

*The District School Board  
of Pasco County*

# Recycling Manual

August 2012



*Recycling today...  
for tomorrow's future!*

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## INTRODUCTION

The District School Board of Pasco County's (DSBPC) recycling program began in 1991 after Pasco County built a waste-to-energy facility. During this time, the DSBPC was assessed a disposal fee of over \$300,000. This action prompted School Board Members to find ways to reduce solid waste lowering solid waste disposal fees.

The DSBPC recycles to conserve natural resources and educate students and employees on the importance of protecting the environment. Each year, the solid waste hauling and disposal fees are expected to increase, as our student enrollment and county grows. The more we recycle, the lower our solid waste hauling, disposal and tax assessments will be. This can lead to significant savings for the entire District.

If you are reading this manual right now, chances are you are participating in some way with recycling and solid waste. Whether you will oversee the entire recycling and solid waste program, or participate in a specific segment of the operation, the information contained in this manual will help guide your choices.

We are responsible for promoting recycling and conservation programs, monitoring solid waste, facilitating reuse through Creation Station and coordinating numerous environmental events throughout the year such as: Arbor Day, Pasco Art of Recycling, Creation Station, Earth Day, Earth Patrol, and America Recycles Day.

We are proud of the efforts of our Administrators, employees, students, parents, volunteers and community members who have contributed to our award winning recycling programs. We have earned many prestigious state and national awards for our recycling and waste reduction efforts such as: 2010 Governors Serve to Preserve Green School Award Finalist, 2009 Governors Serve to Preserve district-wide Green School Award, "Pasco Schools Recycling Day" Tampa Bay Rays, 2008 American Forest and Paper Association (school-wide recycling award), 2008 American School Board Journal Magna Award for overall recycling in the over 20,000 enrollment category, 2010 & 2007 Outstanding Industrial / Business Award, and more. The District's recycling efforts are frequently highlighted in statewide journals and newsletters.

This manual is designed to describe the proper procedures for recycling and handling of solid waste. Your commitment to encouraging recycling throughout your school is vital to our continued success. Together, we are making a difference!

*We are helping to teach our students important life-long lessons in caring for their environment. Just another step towards helping students reach their highest potential.*

## **RECYCLING - HOW DOES IT WORK?**

Each school is required to recycle in accordance with school board policy, a variety of materials to help reduce their solid waste volume.

As part of the DSBPC's waste minimization efforts, Conservation and Recycling Operations runs a comprehensive recycling program. Our schools recycle aluminum cans, household batteries, cardboard, cellular phones, electronics, light bulbs, metal cans, metal scrap, mixed paper, newspaper, oil, paint, plastic bottles, textbooks, tires, toner cartridges and wooden pallets.

The recycling program has reduced the District's solid waste volume by approximately 40% and annually saves the District money in solid waste collection and disposal fees. Recyclables are also valuable commodities that earn the District revenue. All solid waste that cannot be recycled is placed in solid waste dumpsters at school and cost center locations.

All schools have a designated receiving area where Distribution and Material Handlers deliver supplies and transport recyclables back to Distribution Services. Your designated recycling area is usually located near the solid waste dumpsters. This area is determined by the Administrator and/or Plant Manager at your school. It is preferred for the recycling area to be an enclosed area (chain link fence, lattice fence, etc.) where recyclable items can be stored securely for collection. All custodial employees, Conservation Liaisons and Earth Patrol students should be educated on the recycling process and the location where recyclable materials should be placed.

The Distribution and Material Handlers collect recyclables from 10-12 schools each day (smaller locations are visited 1-3 times per week). The recyclables are brought to Distribution Services and placed in roll-off or other containers. The recyclables are transported by a local recycler to their facility for processing. The process for handling each of the recyclable materials is explained later in the manual.

## **RESOURCE CONSERVATION**

The District implements strategies that will conserve natural resources and promote proper recycling of reusable materials.

The Board directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students. Each school will designate annually one (1) or more Conservation Liaisons to the Recycling Coordinator. The Conservation Liaisons will assist in coordinating recycling and conservation activities at the school.

### **Recycling and Resource Conservation**

It is the policy of the Board to act as a model to the community by maximizing its financial and material resources by:

- A. making wise choices in the purchasing process by avoiding products that are over packaged;
- B. helping to create markets for recyclable materials by purchasing recycled products whenever economically feasible;
- C. reducing waste by recycling or reusing products and equipment whenever possible, thus reducing solid waste collection and disposal costs;
- D. conserving natural resources by employing sound and environmentally beneficial grounds maintenance methods, including utilizing native Florida foliage, integrated pest management, fertilization, mowing, and composting;
- E. teaching the students principles of resource conservation and waste reduction through curriculum and practical application.

