

NYC Schools Guide to zerowaste



NYC Schools Guide To Zero Waste

Please note: This guide is for *any* school receiving DSNY collection service.

All schools in New York City, public and private, are crucial to helping our city contribute zero waste to landfills by 2030 – and all schools must meet DSNY guidelines for separating recyclables and setting out recycling and garbage for collection.

Zero Waste Schools is part of Mayor Bill de Blasio’s vision of sustainability outlined in #OneNYC: The Plan for a Strong and Just City.

Zero Waste Schools

The Department of Sanitation (DSNY) and the Department of Education (DOE) have collaborated with their partner, GrowNYC’s Recycling Champions Program (RCP), to launch **Zero Waste Schools**. Zero Waste Schools is an innovative and collaborative program whose aim is to divert all recyclable and compostable waste from approximately 100 Zero Waste Schools in five years.

Beginning in September 2016, the first 100 Zero Waste Schools, located along two separate collection routes in Manhattan and Brooklyn, have been set up as models for recycling, organics collection, reduction, and reuse.

The goal is to make all schools Zero Waste Schools by taking the best practices learned from these 100 schools, citywide.

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Zero Waste Schools Overview

New York City schools generate more than 40,000 tons of refuse per year. Of all the “trash” produced in a school building, a significant portion of it can be recycled, composted, or reused. In Zero Waste Schools, zero waste is achieved when all recyclable and compostable waste is diverted.

Zero Waste Schools work towards achieving zero waste by:

- **Reducing** materials they use.
- **Reusing** materials instead of buying new materials.
- **Recycling clean paper & cardboard, metal, glass, plastic, and cartons**, and separating **food scraps & food-soiled paper (organics)** for composting.

Goals of Zero Waste Schools

- **Provide concentrated outreach and operational attention to the first 100 Zero Waste Schools** with the goal of diverting all recyclable and compostable waste within five years.
- **Document best practices of the first 100 Zero Waste Schools** to use as models for schools throughout New York City—helping to make all schools, Zero Waste Schools.
- **Systematically change recycling behaviors within schools** to reduce contamination of recycling and organics bins.
- **Advance a culture of recycling and sustainability** throughout the school system.

Legal Requirements

- 1. All schools are required by law to recycle.** Recycling in schools is mandated by Local Law 19 (1989), Local Law 41 (2010), DSNY Recycling Rules, and the NYC Department of Education Chancellor’s Regulation A-850 (2013). Local Law 77 (2013) mandates Organics Collection in participating schools.
 - Schools must recycle in cafeterias, classrooms, offices, entranceways, common areas, and anywhere else waste is discarded.
 - Recyclables must be sorted into separate bins (see “School Recycling Setup,” page 6).
 - Waste sorting stations and recycling areas must be maintained and clearly labeled.
- 2. To comply with recycling mandates, Principals are required to appoint a school Sustainability Coordinator.**
 - Sustainability Coordinators are responsible for promoting correct recycling procedures among staff and students.
 - For details about appointing a Sustainability Coordinator, visit schools.nyc.gov/sustainability.
- 3. Sustainability Coordinators are required to create an annual sustainability plan that includes waste reduction and recycling goals.**
 - Because school recycling requires coordination between various key staff members, this plan must be agreed upon and signed by Principals, Custodian Engineers, and Sustainability Coordinators every year.
 - For details about developing an annual sustainability plan, email sustainability@schools.nyc.gov.

What Happens to NYC's Recyclables?

Clean paper & cardboard are brought to local paper recycling facilities that separate and sell the baled paper, or brought directly to a paper mill on Staten Island.

Metal, glass, plastic, and cartons are brought to a local Materials Recovery Facility that sorts, bales, and sells the material. This facility offers educational tours. For more information, please see page 37.

Food scraps & food-soiled paper are brought to regional facilities where the material is turned into compost, a natural soil fertilizer. Organic waste may also be turned into renewable energy.

For more information on recycling in NYC Schools, please visit: nyc.gov/zerowasteschools.



6 Compost is used to grow food



5 Organics are converted to compost



1 Food makes its way across NYC



2 Food is sorted in cafeterias



3 DSNY dual-bin truck collects organics (food scraps)



4 Organics pre-processed at local facility

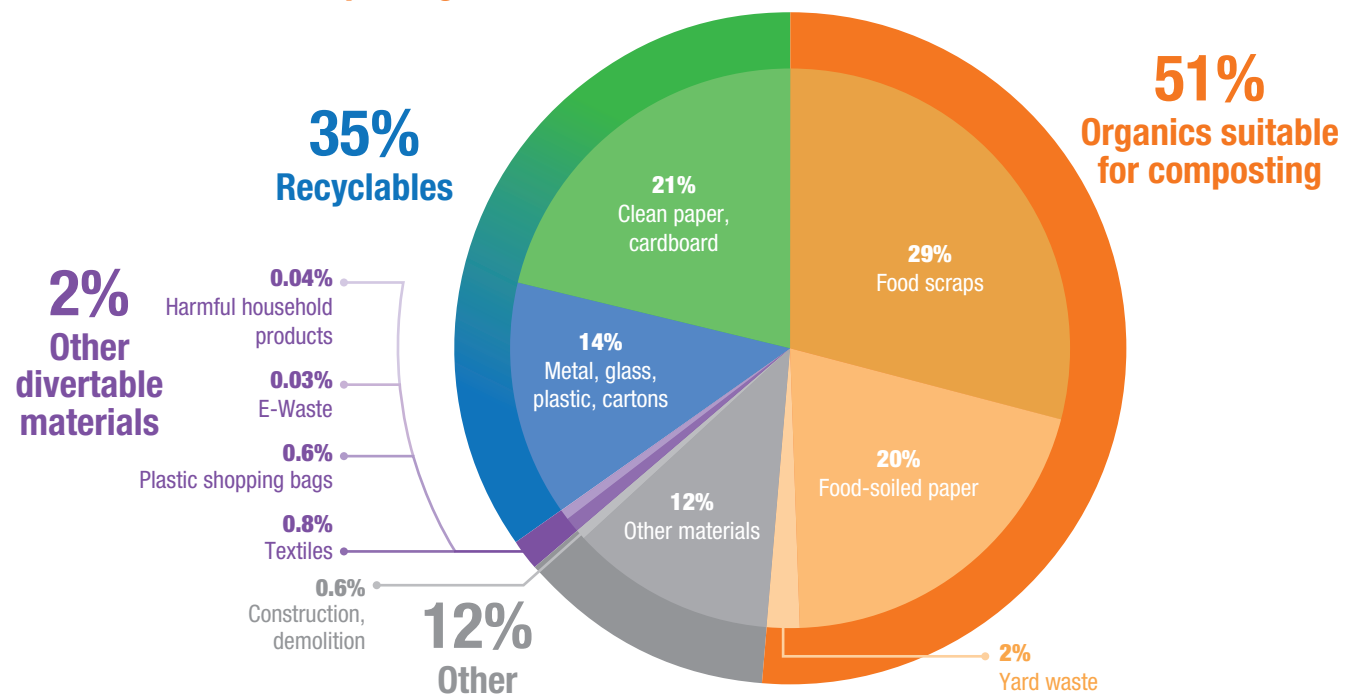
2017 Waste Characterization Study

Over 1,800 public schools in New York City receive DSNY collection. For the first time since 1990, the 2017 Waste Characterization Study provides a breakdown of the waste generated by NYC schools.

The 2017 Study tells us...

- Nearly 35% of the waste generated from schools is made up of recyclable material, consisting of **clean paper & cardboard** and **metal, glass, plastic, and cartons**.
- Nearly 51% of everything generated consists of **Organics (food scraps & food-soiled paper)** that can be composted.
- Nearly 14% of school waste is made up of “Other” materials
 - o that require special handling (e-waste and harmful products)
 - o that have alternative donation or recycling programs available, such as clothing & textiles (learn more about refashionNYC on page 36)
 - o that have no readily available alternative to date than being thrown away in Refuse.

The chart below illustrates the findings of the 2017 Waste Characterization Study.



For more information on the 2017 Waste Characterization study: nyc.gov/wcs.

