

The DCPS ZERO WASTE Program

SY2019-2020



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ZERO WASTE



ZERO WASTE PROGRAM



The DCPS Zero Waste program is designed to:

- Fulfill legal requirements
- Improve building operations
- Reduce wasted money and natural resources
- Achieve the Sustainable DC target of zero waste by 2032
- Teach students values and skills for success in a sustainable 21st century

PROGRAM GOALS

The primary goals are to:

1. **Divert 80% of waste away from landfills and pollution-generating trash incinerators** by separating, collecting, and processing all organic and recyclable materials.
2. **Reduce the total amount of waste generated** by DC schools.



PROGRAM OVERVIEW

The **D.C. Department of General Services** (DGS) provides the **services, supplies, and support** for DCPS schools to achieve the goal of zero waste. This includes:

- **Providing hauling services** for trash, mixed recycling, and organics recycling
- **Procuring and delivering supplies** such as recycling bins and compostable bags for collections
- **Conducting on-site training** for school personnel

Each school's recycling program is evaluated each spring using the **DCPS Zero Waste Honor Roll**. You can find the evaluation criteria on the **Honor Roll Checklist** on page 10. For the most up to date information on which schools are on the Honor Roll, check out the DCPS Recycles! interactive maps.

For more information see <http://dgs.dc.gov/page/healthy-schools>.

HAULING SERVICES

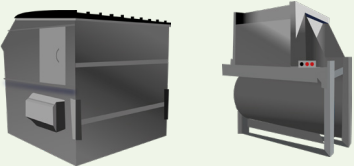
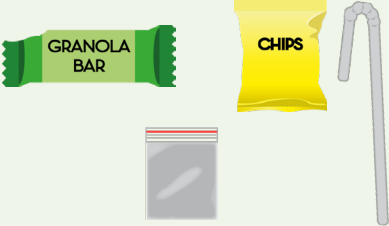

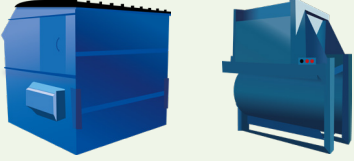




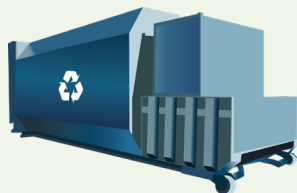
SUMMARY OF SERVICES

DGS manages hauling services for DC Public Schools, which includes providing the outdoor containers needed for trash and mixed recycling hauling services at all schools. DGS also provides the outdoor containers for organics recycling for schools who opt-in to this portion of the program. For more information of organics recycling, see the [Organics Recycling](#) section on page 6.

HAULING SERVICES CHEAT SHEET


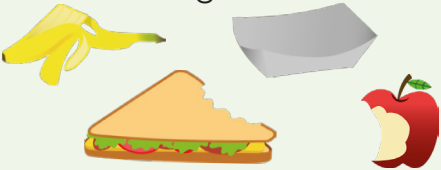

STANDARD TRASH AND MIXED RECYCLING SERVICES*

Container Type	Material in Container	Collection Frequency
(1) 8-cubic yard dumpster; or (1) Vert-i-Pak (VIP) compactor 	Non-recyclable trash 	3-5 times/week 
(1) 8-cubic yard dumpster; or (1) Vert-i-Pak (VIP) compactor 	Mixed recyclables 	2 times/week 



*Some schools do not have dumpster services. Instead, these schools have a pair of compactors, one compactor designated and labeled for trash and the other for recycling.

ORGANICS RECYCLING HAULING

Container Type	Material in Container	Collection Frequency
(2-3) 96-gallon carts 	Organics 	3 times/week 

PREVENTING HAULING ISSUES

Follow the tips below to avoid issues that may prevent your school from receiving routine scheduled hauling services:

- **Lock dumpster or dumpster enclosure** to prevent illegal dumping and contamination.
- **Do not allow cars to park in front of dumpster** or dumpster enclosure, as those prevent haulers from serving containers. Request “no parking” signs in Salesforce.
- **Keeps cart lids completely closed** at all times. Any overflow should be placed in trash dumpster to avoid attracting pests. Request support from DGS through Salesforce if this becomes a recurring issue.
- **Do not leave bulk trash outside** unless you have requested bulk trash services, as this can create pest problems and/or safety hazard. Bulk trash requests should be made in Salesforce and include a picture of items for disposal.
- **Use correct collection bags** for each type of material. For more information on correct bags, see *Using Correct Bags* section below.

