

Town of North Hempstead



Public Schools Comprehensive Recycling Plan

2016



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1. INTRODUCTION

Statement of Purpose

This Comprehensive School Recycling Guide is an introduction to the Town of North Hempstead’s School Recycling Partnership Program, intended for participating School administrators, staff, and student leaders. This document explains what materials are included in the Program, how recyclable materials are collected, and proper procedures for handling the materials.

T.O.N.H School Recycling Initiative Goals

School recycling fits within the Town’s multifaceted approach to environmental stewardship. In order to bring recycling into all of our public schools, Town Supervisor Judi Bosworth and the Executive Director of the Solid Waste Management Authority have committed significant resources to the Partnership.

The primary goal of the Program is to create and cultivate recycling partnerships with all public schools within the Town. These partnerships will work to institute recycling programs, waste reduction initiatives, and educational programs, thus increasing the amount of recyclable materials that are diverted from the waste stream; educating students and faculty about wise resource management; and saving taxpayer dollars.

School Recycling

This guide is designed to give each school a framework so that individual recycling plans can be implemented. The plan is designed to be implemented quickly, to minimize collection work, and to provide educational opportunities to the participants.

By implementing a Comprehensive Recycling Plan your school will set a positive example for its students. Students who recycle in their classrooms will continue to practice waste reduction throughout their lives, and may bring this learning home and encourage family members and friends to recycle.

2. RECYCLING PLAN OVERVIEW

Recyclable Materials

<u>Material</u>	<u>Items</u>
Paper	Notebook paper, newspapers, copy paper, printer paper, magazines, catalogues, index cards, paperback books and pamphlets, pages from hardback books and spiral notebooks that have had the hardcovers and spirals removed.
Commingled Recyclables	All containers which are labeled Plastics 1, 2, 4, 5 & 6, including plastic and glass bottles, containers, & cups; and clean aluminum cans & foil.
E-waste	Computer monitors and hard drives, computer mice, printers, small copy machines, fax machines, scanners, television sets, cell phones and more.
Plastic Bottle Caps	Plastic bottle caps should be placed in the Caps Bin. These are recyclable, but they must be separated from the bottles.

Recycling Procedures

All faculty, students, visitors and staff are strongly encouraged to recycle

- Paper, commingled recyclables, and plastic bottle caps are to be placed inside the appropriately designated bins.
- If bags are used for the recycling bins, then only clear plastic bags should be used. This allows custodial staff to see that the contents are recyclables, and prevents the items from accidentally being placed in the waste dumpster. The Partnership has found that this is an important step in keeping the waste streams separate.
- Plastic Bottle Caps must be removed from bottles, and placed in the school's Caps Bin. These items are recyclable, but they must go through a different process than regular plastic bottles.

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- Food and beverage containers should be emptied before they are placed in the bins. Containers should be rinsed if they contain significant residue, so as to not contaminate the recycling stream.
- Paper that is not contaminated by food or grease is accepted for recycling. Spirals from notebooks and hardback covers from textbooks should be removed and placed in regular garbage.
- Cardboard boxes should be broken down and placed at the designated pick-up area.

Electronic waste can be dropped off at the Solid Waste Management Authority (SWMA) at 802 West Shore Road, Port Washington, 11050. If large amounts of e-waste are being generated due to technology upgrades, etc, the school may call SWMA to arrange that an e-waste dumpster be brought to the school, and picked up at a later date.

Non-recyclable waste such as construction paper, food wrappers, soiled paper products, hardcovers from textbooks, and drink cartons should be placed in regular garbage cans.

Recycling Containers and Placement

The partnership program provides the following collection bins, and requests that they be placed in the following fashion:

- There will be one recycling bin for commingled and one recycling bin for paper in each classroom in every public school building. **Both containers should be placed next to the trash bin.**
- Every four offices will share one recycling bin for commingled and one recycling bin for paper. Please place bin in high traffic areas, alongside copiers, kitchenettes, etc.
- Every school will have a Caps Bin that should be featured at the entrance of the building or in the cafeteria.
- Schools with athletic fields will be provided an appropriate number of field bins for commingled recyclables, as determined by discussions with the School District.
- The private carter used for recycling collection will station two four-cubic-yard or eight-cubic-yard front-end loader containers at each public school, where the recyclables are to be stored until their regularly scheduled pickup. One container will store paper and the other container will store commingled recyclable. Cardboard can be placed in the paper dumpster.