School Recycling Setup

What To Recycle

Sanitation collects recyclables in two separate streams:

GREEN BIN



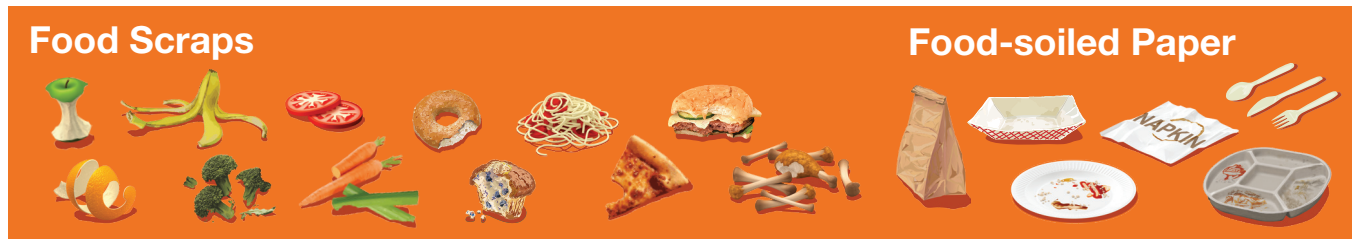
- newspapers, magazines, catalogs
- white & colored paper
- mail & envelopes
- paper bags
- wrapping paper
- soft-cover books
- cardboard egg cartons & trays
- smooth cardboard
- corrugated cardboard boxes

BLUE BIN



- metal cans
- aluminum foil wrap & trays
- metal caps & lids
- other metal items
- plastic bottles, jugs, and jars
- rigid plastic caps & lids
- rigid plastic containers, housewares & packaging
- food & beverage cartons & drink boxes

If your school receives NYC Organics Collection, Sanitation also collects your school's **food scraps, compostable plates/utensils, & food-soiled paper (organics)**.



- vegetables and fruit
- prepared foods
- baked goods
- cereal, flour, grains, pasta, and rice
- eggs and eggshells
- dairy products
- nuts, meat, fish, and bones
- paper towels and napkins
- paper plates
- coffee filters and tea bags
- paper bags
- paper trays and plant-based compostable trays/utensils
- paper food boats



- soft plastics
- condiment packets
- juice pouches
- markers
- facial tissues
- paper towels

For complete information about what to recycle and other ways to reduce waste, visit nyc.gov/zerowaste.

Recycling Setup

Recycling stations should be set up everywhere waste is discarded in your school, including all classrooms, offices, and common areas (hallways, auditorium, gym, library, lobbies, and outdoor areas).

- All classrooms need a trash bin and a **clean paper & cardboard** recycling bin.
- Any kind of bin (even **cardboard boxes**) can be used for recycling, as long as they are labeled clearly.
- Set up bins for **metal, glass, plastic, and cartons** if eating is allowed in classrooms, or arrange to bring these materials to a central collection bin, such as a hallway recycling setup.
- Remove any standalone trash or recycling bins that are not part of a recycling area as lone bins attract contamination.
- Schools are responsible for purchasing their own bins. DOE schools: see Custodial SDI catalog.

Classroom, Office, Common Area Setups

Common Area Setup

Every recycling bin **must be labeled**.



Always place recycling and trash bins directly next to one another.

Classrooms and Offices Setup

Use clear plastic bags to line bins for **metal, glass, plastic, and cartons** and bins for **trash**. Bins for **clean paper & cardboard** do not need to be lined, though most schools do.



Always place recycling and trash bins directly next to one another.

Cafeteria Waste Sorting Station

POSTERS



Note: Make sure the cafeteria waste sorting station is set up in the following order from left to right: **liquids** bucket, **metal, glass, plastic, cartons** bin, **trash** bin, and **organics** bin. Cafeterias should have bins for **clean paper & cardboard** recycling if these are commonly discarded here (example: if the room is used for meetings). Kitchens must have an area to collect **paper & cardboard**.

Liquids

Provide a bucket with a strainer for students to pour liquids into before recycling bottles, cans, milk cartons, juice boxes, and cups.

Metal, glass, plastic, cartons

Bottles, cans, milk cartons, foil, takeout containers, and yogurt cups are some of the items that go in the blue-labeled bin.

Trash

Trash includes plastic bags, chip bags, plastic wrap, and foam plastics.

*Schools without NYC Organics Collection discard food scraps and soiled paper, including compostable plates and utensils, in trash.

*Food scraps, compostable plates/utensils, & food-soiled paper (organics)

Only schools with NYC Organics Collection use the labeled brown food scraps bins.

Roles, Responsibilities & Tools

Achieving zero waste in schools is a collaborative effort that requires communication and coordination between many different stakeholders.

- Schools are a busy place where the primary mission is the education and safety of our students, and in order to achieve zero waste, all stakeholders must be aware of the recycling systems in place, and collaborate with colleagues as issues arise.
- Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff all play key roles and have specific responsibilities relating to the successful implementation of Zero Waste Schools.

Review the following pages for tips, guidelines, and responsibilities for Principals, Sustainability Coordinators, Teachers, Custodians, and Kitchen Staff.

Knowing more about your role and responsibilities, as well as those of your colleagues, is important and will help you communicate and efficiently manage your recycling program.



PRINCIPALS

By prioritizing zero waste, Principals create and support a culture of sustainability, inspiring and guiding students, teachers, and staff.

Recycling Planning Meeting

Principals and Sustainability Coordinators should hold a recycling planning meeting with key staff such as Assistant Principals, Custodians, Teachers, and Kitchen Staff to discuss procedures and staff roles. Discuss the following topics:

- Legal school recycling requirements.
- Your school’s sustainability plan.
- What to recycle.
- Staff roles for setting up and maintaining recycling areas in classrooms, offices, hallways, and auditoriums.
- Staff roles for setting up and maintaining waste sorting stations in cafeterias and kitchens.
- Proper storage and setout of material for Sanitation collection.
- Integrating sustainability into educational curriculums to increase success of school recycling and meet Common Core requirements. Visit on.nyc.gov/RRRguide for lesson plans and additional resources.
- For more information on school recycling, please visit: nyc.gov/zerowasteschools.
- Introduce and share contact information for key people so staff know how to report and resolve potential recycling issues.
- List next steps and create an action plan.



Principal and Assistant Principal Checklist

Recycling planning meeting

- Make sure you or your Sustainability Coordinator coordinates a recycling planning meeting. Invite interested teachers and staff.
- Communicate recycling plans to teachers and staff.



PS 15, Patrick F Daly, Brooklyn

Internal collection and storage

- Confirm that the Custodian and Kitchen Staff keep trash and recyclables separated as they collect from bins around the school.
- Make sure the Custodian has designated a secure location to store bags of trash and recyclables until they are set out at the curb for collection.

Curbside setout

- You or your staff should spot check to make sure the Custodian is setting out the materials at the curb **ONLY** according to the DSNY collection schedule. **It is illegal to store trash or recyclables at the curb.**
- Emphasize the importance of following your school's DSNY collection schedule to your Custodian. If you observe a large amount of materials curbside before 2 PM speak with your Custodian Engineer to address these issues.

Communicate

- At the beginning of the school year, explain recycling procedures to students and staff.
- Throughout the school year, make announcements as needed to reduce contamination (items in the wrong bins) and improve your recycling program.

Educate

- Encourage teachers to provide recycling education to students and support their efforts. This improves participation and reduces problems in your school recycling program.
- Support your assigned Sustainability Coordinator and Green Team by providing time for planning and meeting.

Requirements (Chancellors Regulation A850)

- Each principal shall be responsible for ensuring the completion of the Sustainability Plan and its implementation at his or her school.
- Each Principal shall designate a person from the school's administrative or teaching staff to be the Sustainability Coordinator for that individual school.

Inquiries relating to the A850 regulation should be directed to the Director of Sustainability at sustainability@schools.nyc.gov.

SUSTAINABILITY COORDINATORS & TEACHERS

The Sustainability Coordinator is a school's expert on what and how to recycle, and is a source of information on sustainability for students, teachers, and staff.

Plan for Success

- **Make sure all staff and students are familiar with school recycling procedures.** This includes how waste sorting stations work in cafeterias and kitchens, where recycling areas are located throughout the building, and what items go in each bin.
- **Keep an open and collaborative dialogue with colleagues throughout the year.** Discuss what's working, and troubleshoot issues with the Principal, Teachers, Custodians and Kitchen Staff.
- **Read all the sections in this guide to familiarize yourself with your role and responsibilities,** and those of your colleagues, as well as the resources available.
- **Educate students about the importance of waste reduction and recycling.** Schools that show students why and how to reduce waste and recycle have more successful recycling programs.
- **Form a team of dedicated students to help implement the school's recycling program.** A student Green Team can educate the school community and monitor the school recycling bins.