USING CORRECT BAGS

Using incorrect bags will impact regular collection services. Any recyclable or compostable materials collected in black bags will be considered waste and will not be processed properly.

Collecting Recyclables: Clear bags

School purchases clear bags



- Recycling collected in black bags will be considered trash.
- Trash found mixed in with recyclables is considered “contamination.”
- Too much contamination found in one truck load may cause entire load of recyclables to be disposed of as waste.

Collecting Recyclables: Compostable bags

DGS provides compostable bags to participating schools



- Compostable bags are designed to break down with organic waste during the composting process.
- Black or clear bags will not break down during the process.
- If organics are collected in non-compostable black or clear bags, they will be considered contaminated and will be disposed of as trash.

Collecting Waste:

School purchases black and clear bags



- Trash should be collected in black or clear bags.

To confirm the pick-up schedule, request changes to pick up services or number of containers, or report other issues such as missing labels or damaged containers, place request in Salesforce.

SUPPLIES



REQUESTING SUPPLIES AND EQUIPMENT

Schools can request the following supplies from DGS at no cost:

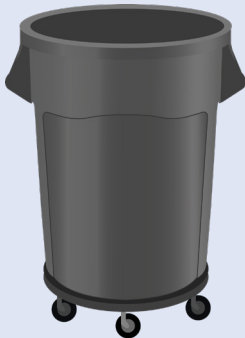
- Waste and recycling bins
- Labels
- Posters
- Compostable bags

To request supplies or equipment, submit a work order request in Salesforce.



COLLECTING AROUND THE BUILDING

Most schools use round barrel bins with dollies (like the ones pictured below) to collect discarded waste and recyclables from rooms around the building.



Collecting Waste:

- Use grey barrel bins to collect trash from rooms around the building.
- When collecting from each room, do not mix recyclables and trash in same barrel bin.
- Only empty recycling bins into this bin during collection if there is a large amount of contamination in the recycling bin (e.g. an apple core, paper towels, and chip bags found inside the recycling bin).



Collecting Recyclables:

- Use a blue barrel bin to collect recyclables from rooms around the building.
- Recycling barrel bins should have clear or no bags.
- Trash should not be mixed in same bin with other recyclables.
- If there is too much contamination in recycling bin, the bin should be emptied into trash bin, not with other recyclables.

“Contamination” is when things that are not recyclable end up in recycling collections. Too much contamination found in a classroom bin can cause that whole bin to be considered “waste”. A recycling dumpster full of waste or recyclables collected in black bags can cause a whole truckload of recyclables to be deemed too contaminated for recycling.

SUPPLIES SET-UP

CLASSROOMS, OFFICES, COMMON AREAS, MAIL ROOMS, & TEACHERS' LOUNGES

These rooms should all have one recycling bin and one trash bin. Size and location may vary per room.

- Place bins next to each other (optional)
- Place recycling bin next to teacher's desk to allow for active monitoring
- Label blue bins for mixed recycling
- Use recycling lid to prevent trash from getting into recycling bin
- 7 gallon or 23 gallon options available
- Use clear or no bags in recycling bins



CAFETERIA

Rooms where students eat meals should have large trash bins and at least one recycling bin:

- There should be at least one recycling bin available during meals.
- Placing liquid buckets next to recycling bins allow students to empty drink containers before recycling.
- Use clear or no bags in recycling bins



KITCHEN

All kitchens should have one trash can, one recycling bin, and a space for kitchen staff to separate and break down cardboard boxes:

- Cardboard should be broken down to preserve space in dumpster to prevent overflow
- Use clear or no bags in recycling bins



Schools participating in the organics recycling program will have an additional bin to collect organic material. For more information on the organics recycling program and how to set up supplies see **Organics Recycling** section on page 6.

