



School Recycling Program Checklist

Use this checklist to guide you through the process of setting up a sustainable recycling program at your school. If you need assistance, call the Hamilton County Recycling and Solid Waste District at 513-946-7737 to speak to someone about the Recycling Assistance Program for schools.

- Seek support and input from your building manager, principal, and teachers.
- Look at your waste to see what can be recycled.
- Find a business to pick-up recyclables.
- Recruit a recycling club or Green Team. This could include the principal, building manager, teachers, and students.
- Contact the Hamilton County Recycling and Solid Waste District at 513-946-7737 for ideas, consultation, or to participate in the Recycling Assistance Program.
- Come up with a recycling plan.
 - Tour the building/campus to determine where recyclables should be collected.
 - Target signage for who will generate and deposit recyclables into recycling receptacles. In classrooms this will be for students and teachers; in the kitchen for the kitchen staff; and in the gym and outdoor sporting areas for the general public.
 - Decide what types of recycling receptacles are needed. In classrooms, offices, and copy/print/fax areas you will probably just need boxes to collect paper; in cafeterias, kitchens, teachers' lounges, gyms, and outdoor sporting areas you will probably need receptacles suitable for bottles and cans. Don't forget about the areas that generate cardboard waste.
 - Designate someone to move material to the recycling dumpster or tote. This could be students, the Green Team, facilities personnel, etc. Make sure they know where to find recyclables and where the recycling dumpster/tote is located. Consider offering staff centrally located overflow container(s) to empty their individual recycling containers in the event their recycling bins fill up before someone collects the material.
 - Find out if you need to call for a pick-up when the recycling dumpster is full or if there is a scheduled pick-up day. If you need to call, figure out who will monitor the dumpster and make the call. If there is a scheduled pick-up day, monitor the amount of recyclables in the dumpster before pick-up to adjust service level as needed.
 - Acquire and distribute recycling receptacles. Always put recycling receptacles next to garbage cans to prevent contamination. If you need to use bags, only use clear bags.
- Inform everyone about the program with signage, emails, morning announcements, newsletters, etc. Let people know what can be recycled and where the recycling containers are located. Consider having a kick-off event with an assembly or classroom programs. If you are collecting items (paper, aluminum, cell phones) through a fundraising program, make sure you inform parents and the community so they will also participate.
- Keep records of how much you are recycling and set goals.
- Monitor the recycling containers and check for contamination. Adjust signage if you notice a lot of mistakes.
- Monitor landfill dumpster and decrease pick-ups as needed to make recycling financially sustainable.
- Provide positive feedback by informing students, teachers, administrators, parents and the community of your successes. Let folks know the benefits of recycling (creates local jobs, and saves money, natural resources, energy, and landfill space). Keep recycling on everyone's minds by hanging posters, including recycling facts in morning announcements, newsletters, etc. Consider having recycling contests and rewarding good recyclers.