Sustainability Coordinator & Teacher Checklist

Recycling planning meeting

- Educate yourself about your school's recycling plan; be a resource on what and how to recycle.
- Schedule and coordinate the recycling planning meeting. Request key staff to attend: Principal, Assistant Principal, Sustainability Coordinator, Custodian Engineer, Kitchen Manager, and Teachers.

Recycling setup

- Survey your school throughout the year to make sure recycling areas are set up properly.
- Order free recycling decals, signs, and posters at on.nyc.gov/recycling-materials.
- Be a model recycler. Set up your own room for recycling properly.

Cafeteria and kitchen setup

- Make sure Custodial Staff and Kitchen Staff have everything needed to set up waste sorting stations (bins, posters, decals).
- Make sure waste sorting stations are set up properly.

Maintain recycling areas

- Recruit Teachers, Green Teams, Cafeteria Aides, and/or Parent Volunteers to teach students how to separate recyclables and food scraps, and to help monitor waste sorting stations.
- Address any problems such as items being discarded in wrong bins or incorrect setups.
- If you see missing bins in classrooms, talk to your Custodian Engineer to get them replaced.
- Keep signage and recycling information in your room.

Internal collection and storage

- Confirm that trash and recyclables are kept separated as they're collected from bins around the school.
- Check that bags of trash and recyclables are stored in separate piles until they are set out at the curb for collection: **clean paper & cardboard, metal, glass, plastic, and cartons**, and **trash** in three distinct piles.

Curbside setout

- Spot check to make sure materials are set out at the curb ONLY according to the DSNY collection schedule. It is illegal to store trash or recyclables at the curb.
- Check that **clean paper & cardboard, metal, glass, plastic, and cartons**, and trash are set out in separate piles. If YOU can't tell whether a pile is trash or recycling, neither can the Sanitation workers.
- Schools with NYC Organics Collection: Make sure bags of **food scraps & food-soiled paper** are in the brown food scraps bin at the curb. Loose bags of organics should not be left out.

Communicate

- At the beginning of the school year, explain recycling procedures to all students and staff through memos, flyers, posters, assembly programs, and announcements. Green Teams can help.
- Put a sign on your door that lets students and fellow teachers know you are the Sustainability Coordinator.
- Schedule a meeting each semester to update your Principal on your current projects and priorities as Sustainability Coordinator.
- Meet with interested teachers to discuss how they can integrate sustainability into their curriculums.
- Take advantage of any existing communication channels in your school such as bulletin boards, newsletters, or social media.
- Sign up and start posting on the Zero Waste Schools website (nyc.gov/zws). You can share your work, learn from others and have opportunities to win cash prizes for your school.

Educate

- Ask teachers to make recycling a classroom expectation. Teachers can provide a recycling lesson and encourage proper sorting by assigning a student to monitor bins or by giving a class reward for great recycling.
- Faculty PD: Ask your Principal for time to speak with all staff.
- Start a Green Team! See "Strategies for Teacher & Sustainability Coordinator Engagement," page 14.

For information on DOE Sustainability Coordinator Trainings and Newsletters, email sustainability@schools.nyc.gov.

Strategies for Student, Teacher and School Community Engagement

GREEN TEAMS (ALL GRADE LEVELS)

As the Sustainability Coordinator or concerned teacher in your school, you don't have to do it alone! Recruit a Green Team to help your school improve its recycling. Green Teams are an integral part of reaching our Zero Waste goals and can be beneficial to students in all grades, K-12. Visit grownyc.org/rcp/gtg for Green Team resources.



GREEN TEAM MEETINGS

Schedule regular meeting times for the Green Team to maximize participation.

CREATE A ZERO WASTE SCHOOLS ACCOUNT

Create an account on nyc.gov/zws (see page 16). Access to the ZWS site will allow you to see the many projects other schools are working on. As a participant on the site, you can also register for the ZWS Contests. Encourage your Green Team to share photos on the site and let them know that not only will they have the opportunity to win prizes, they will also be part of the Zero Waste community!

BIN SURVEY

Bin surveys help ensure there are enough properly labeled bins within any given area. Green Teams can use GrowNYC Recycling Champions Program's chart to record their findings, grownyc.org/files/rcp/BinTally.pdf. Make sure to report any issues you find to your school's Custodian Engineer or the Sustainability Coordinator. Share your progress on the ZWS site and consider signing up for the Super Recyclers Contest.

WASTE AUDIT

Conduct a waste audit to quantify the amount and types of waste generated by your school. Weigh your school's trash, paper, metal, glass, plastic, and cartons, and organics. Note the amount of contamination you find for each stream. The waste audit will allow you to develop a targeted plan using the data recorded.

CAFETERIA MONITORS

Select a group of students to be Cafeteria Monitors and rotate the days they assist in the cafeteria. Monitors should ensure that all students are sorting properly and provide guidance when needed.

ART

Have your Green Team channel their creativity to make recycling posters. Target specific items students seem to have trouble with. The Green Team can also decorate bins or create their own using recycled materials. Get inspiration from past winners of Material for the Arts' Reuse Challenge on the ZWS site and enter your school this year!

RECYCLING GRADING SYSTEM

Have students create a grading system for recycling and trash bins. The grades can be based on the amount of contamination in each bin. Post the grades in the hallways to encourage proper recycling habits! Track the weekly grades to see if there is any improvement. Share results on the ZWS site!

BEAUTIFICATION PROJECTS

Beautify your school grounds! A long-term Green Team project could be the creation of a school garden. Document your journey on the ZWS site and sign up for the Team Up to Clean Up contest!

RECYCLING PSAs

Create public service announcements to encourage recycling around the school! Share your video or audio PSAs through the loudspeaker or during assemblies. Post them on the ZWS site! Social media is a great platform when it comes down to sharing ideas, so don't be afraid to share and spread the word!

WORM BINS

Having an in-class worm bin is a great hands-on way for students to learn about decomposition and organics! For information on how to get started and tips, visit the NYC Compost Project: nyc.gov/compostproject.

FIELD TRIPS TO RECYCLING FACILITIES

Recycling can be fun! See what happens to recyclables after they leave your school or home by taking field trips to Sims Municipal Recycling Facility in Brooklyn, Pratt Industries in Staten Island, or Freshkills Park in Staten Island. For more information, please visit: www1.nyc.gov/assets/dsny/site/resources/educational-materials/field-trips-assembly-programs.

COMMUNITY OUTREACH

Encourage the Green Team to think about environmental problems they see in their community. Conduct litter surveys in the neighborhood and come up with potential solutions. Have your students write letters to elected officials advocating for change!

Testimonials/Green Team Success Stories

“ Give students a task such as collecting milk cartons, filling up a bag with recyclables, etc. It gives them a sense of accomplishment as well as a sense of how much waste is produced. Concrete, simple goals that are achievable and educational are best. ”

— **Marilena Marchetti**, P.S. 291, Bronx



Marilena Marchetti and students from her Green Team at the 2017 ZWS Awards Event.



Christina Martin, Marc Rolla, and their Green Team at the 2017 ZWS Awards Event.

“ Start with students first. They are the easiest ones to convince about the importance of sustainability, and they will eventually get adults to change their behaviors and thinking. Start small, educate the kids and give them agency. The kids will do the leg work. ”

— **Christina Martin**, P.S. 90, Brooklyn

“ We love the Zero Waste Schools website. We got hundreds of great ideas from other teachers, and it’s created an online community for sustainability. ”

— **Marc Rolla**, P.S. 90, Brooklyn

“ Find something you’re passionate about. Once you have an idea, find one or two like-minded teachers. You need to start with strong ideas first, then get kids involved next. Kids need explicit directions, and regular meetings are important. ”

— **Rebecca Sommers**, P.S. 89, Queens



Rebecca Sommers and her Green Team at the 2017 ZWS Awards Event.

THE ZERO WASTE SCHOOLS WEBSITE

The Department of Sanitation (DSNY), along with the Department of Education (DOE) and GrowNYC's Recycling Champions Program (RCP), has developed a new interactive Zero Waste Schools website open only to DOE (and some private) schools: nyc.gov/zws.

The ZWS website is a safe and secure online community where students and teachers can share their accomplishments, projects, and ideas on sustainability with the rest of the NYC school community. The site is also home to our Zero Waste Schools Awards (see page 17) and our Green Team Mini-Grants (see page 18).