## CONSERVATION TIPS

- ◆ Each year, the United States uses 85.5 million tons of paper; we recycle only 22% or 19 million tons. We could recycle up to 70% or 46 million tons; those 46 million tons could save 782 million trees.
- ◆ Recycling one ton of glass saves the equivalent in energy of 10 gallons of oil.
- ◆ Americans represent only 5% of the world's population, but generate 30% of the world's garbage.
- ◆ During WWII, salvaging metal straps from corsets saved enough metal to build two warships.
- ◆ Each person in the United States produces an average of 4.3 pounds of garbage every day!
- ◆ Making a soda can from recycled aluminum uses 96% less energy than manufacturing a can from ore, produces 95% less air pollution and 97% less water pollution.
- ◆ Over a ton of resources are saved for every ton of glass recycled: 1,330 pounds of sand, 433 pounds of soda ash, 433 pounds of limestone and 151 pounds of feldspar.
- ◆ Every ton of paper recycled saves enough energy to heat and air-condition the average American home for at least six months.
- ◆ Americans use four million plastic bottles every hour, yet only one out of four is recycled.
- ◆ One ton of aluminum saves the equivalent in energy of 2,350 gallons of gasoline. This is equivalent to the amount of electricity used by the typical home over a 10 year period.
- ◆ Consider the products and packaging used. Eliminate any extra waste beforehand and use recycled products.
- ◆ Do one thing each day to save water. Even if the savings are small, every drop counts.
- ◆ Cancel all unnecessary newspaper and magazine subscriptions.

## CONSERVATION TIPS

- ♦ The average American uses 650 pounds of paper a year.
- ♦ One ton of paper from recycled pulp saves 17 trees, 3 cubic yards of landfill space, 7000 gallons of water, 4200 kWh (enough to heat your home for half a year), 390 gallons of oil and prevents 60 pounds of air pollution.
- ♦ More than half of plastic containers still go straight into landfills or incinerators.
- ♦ Glass never wears out -- it can be recycled forever!
- ♦ In 2005, the amount of paper recovered for recycling averaged 346 pounds for each man, woman and child in the United States.
- ♦ "Tin" cans such as tuna and soup cans are actually 99% steel. Americans throw away enough steel every year to build all the new cars made in America.
- ♦ Start composting - You can compost most uncooked kitchen waste such as fruit scraps and vegetable peelings, egg shells, teabags and coffee grounds, but not animal or dairy products. After 6 – 12 months this waste could turn into a fantastic free nutritious fertilizer for your flower beds, vegetable plots, hanging baskets and patio planters.
- ♦ Every year people throw away 600 million fluorescent lamps containing about 30,000 pounds of mercury into the landfills.
- ♦ Conserve water - minimize evaporation by watering during the early morning hours, when temperatures are cooler and winds are lighter.
- ♦ Don't forget side two. We can reduce the amount of paper that our schools use by copying or printing on both sides of the paper.
- ♦ Place recycling reminders and posters around your school and on recycling containers to encourage recycling.
- ♦ There are many items that can be reused such as binders, pencils, crayons, art supplies, craft supplies, etc. Donate your unwanted reusable materials to Creation Station.
- ♦ Set a good example for those around you. Recycle and conserve every day.



## CREATION STATION

Creation Station reuse center provides free materials to DSBPC employees and non-profit groups. It is located at 7227 Land O' Lakes Boulevard, Building 5A, Land O' Lakes, Florida 34638.

There are many types of recyclable items such as: arts and craft supplies, blind fabric, books, cardboard, cards, ceramics, fabric, flowers, foam, gift wrap, glass, magazines, metal, office supplies, paint, paper, ribbon, thread, trophies, wallpaper, wood, and much more. Creation Station accepts donations year-round. We do not accept clothing, electronics, food, heavily soiled or rusty items, medicine bottles, musty smelling books, or plastic containers.

Creation Station accepts donations throughout the year. For a detailed list of the items that we accept please see the following page.

Creation Station provides a win-win partnership for businesses and schools. Businesses and community members can make a donation to Creation Station by bringing items directly to Creation Station or by calling to arrange for a pick-up for large volume donations only. Businesses avoid paying disposal fees, wasting reusable resources and schools and non-profit groups benefit by receiving free supplies.

DSBPC employees may send small donations via inter-departmental mail labeled to Creation Station. Larger item donations may be made by filling out a MIS-129 Inter-departmental Request. List the number of boxes of items you are donating, your name and the school name. Please send the MIS-129 directly to Distribution Services. Items will be picked up from the schools receiving area usually within 7-10 days.

We always have new items to offer our customers. We are usually open the first Thursday of every other month and closed for Spring and Winter Breaks. Visit our website to see the dates and times that we are open.

Be sure to see how Creation Station can make your next classroom project a success!



The District School Board of Pasco County operates Creation Station; a reuse center that supports students. We provide non-profit groups and Pasco County school employees with FREE reusable materials. Please send us your treasures today!