Transportation and Collection

The Town of North Hempstead Office of Sustainability will send out a Caps Collection schedule at the beginning of every school year; **Caps are collected by SWMA staff**

approximately once per month during the school year. Additional pickups may be scheduled if necessary by contacting SWMA.

The contents of classroom and office recycling bins are to be placed into the rolling carts and the building maintenance staff should empty the rolling carts into the two four-cubic yard or eight-cubic-yard front-end loader containers located outside the building. One of these containers will be designated for paper and cardboard, and the other will be designated for commingled recyclables.

The private carter in a Front-end loader E-Z Pac truck will pick the **paper/cardboard container's contents up to twice per week or as needed.** The **commingled container will be serviced once per week or as needed.** The private carter will transport all school recyclables to the S.W.M.A. Transfer Station.

Roles and Responsibilities

It will be the responsibility of each administrator, teacher, staff person and custodian to participate in the recycling program and encourage proper recycling by students. Within each classroom teachers should encourage students to recycle paper and beverage containers.

Recyclables are collected from the schools, free of charge, by a third-party vendor selected by the Town. It is the responsibility of the schools to ensure that the recyclables are collected and deposited into the outdoor containers, and that the recyclables are not contaminated by food or landfill waste.

Administrators and staff are requested to make any suggestions for more efficient program implementation and to request additional bins from the Town as needed.

The Town may make available educational materials such as posters, handouts, or video programs. These are intended to improve the Recycling Program's implementation. It shall be the responsibility of the School administration to ensure the dissemination, display, or viewing of such materials.

The Town offers several programs throughout the year which are intended to increase awareness of recycling, waste reclamation, and environmental awareness generally. These include but are not limited to the Recycled Art Contest, the Trashion Show, the Earth Day Video Contest, and the Earth Day T-shirt Contest. Participation in these programs is not required, but it is encouraged.

Participating School Districts

As of January September 30, 2015, the following schools have signed the intermunicipal agreement with the Town of North Hempstead and have received recycling bins, dumpster units and carting of recyclables:

District

Great Neck Public Schools

Schools

E.M. Baker School

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John F. Kennedy School
Lakeville School
Parkville School
Saddle Rock School
North Middle School
South Middle School
North High School
South High School
Village School
Adult Learning Center at Clover Drive

Herricks Union Free School District

Center Street
Denton Avenue
Searingtown
Shelter Rock Academy
Herricks Middle School
Herricks High School
Herricks Community Center

Manhasset Public Schools

Munsey Park Elementary
Shelter Rock Elementary
Manhasset Middle/High School

Mineola Union Free School District

Hampton Street School
Meadow Drive School
Jackson Avenue School
Mineola Middle School
Mineola High School

New Hyde Park-GCP Union Free School District

Garden City Park School
Manor Oaks School
Hillside Grade School
New Hyde Park Road School

Roslyn Union Free School District

Heights School
East Hills School
Harbor Hill School
Roslyn Middle School
Roslyn High School

Union Free District (Port Washington)

Daly Elementary School
Guggenheim Elementary School
Manorhaven Elementary School
Sousa Elementary School
South Salem Elementary School
Weber Middle School
Schreiber High School

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Sewanhaka Central High School District	New Hyde Park Memorial High School
Carle Place Union Free School District	Cherry Lane Elementary School Rushmore Avenue School Carle Place Middle/ High School
Westbury Public Schools	Dryden Street School Park Ave School Powell's Lane School Drexel Ave School Westbury Middle School Westbury High School
East Williston Union Free School District	Willets Road School North Side School The Wheatley School

3. RECYCLING BINS

Office and Classroom Bins- each of the containers will have a specific lid to receive paper or commingled (bottles & cans)



Caps Bin

Outdoor Athletic Field Bin



Recycling Rollout Container with Lid



**Town of North Hempstead
Comprehensive School Recycling Guide**

END