To Sign Up For a New Account:

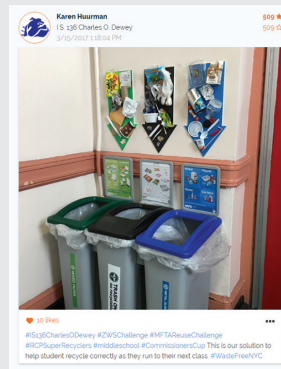
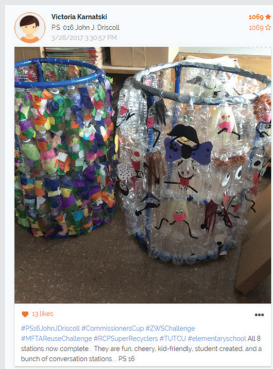
1. Visit nyc.gov/zws and select "Sign Up."
2. Enter your school's verification code in the sign up form. If you need your school's code, please email schools@dsny.nyc.gov with your school's name and building code.
3. Start posting!
4. Be sure to approve students who go to your school, so that they can begin posting.

Users with Existing Accounts:

1. If you created an account on nyc.gov/zws in a previous school year, you will be prompted to verify your school name once you login.
2. Once you confirm the information, you can begin posting again!

ZERO WASTE WEBSITE TIPS

- The website works on both mobile devices and computers. You can upload photos and videos directly from your phone.
- Log on regularly to learn about our ongoing mini-contests and prompts! We will be sending prizes to participating schools throughout the school year.
- Many of our Green Team activities (see page 14) can be facilitated through the site. You can use a class or project specific hashtag to search for posts from your students.



* For any technical issues or questions, please contact us at: schools@dsny.nyc.gov.

THE ZERO WASTE SCHOOLS AWARDS

Win cash prizes, t-shirts, and more!

Schools participating on the ZWS website will have the opportunity to enter our Zero Waste Schools Awards Contests! Entries are submitted on the ZWS site. Winning schools will be invited to our ZWS Awards ceremony in June. For more information on how to enter the contests and to see previous winning entries, please visit: nyc.gov/zws.

The Contests

Zero Waste Schools Challenge

A brand new compliance and data-driven contest open **only to the first 100 Zero Waste Schools**. For more information on the Zero Waste Schools program, please visit: nyc.gov/zerowasteschools.

Citizens Committee for New York City's Team Up To Clean up Contest

Rewards schools that conceive, design, and implement effective cleanup and beautification projects, including school gardens.

Materials for the Arts' Reduce & Reuse Contest

Recognizes and awards creative reuse projects in schools.

GrowNYC Recycling Champions Program's Super Recyclers Contest

Recognizes and awards exemplary recycling programs in schools.

DSNY's Commissioner's Cup

A brand new recognition for sustainability efforts, projects and significant improvement in school recycling, chosen by the DSNY Commissioner's Office.

If you have any questions on the Zero Waste Schools Awards, please email schools@dsny.nyc.gov.



PS 90 Edna Cohen School students at the 2017 ZWS Awards.



Yu Ye and a student Green Team member at the 2017 ZWS Awards.

GREEN TEAM MINI-GRANTS

The New York City Department of Sanitation and Citizens Committee for New York City are awarding up to \$1000 to school green teams!

Grants must be used for green team expenses such as recycling, garden, and reuse projects, t-shirts/uniforms and school sustainability events. **Preference will be given to recycling or waste related projects.**

All New York City K-12 schools (public, charter, and private) are invited to apply! To learn more and get started, visit on.nyc.gov/ZWSContests. Applications are accepted during November and March on the nyc.gov/zws website. For help signing up, email schools@dsny.nyc.gov.



Green Team Checklist

Recycling planning meeting

- Schedule and coordinate a recycling planning meeting. Invite other school civic clubs, honor society, and interested teachers.

Recycling setup

- Do a bin survey of every room and common area in your school: are there enough labeled bins for **paper & cardboard**; for **metal, glass, plastic, and cartons**; and for trash? Report your results to the Sustainability Coordinator and Custodian.
- Help label bins correctly: GREEN decals on bins for **paper & cardboard**; BLUE decals on bins for **metal, glass, plastic and cartons**; ORANGE decals on **organics bins**; and “Trash Only” decals on **trash** bins.
- Survey your school throughout the year to make sure recycling areas are set up properly.
- Take a moment when you enter a room or common area to check that there are properly labeled recycling bins. Fix or report any problems you find.

Monitor recycling areas

- Award classrooms with a star or grade that are sorting their trash and recyclables properly.
- Post results publicly on a bulletin board in the lobby.

Communicate

- Follow **@NYCZeroWasteSchools** on Facebook to get the latest information.
- Join the Zero Waste Schools Website (see page 16) and enter one the of the contests.
- Make reminder announcements about what and how to recycle at your school, the success of your school’s recycling program, and the importance of recycling.
- Notice and report any problems such as items being discarded in wrong bins or incorrect setups to the Sustainability Coordinator or Custodian.
- Order free recycling decals, signs, and posters at **on.nyc.gov/recycling-materials**.

Educate

- Retrain those that need more help, and reward the best recyclers.
- Rotate days to assist in the cafeteria during lunch. Monitor the waste sorting stations and demonstrate how to sort properly.
- Mentor younger—or older—classes, explain why and how to recycle.



Samantha Nguyen and PS 516 Sunset Park Avenues Elementary School Green Team.

CUSTODIANS

Custodians are crucial to the success of Zero Waste Schools, and provide operational support that ensures the proper supplies, service, and materials are in place for successful collection and curbside set out.

Internal Collection and Storage of Trash and Recyclables

- **Never combine recycling streams or trash in the same bag.** **Clean paper & cardboard** should never be mixed with **metal, plastic, glass, and cartons** in the same bag. **Trash** should never be mixed with any recyclables.
- **Using a dual-bin dolly helps to collect waste efficiently** and keeps waste streams separate.
- **Store trash and recyclables in a secure location.** Make sure to keep trash and recyclables in separate piles. For example, don't put bags of **clean paper & cardboard** in the same pile with bags of **trash**.

Materials

Every bin should be labeled with a decal and the appropriate poster hung above it. Replace bin decals and posters if they tear, become soiled, start to peel, etc.

To order FREE decals, signs, and posters, visit: on.nyc.gov/recycling-materials.



Dual-bin dolly recyclables and trash in separate piles.



Keep bags of recyclables and trash in separate piles.



Metal, glass, plastic, and cartons poster



Mixed paper and cardboard poster



Food scraps and food-soiled paper poster



Trash landfill poster for schools without NYC Organics Collection



Trash landfill poster for schools with NYC Organics Collection



Liquids poster

Maintain Cafeteria and Kitchen Setup and Recycling Areas

Maintain waste sorting stations and recycling areas by keeping them clean and orderly.

- Custodians should set up as many waste sorting stations as needed in cafeterias and kitchens that include: liquids bucket, blue-labeled recycling bin, trash bin, food scraps bin (if enrolled in Organics Collection Program).
- Make sure all bins in the cafeteria are part of a waste sorting station. Remove any lone trash or recycling bins that are not part of a recycling area as standalone bins attract contamination.
- If trash or recycling bins need to be moved, always return them to their original location. This will help prevent people from discarding items in the wrong bins.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**
- Any kind of bins can be used to collect trash and recycling, as long as they are labeled clearly.
- Cafeterias should have bins for **clean paper & cardboard** recycling IF these are commonly discarded here (example: if the room is used for meetings). Kitchens must have an area to collect paper & cardboard.

Cafeteria Waste Sorting Station



Only for Schools with Organics Collection↑

Common Area Setup



Classrooms and Offices Setup



Custodian Tip Sheet for NYC Organics Collection

INTERNAL COLLECTION

- Tie the food scraps bags closed and secure the lid of the bin shut.
- Do not double bag or place bags inside other bags. Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- DO NOT use brown food scraps bins to transport bags of recyclables or trash.
- After emptying bins, always return them to original location.
- Store **clean paper & cardboard, metal, glass, plastic, and cartons**, and trash in three separate piles.
- Store bags of **food scraps & food-soiled paper** in the brown food scraps bins.



Store clean paper & cardboard, metal, glass, plastic, and cartons, and trash in three separate piles.

CURBSIDE SETOUT

- Set bags of trash at the curb in distinct piles after 2 PM, but before 4 PM.
- Set food scraps bins at the curb after 2 PM, but before 4 PM, every weekday.
- Retrieve bins after they have been emptied.