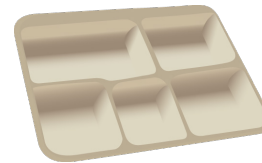
ORGANICS RECYCLING



ORGANICS RECYCLING PROGRAM

The organics recycling program, often referred to as “composting”, enables schools to separate food waste and soiled paper products from other waste and recyclables so that these materials can be hauled to a composting facility where they are turned into compost, a nutrient-rich soil amendment. Compost is then used for things such as growing more food, supplying plants with nutrients, and helping reduce erosion.

Each year schools are able to request to participate in the organics recycling program by requesting supplies and services from DGS.



WASTE SORTING STATIONS

In order to recycle organic materials, schools utilize **waste sorting stations** in kitchens and cafeterias to separate materials for proper disposal and processing. Schools typically utilize one to two sorting stations in cafeterias. Read below to learn more about each bin and the recommended order of bins in a cafeteria sorting station.



CAFETERIA BEST PRACTICES

- **Set up waste sorting stations in the same places everyday.** Schools typically have one to three sorting stations.
- **Label bins properly.** Request labels and signs from DGS using Salesforce.
- **Empty liquids bucket into a drain in the kitchen or custodial closet.** Do not pour liquids into an outdoor drain.
- **Periodically remind staff and students what materials go in each bin.** You can use the *Cafeteria Sorting Cheat Sheet* on page 10 to help.
- **Look for any items that are causing confusion at the sorting stations.** Use *Cafeteria Sorting Cheat Sheet* on page 10 or email Brooke.Hartman@dc.gov to determine which bins these items belong in and make announcements to alert students and staff to reduce contamination.
- **Periodically remind staff and students what belongs in each bin.** Communicate through things such as morning, afternoon, and meal time announcements, school newspapers, parent newsletters, and bulletin board announcements.
- **Establish and maintain routine sorting procedures.** Students can either use stations when they are done eating or students must wait for their tables to be called on before they form a line at sorting station to begin sorting.
- **Have students pre-sort their waste before coming to sorting station.** Students can dump food in plastic cups directly onto trays and open milk cartons so that their containers are easier to recycle and students move through sorting station quicker.



SHARE TABLES

Share tables are stations for **collecting and redistributing unwanted food items** that are unopened and uneaten, rather than throwing them away. For example, if a student is served an orange but chooses not to eat it, the orange can be placed on the share table for another student to take.

Your school can use a share table as a strategy for **increasing the consumption of nutritious foods and decreasing waste.**

DCPS schools are encouraged to have share tables as part of their food service and waste management programming. Work with your administration, kitchen, and custodial teams to create a share table as part of your cafeteria waste sorting station.



For more information, visit:

<https://dgs.dc.gov/publication/share-tablesguidance-dc-schools1-0>

SUPPORT



In order for a school recycling program to be successful, everyone in the building must contribute and participate correctly. Roles and responsibilities vary between staff and students.

ESTABLISHING LEADERSHIP TEAMS

Administrative Team Leader (Principal or delegated administrative staff) is responsible for communicating responsibilities to all school staff and students and delegating leadership roles.

Operations Team Leader (e.g. Maintenance Foreman) is responsible for assessing and communicating services, supply, and support needs to DGS and communicating responsibilities to custodial staff.

Education Team Leader(s) (one or more Teacher or other staff) is/are responsible for promoting participation (proper sorting) among all staff and students. Educators may also work with DGS staff to create hands-on learning and leadership opportunities for students, such as conducting waste audits, organizing cafeteria bin monitors, composting on-site, or launching a campaign.

UNDERSTANDING RESPONSIBILITIES

- **Everyone** is responsible for participating, and should know what their specific responsibilities are.
- **Staff and students** properly sort waste in classrooms, offices, common areas, and the cafeteria.
- **Custodial staff** installs correct bags in bins and collects and disposes sorted waste into correct outdoor containers for pick up (dumpster, compactor, or cart).
- **Teachers** are responsible for ensuring that students sort waste properly in their classrooms. All teachers can connect recycling with curriculum (art, math, science, etc.). See DGS website for resources to do so.
- **Kitchen staff** correctly sorts back of house kitchen waste.
- **Cafeteria aides** assist and monitor student sorting in the cafeteria.
- **Student leaders** can form a green team to help monitor bins in the cafeteria or promote the program in other creative ways.
- **Anyone** can advocate for the program or tell the recycling program administrator (principal, maintenance foreman, or DGS) if they notice problems.

