

K-12 School Sorting System ~ Materials Management

Cafeteria Sorting Station

- ❑ In place at meal times
- ❑ Includes recycle (blue), compost (green) and landfill (grey) bins, liquid bucket, tables for food share and trays/boats
- ❑ Clear signage
- ❑ Student and/or staff monitors at mealtime
- ❑ Remove other trash bins in the cafeteria to reduce workload and to have success with sorting station
- ❑ Check that scheduled monitors are showing up and doing their job to keep sorting mistakes low
- ❑ Clear liners required for recycle and compost bins
(San Ramon Valley schools must use compostable bags)



Kitchen Sorting

- ❑ Recycle (blue) and compost (green) with signage added
- ❑ Recycle and compost bins near landfill bin or the best location for staff
- ❑ Clear liners for recycling - twisted at top, placed in recycle dumpster
- ❑ Clear or compostable liners for compost - twisted at top and placed in compost bins
- ❑ Cardboard boxes broken down for recycling



Outside Eating Areas

- ❑ In place at meal times with clear signage
- ❑ Main eating areas have sorting system for recycle, compost and landfill
- ❑ Bins monitored by students or staff during mealtimes

Classroom Recycle Collection

- ❑ Recycle (blue tubs) with signage in all classrooms
- ❑ Place recycle tubs next to landfill cans
- ❑ Procedure determined on best method to collect material - must be separate from landfill material and emptied into the recycle dumpster
- ❑ Consider having every classroom be responsible for emptying class recycle tub to centralized recycle containers
- ❑ Establish a system that is frequent enough to keep bins from overflowing or creating a pest problem



Classroom Compost Collection

- ❑ Classrooms with decent organics volume should place a compost container with signage near sink or landfill bin
- ❑ Classroom student/faculty empties daily into centralized containers such as: cafeteria, bathroom towel compost or hallway collection station
- ❑ Custodial staff to empty centralized containers into compost dumpster/carts daily



Waste Management for Schools - Strategies, Support and Resources

Bathroom Paper Towel Compost Sorting

- ❑ Paper towel only signage on bin and above bin where possible
- ❑ Can repurpose existing trash bin with neatly banding paper towel collection bin with green duct tape
- ❑ Clear liners to be used for paper towel/compost collection
- ❑ Student bathrooms typically do not need a landfill/trash bin (most waste in bathrooms are paper towels)



Faculty Offices, Lounges and Hallways

- ❑ Recycle bin with signage in offices and staff rooms
- ❑ Recycle (blue), compost (green) and landfill (grey) bins with signage in staff eating areas



Dumpsters and Carts

- ❑ Cardboard boxes broken down for recycling
- ❑ Recycle and compost material kept in clear liners
- ❑ No black liners in compost and recycle dumpsters or carts
- ❑ If landfill dumpster is full - do not put trash in recycle or compost
- ❑ Determine best service levels so bins are regularly full just prior to pick up
- ❑ If low levels are seen, fill out a Dumpster Observation form for right sizing
- ❑ Switch to all clear liners for all bins where possible for improved tracking of what is going to landfill bins and dumpster
- ❑ If compost and/or recycle sorts have more than 10% trash, then bagged material needs to go into the landfill bin.
- ❑ If more than 10% contamination in compost and/or recycle sorts happens longer than a few days, the School Green Team needs to find ways to improve sorting.



California schools and school districts are committed to manage our resources and protect our environment for the benefit of our students and school community. Our schools and school districts are setting goals to be in attainment and consistent with State and County waste diversion mandates (AB827, AB341, AB1826, SB1383). To meet these goals, it takes the whole school community working together to have an effective and successful program.

A wide range of supplies and materials can be provided from grant funds, these include: bins, signage and mealtime monitoring tools (aprons, grabbers and green team monitoring posters and badges). Additional resources are available to educate and train a school community; such as sorting activities, video lessons on sorting and food share, green team tools and classroom party kit support.

For more information and support, please contact: **Striving for Zero Waste** - Alameda County Wide K-12 School Support program, Nancy Deming, Schools Sustainability Specialist, nancyldeming@gmail.com, 510-290-4875.