ISSUES

- Missed collections are extremely rare if bins are set out on time. If the bin was set out by 4 PM and was not emptied overnight, please notify your local DSNY district office. See Communication Protocol on page 29.
- For night and weekend events, hold food scraps over until next collection day or discard food scraps with the regular trash.
- To request a new bin (DOE schools only), email **ZeroWasteSchools@schools.nyc.gov**.
- Custodians with questions can contact their DDF, or their Sanitation garage (refer to page 32 for DSNY contact list).
- To get more information or order decals and literature, visit: **nyc.gov/zerowasteschools**.



Set food scraps bins at the curb after 2 pm, but before 4 pm, every weekday.

CAFETERIA TIPS FOR NYC ORGANICS COLLECTION

- DOE's Office of Sustainability provides the **brown food scraps bins**. Liquids bucket, trash, and recycling bins are purchased by the school. For DOE schools: see SDI Custodian Supply Catalog.
- For NYC Organics Collection, **food scraps & food-soiled paper** must be collected in the specially designed brown food scraps bins provided by DOE's Office of Sustainability.
- To request **Organic Bins** (Stolen, Missing, or Damaged): Contact **ZeroWasteSchools@schools.nyc.gov**.

Curbside Setout

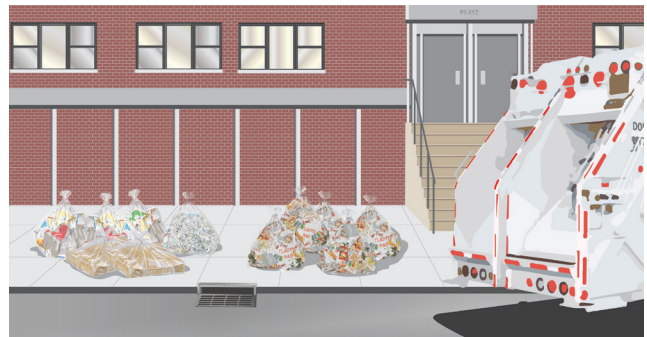
SCHOOLS WITHOUT NYC ORGANICS COLLECTION

School truck: DSNY collects trash from most NYC schools every weeknight. If your school receives daily collection, set out recyclables and trash according to this schedule:

Clean paper & cardboard	Monday, Wednesday, Friday	Set out after 2 PM, but before 4 PM, on day of collection
Metal, glass, plastic, and cartons	Tuesday, Thursday	
Trash	Monday, Tuesday, Wednesday, Thursday, Friday	

Neighborhood schedule: If your school is not on a daily collection schedule, your recycling and trash are collected on the same schedule as your local neighborhood. Visit nyc.gov/dsny or call **311** for schedule.

Dumpsters: Some large schools may use separate dumpsters for **trash** and **clean paper & cardboard**. However, **metal, glass, plastic, and cartons** are always collected curbside in clear bags.



Set out trash and recyclables in distinct piles on the correct day.

SCHOOLS WITH NYC ORGANICS COLLECTION

Clean paper & cardboard	Monday, Wednesday, Friday	Set out after 2 PM, but before 4 PM, on day of collection
Metal, glass, plastic, and cartons	Tuesday, Thursday	
Food scraps & food-soiled paper	Monday, Tuesday, Wednesday, Thursday, Friday	
Trash	Same as neighborhood schedule. Visit nyc.gov/dsny or call 311 for schedule.	Set out between 4 PM the day before and 12 AM the day of collection



Mon, Wed, Fri: Set out brown **food scraps** bins and **clean paper & cardboard** recycling.



Tue, Thu: Set out brown **food scraps** bins and bags of **metal, glass, plastic, and cartons**.

Comply with set-out regulations for each material stream in accordance with the Department of Sanitation’s collection schedule. Schools with **Organics collection** can find their customized set out schedule by visiting: www1.nyc.gov/assets/dsny/site/services/food-scrap-and-yard-waste-page/overview-organics-schools.

Universal Cafeteria Recycling Stations

In fall 2017, the Department of Education Office of Sustainability provided every public school in NYC with a complete cafeteria recycling station. This setup enables schools to have a standard setup and reinforce student recycling habits.

Front view



* Schools will use existing trash bins and food scrap bins (for Organics Sites only).

Side view



* If your cafeteria does not have space to accommodate a double-sided setup, this may be configured to use in single-sided setup.

Implementation Instructions:

1. Determine location:

Meet with the Custodian Engineer, SchoolFood Manager and Administrator who oversees the cafeteria to determine the best placement for the waste sorting station.

2. Arrange sign holders in the correct order: (see image above)

A. Pour Liquids; B. Recycle (Blue); C. Trash (Gray) D. Food Scraps (Orange)

3. Place metal colander **INSIDE** of white bucket (NOTE: purpose of colander is to prevent cereal, straws, and other debris from clogging drains once the liquid bucket is emptied).

4. Place blue lid on 44 gallon blue recycling bin along with blue **DSNY recycling decal**. (NOTE: the hole in the blue lid is designed to keep other contaminants out of the blue recycling bin).

5. Place bins in front of the correct sign: Recommended Order; **(1)** Liquid Bucket, **(2)** Blue Recycling Bin, **(3)** Gray Trash Bin **(4)** Brown Food Scrap Bin

SETUP TIPS

- Keep in mind student flow, exits, serving lines and other factors that determine best placement for your space.
- Discuss with the SchoolFood Manager which team (SchoolFood or Custodial) will maintain the sorting station.
- To maximize the benefits of this setup, remove all other trash bins from the cafeteria that are not associated with this setup as they will detract from students correctly sorting their waste.
- After setup is complete, notify your Sustainability Coordinator and School Aides so they can train students on how to properly sort their waste.

* If you need replacement items or would like to purchase additional bins or sign holders you may do so via the SDI Custodial Supply catalog. Need on the ground support? Request assistance from the DOE Zero Waste Team: zerowasteschools@schools.nyc.gov.

Custodian, Building Manager, or Facilities Manager Checklist

Planning

- Identify your school's Sustainability Coordinator. Attend recycling planning meetings with the Sustainability Coordinator and the Custodian. Sustainability Coordinators can answer most questions about recycling setup and collection.
- Train your staff on what and how to recycle.
- Custodians with questions can contact their DDF or their Sanitation garage (**311**).
- To get more information, visit nyc.gov/zerowasteschools.

Recycling setup

- Set up recycling areas in classrooms, offices, hallways, and other common areas.
- Place garbage and recycling bins together.
- Each bin should have at least one decal on the front of the bin, and one on the back of the bin.
- Use only clear plastic bags to line bins.
*Note: **Clean paper & cardboard** bins do not need to be lined.*

Cafeteria and kitchen setup

- Set up cafeteria waste sorting stations to include (from left to right): **liquids** bucket, blue-labeled **metal, glass, plastic, and cartons** bin, and **trash** bin.
- If your school has NYC Organics Collection, set up the brown **organics** bins at each sorting station, next to the **trash** bin.
- Remove any trash or recycling bins that are not part of a waste station.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**

Bins, decals, and posters

- Recycling bins are available for purchase through the SDI catalog.
- Order additional bin decals and posters at on.nyc.gov/recycling-materials.

Internal collection and storage

- Do not store recyclables, organics, or refuse on the curb outside of set out times.
- Keep trash and recyclables separated as they're collected from bins around the school.
- Keep the different recycling streams separated as they're collected from bins around the school (**metal, plastic, glass, and cartons**, **clean paper & cardboard**, and **organics**).
- Store trash and recyclables in a secure location. Place bags of **metal, glass, plastic, and cartons**, **clean paper & cardboard**, and **trash** in separate piles.
- For schools with NYC Organics Collection, tie bags of **food scraps & food-soiled paper** closed and store in the brown food scraps bin provided by DSNY.

Curbside setout

- Know your collection schedule and post a copy where staff can refer to it. To get more information on collection schedules, visit nyc.gov/zerowasteschools.
- Set bags of recyclables and trash at the curb in **separate piles** according to your collection schedule. (Bags set out at the curb containing different commodities—**metal, glass, plastic, and cartons**, **clean paper & cardboard**, and **trash**—should not touch.)
- For schools with NYC Organics Collection, set out brown **organics** bins at the curb **after 2 PM, but before 4 PM**.
- Follow the DOE/DSNY Communication Protocol for any collection issues (see page 29).

