



School Recycling Assistance Program (RAP)

Fact and Information Sheet

Are you a school administrator concerned about solid waste disposal costs? Are you a recycling-conscious teacher, parent, or student? The Hamilton County Recycling and Solid Waste District (District) wants to help your school set up a new solid waste reduction/recycling program or expand or improve your existing program.

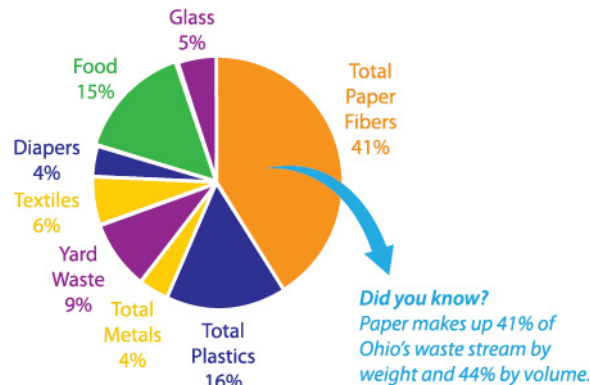
A representative from the District can come to your school and meet with principals, teachers, students, facility managers, custodians, and/or PTAs to help you assess your school's waste stream and determine what program is right for you. The District can also assist you in designing your collection method to have a minimal impact on custodians; educate staff, students, and parents; and generate school pride and enthusiasm for the program.

Once you have committed to starting a program, completed the Recycling Assistance Program Registration Form and School Recycling Plan Worksheet, the District can provide the following services:

- Staff and faculty training
- Indoor recycling containers (based on availability)
- Classroom programs (low or no cost)
- School assemblies (low or no cost)
- Solid waste related field trips (subsidized)
- Recycling consultation services

For more information, contact Cher Mohring at 513-946-7737 or Cher.Mohring@hamilton-co.org.

Statewide Distribution of Major Components or Categories by Weight





**School Recycling Assistance Program
2019 Registration Form**

(Please print or type; attach additional pages if needed)

School Name _____ **Grades** _____

Recycling Coordinator Name _____

Principal Name _____

Building Manager Name _____

School Address _____ **Zip** _____

School Phone _____ **Coordinator Phone** _____

Coordinator e-mail _____

I do not want to receive Spencer's SPOTlight Teacher Newsletter

Student Enrollment _____ **No. of Faculty/Staff** _____ **No. of Custodial Staff** _____

Recycling program status? (Check one) **New** **Existing** **Expanding**

- If *new*, expected start date: _____
- If *existing* program and no changes. What month/year was it started? _____
- If *expanding*, expected start date for expansion: _____

We, the Recycling Coordinator, Principal and Building Manager, agree to support and implement the recycling program, supervise staff, and educate students to ensure the program runs properly.

Recycling Coordinator Signature **Date**

Principal Signature **Date**

Building Manager Signature **Date**

Please return to Cher Mohring, Hamilton County Recycling and Solid Waste District
By Mail: 250 William Howard Taft Road, Cincinnati, Ohio 45219
By Email: Cher.Mohring@hamilton-co.org
By Fax: 513-946-7778

School Recycling Plan Worksheet

School: _____

Year: _____

Material	Point of Generation	How collected (By Whom)	Who Moves Material to Pickup Location	Scheduled Pickup

School Recycling Plan Worksheet

School: _____

Year: _____

Material	Point of Generation	How collected (By Whom)	Who Moves Material to Pickup Location	Scheduled Pickup

Example School Recycling Plan Worksheet

School: _____

Year: _____

Material	Point of Generation	How collected (By Whom)	Who Moves Material to Pickup Location	Scheduled Pickup
Paper and Cardboard	Classrooms, administrative offices, teacher workrooms, teacher mailrooms	Placed in marked boxes (students, teachers, staff)	Green Team collects from classrooms and takes to recycling dumpster on Tuesdays	Recycling dumpster serviced on Wednesday
Cans, Bottles, milk/juice cartons, juice boxes	Cafeteria, gym, kitchen, sports field, staff breakroom	Place in designated recycling bins (students, teachers, staff, guests)	Custodians moved bags to single-stream dumpster daily	Recycling dumpster serviced on Wednesdays
Unopened, commercially packaged food; and whole, intact fruit	Cafeteria	Students place refrigerated items in cooler and fruit in basket on "Food Share Cart" for another student to take if they wish	At the end of lunch, Mr. Smith puts in 'food for donation' box in refrigerator daily	On Thursday, Mr. Smith takes everything in the "Food for Donation" box to ABC Food Pantry
Fruit and vegetable scraps, coffee grounds, leaves, shredded paper (as needed)	Cafeteria (during 3 rd grade lunch period only), teacher lunchroom, school lawn, office (as needed)	Cafeteria: students put fruit and vegetable scraps in to compost collection container Teacher lunchroom: staff puts coffee grounds into compost collection container Lawn: students bag fall leaves Office: saves shredded paper for compost as needed	Schedule set up for 3 rd graders to take turns emptying food scraps and coffee grounds into compost bin and cover with leaves or shredded paper daily 3 rd graders also take turns turning compost bin once a week	N/A
Printer Cartridges	Print Areas	Staff takes to office and places in designated box	Ms. Smith ships box to Cartridges for Kids when full	N/A