

## 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