Lista de verificación para el personal de limpieza, administrador del edificio, o administrador de las instalaciones

Planeación

- Identifique el coordinador de sostenibilidad de su escuela. Asista las reuniones de planeación sobre reciclaje con el coordinador de sostenibilidad y el personal de limpieza. Los coordinadores de sostenibilidad pueden contestar la mayoría de las preguntas que tendrá acerca de la preparación y recolección del reciclaje.
- Capacite a su personal sobre qué y cómo reciclar.
- Los supervisores que tengan preguntas pueden contactar a su DDF, o su garaje de sanidad (**311**).
- Para obtener más información, visite: nyc.gov/zerowasteschools.

Preparación del reciclaje

- Organice áreas de reciclaje en salones de clase, oficinas, pasillos, y otras áreas comunes.
- Coloque los recipientes para la basura y reciclaje juntos.
- Cada recipiente debe tener al menos una calcomanía en la parte delantera del recipiente, y una en la parte trasera del recipiente.
- Solo utilice bolsas plásticas transparentes para forrar los recipientes. *NOTA: los recipientes para **papel limpio y cartón** no deben estar forrados.*

Organización en la cafetería y en la cocina

- Asegúrese que las estaciones de clasificación en la cafetería incluyan (de izquierda a derecha): un balde para **líquidos**, un recipiente con calcomanía azul marcado para **metal, vidrio, plástico y cartones**, y el recipiente para la **basura**.
- Si su escuela tiene recolección de desechos orgánicos de NYC, organice los recipientes **marrones para desechos orgánicos** en cada estación de clasificación, al lado del recipiente para la **basura**.
- Retire cualquier recipiente para la basura o reciclaje que no sea parte de una estación de clasificación.
- Lave los recipientes según se requiera. **El lavado de recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de SchoolFood.**

Recipientes, calcomanías, y carteles

- Los recipientes para el reciclaje se pueden comprar a través del catálogo de SDI.
- Ordene calcomanías para recipientes y carteles adicionales en on.nyc.gov/recycling-materials.

Recolección y almacenamiento interno

- No almacene reciclaje, productos orgánicos o basura en la acera fuera de los tiempos establecidos.
- Mantenga la basura y el reciclaje separados mientras son recolectados de los recipientes alrededor de la escuela.
- Mantenga las diferentes fuentes de reciclaje separadas mientras son recolectadas de los recipientes alrededor de la escuela (**metal, vidrio, plástico, papel limpio y cartón**, y **desechos orgánicos**).
- Almacene la basura y los materiales reciclables en un lugar seguro. Coloque bolsas de **metal, vidrio, plástico, papel limpio y cartón**, y **basura** en pilas separadas.
- Para escuelas con recolección de residuos orgánicos de NYC, cierre las bolsas de **sobras de comida y papel sucio de comida** y almacénelas en el recipiente marrón proporcionado por DSNY.

Disposición en la acera

- Conozca su horario de recolección y publique una copia donde el personal lo pueda ver. Para obtener más información acerca de los horarios de recolección, visite: nyc.gov/zerowasteschools.
- Coloque las bolsas de materiales reciclables y basura en la acera en **pilas separadas** según su horario de recolección. (Las bolsas que se colocan en la acera que contienen diferentes artículos: **metal, vidrio, plástico, papel limpio y cartón, basura**, no se deben tocar unas con otras.)
- Para escuelas con recolección de residuos orgánicos de NYC, coloque recipientes marrones para **desechos orgánicos** en la acera **después de las 2 PM, pero antes de las 4 PM**.
- Siga el “Protocolo de Comunicaciones de DOE/DSNY” en caso de cualquier problema con su recolección (pagina 29).

PEST MANAGEMENT IN SCHOOLS

Rats contaminate food, have the potential to spread diseases, and reduce our quality of life. Their gnawing and burrowing can damage utilities and reduce the structural integrity of buildings. Rats can be a school, block, or neighborhood problem and require a coordinated response.

Proper waste management practices can prevent rats. Sanitation IS pest control.

What Contributes To Rats & How to Prevent Them

Rats seek out places to live that provide them with everything they need to survive: food, water, shelter and safe ways for them to get around.

- Rats will choose to live within 100 feet of a food source, and uncontainerized, **loose bags of food waste are attractive to rats.** Rats eat your garbage.
- Any exposed trash, unrinsed recycling, spills, litter and debris will attract rats.

Take These Steps To Keep Rats Out

1. PROPERLY STORE WASTE: Store all garbage & organics/food waste in hard plastic rat-resistant containers with tight fitting lids.

- Store food waste in containers with tight-fitting lids between DSNY pickups.
- If your school has organics collection, use the brown organics bins provided, and be sure to securely close the lid.*

* To request additional or replacement **Organics Bins**, email ZeroWasteSchools@schools.nyc.gov.

2. DO NOT SET OUT FOOD WASTE ON or adjacent to EARTHEN SURFACES (dirt, grass, gardens):

Rats like to build nests or burrows in the earth and prefer traveling along the same paths over and over—often using building foundations walls, fences and bushes to find their way.

- **Be sure to avoid placing garbage on any earthen surface (dirt, grass)** such as tree pits, gardens or grassy areas.

3. CLEAN UP: Grease stains and spills alone will attract rats.

- Sweep and wash the sidewalk after DSNY pick up.
- **Organics Bins and Trash bins have to be regularly washed to prevent pests inside the building.**
- Organics and Trash left to sit out for long periods of time will lead to fruit flies inside the building.

4. MAINTAIN YOUR BUILDING:

- Keep landscaped areas around the school free of tall weeds and trim shrubs that are close to the ground.
- **Check for cracks or holes** in the foundation of your school, sidewalk, and under doors and repair them by filling and sealing them.
- Rats can enter openings as small as ½ inch. All openings around utility lines, hose, and gas lines into building should be sealed with high quality sealants.
- Exterior doors should have encased steel fabric or high density door sweeps installed.
- Removal of conditions that attract rats, grounds should be properly drained, trash removed, clutter free. All garbage areas including dumpsters, sidewalk and trash cans should be washed regularly with soap and water.
- Garbage containers or dumpsters must be in good condition, with no cracks or leaks.
- When storing garbage, lids must be tight fitting and in working condition.

MANAGE GARDENS TO PREVENT RATS

- Well managed gardens may not attract rats—but MANY poorly managed school gardens do attract rats.
- **Control Weeds and Shrubs:** Rats are often found in burrows under bushes and plants.
- Keep tall grass, bushes, shrubs and mulch away from building foundations.
- Pull out ivy around burrows. Keep ground bare 6 inches from buildings, and trim under shrubs.
- Make space between plants, and avoid dense planting.

Who To Contact For Help

The Department of Education has been working with schools to reinforce integrated pest management procedures (IPM) to remediate rats and other pests on school properties.

The Department of Health & Mental Hygiene (DOHMH), DOE Integrated Pest Management, and DSNY, work together in responding to rat and pest issues in the areas and neighborhoods surrounding schools.

Remediation of rats and pests inside school properties is handled by the **Department of Education Pest Management**.

For pest issues inside and around DOE Schools, please contact DOE Integrated Pest Management: **IPM@schools.nyc.gov**, (718) 707-4493, (718) 707-4586.

For more information on how to prevent pests, and for additional resources, visit: **nyc.gov/rats**.



DOE / DSNY COMMUNICATION PROTOCOL

2018-2019 School Year

Missed Collections & Illegal Dumping:

Custodian reaches out directly to the responsible DSNY District to notify of missed collection* or to report illegal dumping (see: **DSNY District Garage List** on page 32).

If the problem is not resolved after 2 days, email: **schools@dsny.nyc.gov** (include the following):

- School Name, Building Code, Location Code(s)
- Address
- Building Contact: Name, Phone, Email
- Date and time of call(s) to DSNY District (name of who spoken to at District)
- Photograph(s) (if relevant)

***Note:** Material set out after your school has been serviced for the day is not a missed collection.

NEW DSNY POLICY: Bulk Material Service Options:

DSNY is no longer providing special bulk container pick-ups to schools at request. Please use the following options to get rid of your bulk material.

Note: Bulk material cannot be placed in EZ Pack containers. EZ Pack containers that contain any bulk material will not be serviced by DSNY.

1. Donation (For Bulk Material in Good Condition):

After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment, the *fastest option* for collection of bulk material in good condition (desks, chairs, tables) is to email DSNY for a donation request.