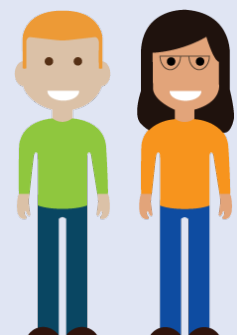
ADDITIONAL RESOURCES

Contact DGS for added support. Upon request, DGS can provide:

- On-site consults
- Labels and signs
- Trainings (e.g. for kitchen staff, custodial staff, teachers)
- Student activities such as waste audits
- Help organizing bin monitors

You can request supplies, equipment, and support through Salesforce.

Website: <http://dgs.dc.gov/page/healthy-schools>
Contact: Brooke Hartman, Schools Conservation Coordinator
Brooke.Hartman@dc.gov or (202) 701-3158
Twitter/Instagram: @DCDGS #ZeroWasteDC



DCPS ZERO WASTE

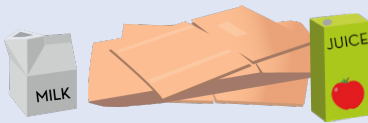


CAFETERIA SORTING CHEAT SHEET

RECYCLE

Recyclables should be **empty and clean**. Plastic items that are dirty or smaller than 2"x2" are not recyclable

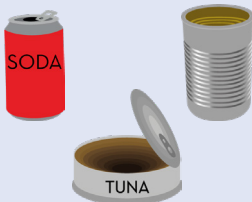
Carboard/Cartons



Plastic



Aluminum/Tin



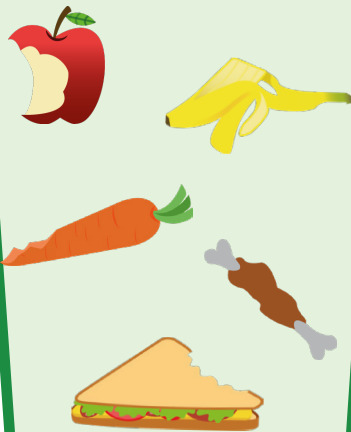
Glass



COMPOST

Take food out of any packaging before placing into compost bins.

All Food Scraps



Paper Products



WASTE

Plastic items that are dirty or smaller than 2"x2" are not recyclable

Plastic Bags



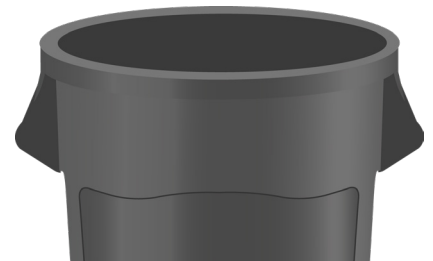
Food Wrappers



Small Plastics



Foam Products



DCPS ZERO WASTE

HONOR ROLL CHECKLIST



For recognition on DCPS Zero Waste Honor Roll, you must be able to answer "yes" to the following questions:

- Do you have blue recycling bins for collecting recyclables in classrooms and offices?
- Do you have blue recycling bins for collecting mixed recyclables in common areas?
- Do you have blue recycling bins for collecting mixed recyclables in the cafeteria?
- Do you have blue recycling bins for collecting mixed recyclables in the kitchen?
- Do these recycling bins have clear or no liners?
- Are these recycling bins labeled to depict acceptable items?
- Do these bins have only recyclables in them?
- Do you have trash bins (not blue) for collecting non-recyclable trash in classrooms and offices?
- Do you have a dumpster or compactor designated for mixed recyclables only?
- Does your mixed recycling dumpster contain only mixed recyclables?
- Are the cardboard boxes in your dumpster broken down?

For recognition on the Honor Roll "with Distinction," schools must also participate in the organics recycling program. Your school must be able to answer "yes" to the following questions:

- Is your school participating in organics (food waste and compostable paper products) recycling this year? If the answer is "no" your school will not qualify for Honor Roll with Distinction.
- Are all yellow organics collection bins lined with compostable bags?
- Do your waste sorting stations include a liquid dump bucket or sink?
- Do your waste sorting stations have a place to stack trays?
- Are all bins in your waste sorting station labeled?
- Do you have outdoor 45-gallon blue totes designated for organics?
- Do your outdoor 45-gallon blue totes designated for organics contain only organics?



