff support
- Design your program
- Set up collection services with hauler
- Train Staff
- Train Students
- Kick off your program
- Monitor your progress
- Adjust hauler contract (if needed)
- Gather feedback
- Develop a sustainability plan



SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
Connecting the Community to Waste Solutions

This template was adapted for San Luis Obispo County from resources developed by Breathe California Sacramento Region

Recycling plan for [school name]

Date of kick-off:

Program Kick-Off

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. Decide how your school wants to kick off the new program and how they will educate the school and community. Some ideas:

- Kickoff the new recycling program at a school assembly
- Encourage teachers to incorporate recycling and organic waste sorting into their lesson plans
- Partner with the school's environmental club to promote the program and teach students about the benefits of recycling and how to sort
- Have student leadership monitor the waste stations after the program launch
- Use the school's website, newsletter, email, and social media to promote the program
- Have the students create educational posters and/or videos
- Present to the school board and/or PTA
- Send a letter to parents, explaining the changes coming to your school's waste stream
- Schedule a free school program with Science Discovery, by calling (805) 782-8424 or emailing schedulemyprogram@gmail.com

Questions to consider:

- What are your plans to kick off the recycling program?
- What are your plans for continued education about the program after the program is launched?
- How will problems be reported as they arise?
- Your school may want to build in student service-learning opportunities for behind-the-scenes logistics. Students can help to monitor waste stations and educate their peers. Does your school want to incorporate service learning? What is your plan to engage students?
- How will you track your waste? What is your plan to continue to collect information about the waste volume to determine if your school should adjust your waste hauling contract? Who will collect and report on the data?

If you have any questions about how to dispose of something, check out the IWMA's Recycling Guide at IWMA.com

Site Assessment Template

A site assessment of your cafeteria takes 15-20 minutes and helps answer: What supplies do you need? Where will sorting stations go? Does your cafeteria need a share station?

When conducting a site assessment, be sure to consider:

- **Waste stations.** Place waste stations where food and beverages are served and consumed. A waste station consists of three adjacent color-coded bins to sort landfill waste, recyclables, and organics (food scraps and food-soiled paper products).
- **Storage space.** If there is a lack of suitable indoor storage space for the food scraps, recycling, and landfill cans, outdoor storage may be required.
- **Stacking trays.** Stacking trays helps save space in the trash can and reduces the number of times the bags need to be changed. At the waste station, consider placing a small desk or table for students to stack their trays on.
- **Share station.** Your cafeteria setup should include a share table or cart to prevent food from being wasted. Consider locations near the sorting stations to place a food share station.

Cafeteria Assessment
<p>Waste Stations:</p> <p>How many waste stations need to be set up? _____</p> <p>Do you need a table for stacking trays (circle)? Yes No</p> <p> If so, how many tables? _____</p> <p>Landfill Waste Bin:</p> <p>Current number of bins: _____</p> <p>Additional number of bins: _____</p> <p>Food Scraps Bin:</p> <p>Current number of bins: _____</p> <p>Additional number of bins (must match number of landfill bins): _____</p> <p>Recycling Bin:</p> <p>Current number of bins: _____</p> <p>Additional number of bins (must match number of landfill bins): _____</p> <p>Share Station</p> <p>Do you need a share table or cart (circle)? Yes No</p> <p> If any, list materials needed for share table in space below:</p>

Kitchen Assessment

Waste Stations:

How many waste stations need to be set up? _____

Landfill Waste Bin:

Current number of bins: _____

Additional number of bins: _____

Food Scraps Bin:

Current number of bins: _____

Additional number of bins (must match number of landfill bins): _____

Recycling Bin:

Current number of bins: _____

Additional number of bins (must match number of landfill bins): _____

Outdoor Collection Area Assessment

- Landfill bin size: _____
- Recyclables bin size: _____
- Food Scraps bin size: _____

Additional questions to consider:

- Do students eat outside, and if so, are there sorting stations in the vicinity to capture and divert recycling and food waste?
- Where can we place sorting stations in the hallway or in classrooms where recycling and organic waste is generated?

Cafeteria Layout

Using the information from the site assessment, create a map to identify where the waste stations and the food share station will be placed in the cafeteria. Be sure to indicate how students enter and exit the cafeteria so you can determine the best location for the stations. Remember to **always** pair landfill, recycling, and food scraps cans together and to place the food share station near the waste stations.

In the space below, create a map of the cafeteria that indicates the placement, number, and type of containers needed for the waste stations in the cafeteria.

Hauler Information

Determine your hauler (call the IWMA if you need help contacting your hauler!) and set up an outdoor bin and collection services if you don't already have one. Then track your collection process (see below) to determine if you need to adjust your hauler contract to change the frequency of collection.

Hauler: _____

Contact Person: _____

Phone/email: _____

Collection Plan:

Material type (Landfill, mixed recycling, food scraps, yard waste)	Container capacity (Specify yards or gallons)	Collection frequency (Daily, weekly, etc.)	Day(s) of collection

Collection Process

Documenting the amount of food scraps and landfill waste will help to understand if you need to adjust your garbage hauling contract, stay informed of changes in the program that are needed, and keep the lines of communication open—a key element to maintaining a successful food scraps recycling program.

Use this table below to track the percentages of how full the outdoor bins are to determine if landfill waste has reduced:

	Week 1	Week 2	Week 3	Week 4	Week 5
Food Scraps (size____)					
Landfill Waste (size____)					
Recycling (size____)					

Inspection Program

Once you have followed this template to implement a food scrap recycling program at your school, work with your team to develop an inspection protocol for your waste containers. You should periodically check each waste station, and safely review the contents of each bin to check for contamination.

Be sure to consider:

- **Frequency:** Inspections should be more frequent at the beginning of program implementation, and slowly reduce frequency as your school community members become familiar with the sorting requirements. Maybe you have monitors inspect each container daily for the first week of your program, then reduce frequency to once a week, until you find little-to-no contaminants during each inspection. Plan for inspections ahead of time and mark them in your calendar.
- **Education:** How will you inform school community members when you find contaminants in your bins? If you frequently see the same material sorted into the wrong bin, draw attention to this mistake, and point out the bin. Keep in mind that most people want to do the right thing, and treat mistakes as a learning experience.
- **Safety:** How are you going to ensure that the inspector of a container will do so without touching anything potentially sharp or otherwise dangerous that was disposed of? Consider dumping a small sample of each bin into a confined container, so you can visually inspect the contents without touching them. Or you could use a pair of grabbers or similar tool to go through each bin.