Custodian emails **schools@dsny.nyc.gov** with the following information:

- School Name and Building Code
- Photo of item/s for disposal
- Description of items and quantity
- Address
- Building contact name/email/phone
- Date material needs to be picked up by
- Letter from Principal on school letterhead stating that Division of Financial Operations, Standard Operating Procedures were followed and equipment has been properly decommissioned. Letter should describe the item(s) (including quantities) of broken/obsolete items to be collected by DSNY.

*DSNY will be post material on DonateNYC, for donation to non-profits and institutions.

2. Curbside Bulk Collection (For Broken/Unrepairable Items):

After procedures were followed on page 16 of the process for Disposition of Obsolete Equipment:

Curbside Setout:

- a. **Bulk Curbside Recycling***: Set out up to 10 pieces per recycling collection day, of bulk items that are mostly metal and/or rigid plastic, on your Metal/Glass/Plastic recycling day.
Continue to set out curbside on the corresponding recycling day, until all of your bulk material has been collected curbside.
- b. **Bulk Curbside Refuse**: Set out up to 10 pieces of bulk wood and non-recyclable material per refuse collection day, for curbside refuse collection.
Continue to set out curbside on the corresponding collection day, until all of your bulk material has been collected curbside.

NOTE: To dispose of broken or unrepairable, **extra-large bulk items** such as **cafeteria tables** and **extra-large (non-student) desks and tables**, contact your local DSNY garage for pick up.

3. Emergency Bulk Collection (For emergencies*, as defined below, you may request a bulk pick-up at DSNY discretion):

***Emergency Bulk Collection:** A bulk pick up that is needed to address an immediate, unexpected situation causing a health or safety issue, where the school cannot hold the material pending donation or curbside set out. Subject to DSNY approval.

1. To request a Bulk Container pick-up due to an emergency: Custodian emails **wastesupport@schools.nyc.gov** the following information*:
 - School Name and Building Code
 - Photo of items for disposal
 - Description of items and quantity
 - Address
 - Building contact name/email/phone
 - Date special request needed
 - Letter from Principal on school letterhead stating that Division of Financial Operations, Standard Operating Procedures were followed and equipment has been properly decommissioned. Letter should describe the item(s) (including quantities) of broken/obsolete items to be collected by DSNY.
 - Reason why a bulk request is needed

*Requests that do not include all of this information cannot be processed

2. Submitted material will be reviewed and if approved, request will be sent to DSNY. DOE Office of Sustainability will communicate the status of this request.
3. DSNY will advise if material warrants a bulk container or a special pickup.

Book recycling:

1. Quantities of *less than* 1,000 books:

a. **Hardcover Books:**

- i. Rip the hardcovers off.
- ii. Hardcover goes in the curbside refuse.
- iii. Soft paper binding and pages goes out with paper recycling.

b. **Softcover Books:**

- i. Set out softcover books with your curbside paper recycling.

2. Quantities of *more than* 1,000 books:

a. Custodian emails **wastesupport@schools.nyc.gov** the following information*:

- i. School Name and Building Code
- ii. Address
- iii. Building contact name/email/phone
- iv. Date special request needed
- v. Photo of books to be recycled
- vi. Quantity of hardcover books
- vii. Quantity of softcover books

*Requests that do not include all of this information cannot be processed.

DSNY District Garage Contact List

For missed collections, contact your DSNY District Garage. Ask for the District Superintendent or Supervisor. Find your DSNY District # (same as your Community Board #) by visiting: on.nyc.gov/address-info.

MANHATTAN BOROUGH

Distr.	Telephone Number
1	212-886-5352
2	212-886-5367
3	212-732-6468
4	212-506-7402
5	212-886-5337
6	212-868-0286
7	212-506-7415
8	212-942-0272
9	718-292-7531
10	212-862-7427
11	212-369-6414
12	212-567-4600

BRONX BOROUGH

Distr.	Telephone Number
1	718-993-0224
2	718-542-0850
3	718-993-0320
4	718-993-7516
5	718-293-5050
6	347-565-2048
7	212-569-5460
8	212-569-6022
9	718-828-5646
10	718-828-5400
11	718-828-0681
12	718-325-6867

QUEENS WEST BOROUGH

Distr.	Telephone Number
1	718-786-4702
2	718-334-9070
3	718-334-9057
4	718-334-9062
5	718-326-9804
6	718-334-9417
9	718-847-8466

STATEN ISLAND BOROUGH

Distr.	Telephone Number
1	718-447-3543
2	718-370-5409
3	718-317-7885

BROOKLYN NORTH BOROUGH

Distr.	Telephone Number
1	718-571-6405
2	718-768-4105
3	718-386-4726
4	718-571-6415
5	718-649-3074
8	718-756-7027
9	718-284-2467
16	718-257-1520
17	718-257-3874

QUEENS EAST BOROUGH

Distr.	Telephone Number
7	718-746-2412
8	718-835-7446
10	718-835-8833
11	718-217-8697
12	718-835-9066
13	718-525-7758
14	718-734-3711

BROOKLYN SOUTH BOROUGH

Distr.	Telephone Number
6	718-768-5795
7	718-439-3700
10	718-492-6447
11	718-714-2708
12	718-837-0802
13	718-372-2961
14	718-629-6694
15	718-769-2333
18	718-257-3547

As of 08/2018

KITCHEN STAFF

Kitchen Staff help schools achieve zero waste by setting up and maintaining the cafeteria and kitchen operations so that proper collection and diversion take place where students eat and where food is prepared.

Kitchen Staff Tip Sheet

CAFETERIA SETUP

- Waste sorting stations include: **liquids bucket**, **blue-labeled recycling bin**, **trash bin**, and **food scraps bin**.
- Arrange the sorting stations in the same place every day. Make sure that they are orderly and neat.
- Remove any standalone trash or recycling bins that are not part of a station.

MAINTENANCE

- Empty the **liquids** buckets when they are full.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**
- As usual, wipe down cafeteria tables before and after lunch periods.

BIN LINERS

- Line each bin in the waste sorting station with clear plastic bags. Make sure bag liners do not cover up bin decals.
- Do not double bag or place bags inside other bags.
- Tie bags before they become too heavy and can break. Approximately 3-4 bags should fit in an Organics bin. **Do not fill a single bag all the way to the top of an Organics bin.**

IN THE KITCHEN

- Every day after meal preparation, prepare trash and recyclables for collection. Tie bags of food scraps closed, and shut the lid of the bin securely. Stack full bags of food scraps in the food scraps bins. Don't place bags inside other bags.

ISSUES

- To request a new bin, ask the Custodian Engineer to email ZeroWasteSchools@schools.nyc.gov.
- Questions? Contact your supervisor or visit on.nyc.gov/organics-schools.

BREAKFAST IN THE CLASSROOM (BIC)

SchoolFood Staff is responsible for collecting and sorting all waste and recyclable material related to the BIC program. This includes providing a collection mechanism for the waste (plastic liner or insulated tote), that is used to transport all food service waste from the classroom to the cafeteria. Collected materials are sorted in the cafeteria by SchoolFood staff. For more information on BIC, as well as roles and responsibilities, visit: schoolfoodnyc.org.



Kitchen Staff Checklist

Planning

- Identify your school's Sustainability Coordinator. Attend any recycling planning meetings with the Sustainability Coordinator, as well as the Custodian.

Cafeteria setup

- Work with Custodial Staff to label bins and set up waste sorting stations.
- Ask your school's Sustainability Coordinator or Custodian for additional decals or posters if needed.

Kitchen setup

- Set up a blue-labeled bin for **metal, glass, plastic, cartons**.
- Set up a green-labeled bin for **clean paper & cardboard**.
- For schools with NYC Organics Collection, set up brown organics bins for **food scraps & food-soiled paper** near food prep areas.
- Line bins with clear bags, daily.
- Hang posters above each bin, where possible.

Maintain recycling areas

- Ensure bins are all lined with clear plastic bags. *Note: **Clean paper & cardboard** bins do not need to be lined.*
- Empty and wash liquid buckets and mesh colanders daily.
- Wash bins as needed. **Washing of bins is a collaborative effort between Custodial Staff and SchoolFood Staff (kitchen & cafeteria).**
- For schools with NYC Organics Collection, tie bags of **food scraps & food-soiled paper** closed. Stack full bags in the brown food scraps bins. Do not place bags inside other bags.

Lista de verificación para el personal de cocina

Planeación

- Identifique al coordinador de sostenibilidad de su escuela. Asista a cualquier reunión sobre planeación de reciclaje con el coordinador de sostenibilidad y el supervisor de limpieza.

Organización en la cafetería

- Trabaje con el personal de limpieza para etiquetar los recipientes y organizar las estaciones de clasificación.
- Pídale al coordinador de sostenibilidad o al supervisor de limpieza de su escuela calcomanías o carteles adicionales si se requieren.

Organización en la cocina

- Disponga un recipiente azul marcado para **metal, vidrio, plástico y cartones**.
- Disponga un recipiente verde marcado para **papel limpio y cartón**.
- Para escuelas con recolección de desechos orgánicos de NYC, disponga el **recipiente marrón de desechos orgánicos** cerca de áreas donde se preparan los alimentos.
- Forre los recipientes con bolsas transparentes, diariamente.
- Coloque carteles encima de cada recipiente, según sea posible.

Mantenga las áreas de reciclaje

- Asegúrese que todos los recipientes se encuentren forrados con bolsas plásticas transparentes. *NOTA: los recipientes para **papel limpio y cartón** no necesitan ser forrados.*
- Vacíe y lave el balde para líquidos y el colador de malla todos los días.
- Lave los recipientes según se requiera. **El lavado de los recipientes es un esfuerzo colaborativo entre el personal de limpieza y el personal de SchoolFood.**
- Para escuelas con recolección de desechos orgánicos de NYC, cuando el recipiente **marrón para el desecho orgánico** este lleno, cierre la bolsa plástica. Apile las bolsas llenas en los recipientes marrones. No coloque bolsas dentro de otras bolsas.

GUIDE TO EATING IN THE CLASSROOM

In order to properly divert recyclable and compostable materials, prevent pest issues, provide a clean learning environment, and comply with Department of Sanitation collection services, it is important to properly manage waste generated from eating inside the classroom.

There are several “types” of classroom eating in NYC Public Schools. From Universal Pre-K (UPK), to Breakfast in the Classroom (BIC), to pizza parties, and after school programs, students, staff, and community members are often sharing meals in classrooms. Below is a guide to waste management with each of these types of classroom eating:

Universal Pre-K (UPK) & Classroom Parties

For all other classroom eating, teachers should work with school administration and custodial staff to make sure they have the proper bins and signage in their classrooms, and train students to properly sort their material in the classroom. **Custodians are responsible for collecting classroom waste materials and maintaining material separation.** However, it is **not the Custodian’s responsibility to sort the material.***

** It is the responsibility of school staff and students to properly sort recycling and waste materials in their school.*

For more information on school recycling, visit:

www1.nyc.gov/assets/dsny/zerowaste/schools/recycling.shtml.

Breakfast in the Classroom (BIC)

Breakfast in the Classroom (BIC) is a breakfast service that provides free breakfast for elementary students. This program ensures that students receive the proper nutrients they need for their instructional day.

SchoolFood Staff is responsible for collecting and sorting all waste and recyclable material related to the BIC program. This includes providing a collection mechanism for the waste (plastic liner or insulated tote), that is used to transport all food service waste from the classroom to the cafeteria. Collected materials are sorted in the cafeteria by SchoolFood staff. For more information on BIC, as well as roles and responsibilities, visit: schoolfoodnyc.org.

If you have questions or concerns related to the waste management of BIC please contact your SchoolFood Service Manager for that location. You may also reach out to your District Supervisor for additional assistance.

opt-osfns.org/schoolfoodny/resources/SchoolFoodDistrictRegionalDirectory.pdf

After School Programs

School Administration should ensure that all after school program managers are aware that their programs adhere to all DOE school recycling protocols and follow the same procedures as established by the school during the normal school day.

Special Waste, Reuse & Clothing Recycling

Special Waste

Some school waste items require special handling. Electronics, fluorescent bulbs, rechargeable batteries, and other harmful products cannot go in regular recycling or trash, and schools must follow specific guidelines for disposal.

To find out more information on how DOE schools dispose of special waste, please visit the Waste Section of the DOE Office of Sustainability's website at: **schools.nyc.gov/sustainability**.

For more information on Special Waste disposal for non-DOE schools, please visit: **nyc.gov/zerowaste**.



Donations & Reuse

In many cases, items that schools discard are still in good working condition and could be put to good use by other schools and nonprofits. By donating and reusing goods instead of discarding them, schools can greatly reduce waste, conserve energy and resources, save money, and help provide jobs and human services for New Yorkers in need.

As an alternative to disposal, look into donating working electronics, usable furniture, instruments, and other items through donateNYC, an online materials exchange: **nyc.gov/donate**.



Clothing & Textile Recycling

Schools can now participate in **refashionNYC**, a free and convenient clothing donation and recycling service available to apartment, office, commercial, and school buildings. The service is provided by the NYC Department of Sanitation and the nonprofit organization, Housing Works.

WHY JOIN?

Help New Yorkers. All proceeds from donations support the charitable mission of Housing Works to end the dual crises of homelessness and AIDS.

Get tax deductions. Tax receipts for up to \$250 are available directly on the bin.

Keep valuable material from going to landfills. Every year, New Yorkers throw away approximately 200,000 tons of clothing and textiles. refashionNYC ensures that none of your donations are sent to landfills.

HOW TO ENROLL

Interested schools can complete an online inquiry form at nyc.gov/refashion. A site visit will be conducted to confirm there is a suitable location available for the bin. Please email **schools@dsny.nyc.gov** with any questions.



Resources

School Waste & Recycling Program Support

The Office of Sustainability works to transform the DOE into a more sustainable public entity regarding facility operation and student environmental education. To help achieve our mission, the Office of Sustainability partners with a variety of organizations, including DSNY and other non-profits, to provide a wide range of resources and training for students and teachers to help make DOE schools the greenest they can be. The Office of Sustainability has a Zero Waste Team that will provide on the ground support to your school by engaging all stakeholders to increase participation and performance of recycling and waste-related programs. Please contact the DOE Zero Waste Team for support or with any questions about school recycling and waste at ZeroWasteSchools@schools.nyc.gov.

Educational Materials, Web Resources, and Contests

Join the ZWS site at nyc.gov/zws

Like us on Facebook [@NYCZeroWasteSchools](https://www.facebook.com/NYCZeroWasteSchools)

FREE RESOURCES FROM SANITATION

Request FREE materials online, at: on.nyc.gov/recycling-materials.

- **Education Materials:** RRRResource Guide: RRR You Ready? Designed to help educators implement the three R's (Reduce, Reuse, Recycle) in NYC schools (K – 12).
- **Coloring and comic books** (Literacy component to the RRRResource Guide. PreK – 6).
- **Decals and signage** to set up your recycling program (for both schools with and without Organics Collection).
- **T-shirts, bookmarks and more!**

FIELD TRIPS & TOURS

To find field trip ideas for students, visit on.nyc.gov/dsny-field-trips.

RESOURCES FROM OUR PARTNERS



The **NYC Compost Project** provides compost education to students and teachers, including workshops and tours of NYC's many community composting sites: nyc.gov/compostproject.



GrowNYC Recycling Champions Program develops model recycling programs in NYC schools by involving students, staff, and custodians in training and hands-on education. Download free resources from their online toolkit: grownyc.org/rcp.



Materials for the Arts offers field trips, professional development, and in-school residencies focused on creative reuse: nyc.gov/mfta.



NYC Department of Education's Office of Sustainability provides info on waste/recycling/organics programs, energy, and conservation for schools: visit schools.nyc.gov/sustainability and/or contact the Zero Waste Team at ZeroWasteSchools@schools.nyc.gov.



Citizens Committee for New York City: Our mission is simple: to help New Yorkers — especially those in low-income areas — come together and improve the quality of life in their neighborhoods: citizensnyc.org.



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New York, NY 10274-0156

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NYC Schools Guide to zerowaste

Free Resources for Schools

Order free resources online at on.nyc.gov/recycling-materials:

- **Bin decals and posters:** to label bins and set up recycling areas and waste sorting stations.
- **NYC K-12 Schools RRRResource Guide:** acclaimed NYC-based lesson plans and activities that help you meet current Common Core and other educational standards.
- **Educational coloring and comic books:** for different reading levels, PreK-6.

Join the ZWS site at nyc.gov/zws Like us on Facebook [@NYCZeroWasteSchools](https://www.facebook.com/NYCZeroWasteSchools)