We accept the following items:

Materials that students and teachers can use for projects! Art and craft supplies, audio tapes, binders (stain-free), books (2000 and newer), bottle caps, cardboard, ceramics, compact discs, computer games, computer accessories, corkboards, decorations, desktop accessories, egg cartons, fabric, file folders, flowers, foam (clean), glass (baby food jars, jars, vases), magazines (2005 and newer), marker boards, metal containers, office supplies, paint, paper (assorted colors and sizes), paper clips, paper towel holders, pictures, pencils, pens, posters, thread, tile, tissue paper, rubber bands, seasonal items, wallpaper, wood, wrapping paper, yarn, VCR tapes, and more. *Due to limited space, please send gently used items only.*

We can NOT accept the following items:

Aluminum cans, clothing, computers or monitors, food, furniture, medicine bottles, plastic containers, or heavily soiled or rusty items.

Thank you for helping to make Creation Station a great place to get reusable items! For more information, contact Tony Bartenope, Recycling Coordinator at (813) 794-7936.

## **EARTH PATROL**

Conservation and Recycling Operations oversees recycling implementation programs and energy management programs.

Success of these programs relies on its participants; and students play a vital role in the recycling efforts in our schools. Earth Patrol was developed to assist with conservation efforts at schools. Earth Patrol students perform a variety of activities such as: collect recyclables from classrooms and other locations; create commercials and announcements to encourage recycling and conservation; monitor water conservation efforts; plant and maintain butterfly gardens; promote litter prevention, regularly visit classrooms to monitor for computers, lights and appliances left on; and to look for recyclables in the waste can and trash in recycling containers.

Students enjoy wearing green Earth Patrol vests and monitor buttons (in elementary schools) or lanyards (in middle and high schools), which show they are proud Earth Patrol members. When Earth Patrol students find recycling, water conservation and energy management activities that are correctly followed, a green door hanger is left on the door stating, "Thanks, you are making a difference." The green door hanger compliments classrooms, offices, or other areas in the school that are making positive conservation efforts. Areas needing improvement receive a yellow door hanger that says, "Gotcha, wasted resources are gone forever" and on the back of the yellow door hanger, students can identify areas that need improvement.

Earth Patrol students use a weekly monitoring log to patrol classrooms and offices. Students become a strong enabling force in helping schools discover recycling and energy saving strategies. Being part of a team to recycle and save energy is an important factor in successful recycling, water conservation and energy management program. Teachers and employees contribute by providing challenges to students, letting them know their positive actions make a difference at their school. Earth Patrol students enjoy participating in environmental meetings and are positive role models for their peers.

Earth Patrol weekly log forms, yellow and green door hangers, lanyards, monitor buttons, green vests and marketing materials can all be ordered at no cost by using the Recycling Supplies Order Form in this manual.

The following page will provide you with some guidelines for starting an Earth Patrol group at your school.

## **EARTH PATROL**

The following are suggested guidelines for starting an Earth Patrol at your school:

1. Get approval from your school Administrator to participate.
2. Inform employees, parents, teachers, PTA/PTO or other parent groups, volunteers and students of the Earth Patrol program and its mission. Communication about the program is very important to make your Earth Patrol successful. Use school announcements, commercials, posters and the school marquee to advertise your program.
3. Your Administrator should designate a Conservation Liaison or Conservation Liaisons. This can be one or more employees at the school who enjoy conservation and would be willing to sponsor the Earth Patrol. Larger schools have numerous Conservation Liaisons to help share the responsibility.
4. Select Earth Patrol members. Choose students who are interested and eager to participate in an effective recycling, water and energy conservation program, which benefits the school. There is no limit to the number of students who can participate. Some schools have 100 or more members, use specific grades such as fifth grade students, and have ESE, ISS and other groups participating. Choose student groups that work best for your school's environment.
5. Use the Earth Patrol weekly log to assign patrol areas, days of the week and monitoring times.
6. Designate a location for Earth Patrol Central. This is where students will report to pick up their monitor buttons and vests or lanyards, door hangers and other supplies. Students review the weekly log to see what areas of the school need to be patrolled. As students monitor the areas they can leave door hangers to show that they patrolled the area. The best location for Earth Patrol Central is usually in the Conservation Liaison's classroom or office.

Hopefully you will find your school's Earth Patrol program to be a helpful part of the school's recycling and conservation efforts. Students enjoy promoting recycling and energy and water conservation at their school.

For more information about the Earth Patrol Program contact:

Tony Bartenope, Recycling Coordinator at [abarteno@pasco.k12.fl.us](mailto:abarteno@pasco.k12.fl.us) or 727-774-7936, or  
John Soler, Energy Coordinator at [jsoler@pasco.k12.fl.us](mailto:jsoler@pasco.k12.fl.us) or 727-774-7955.

## ENERGY CONSERVATION

The DSBPC annually adopts an Energy Management Program (EMP) to control and optimize the cost and consumption of energy and energy-related products. Our District has a goal to minimize and reduce energy consumption, measured in kWh per square foot, by 5% during the school year. With your energy conservation help we can meet this goal!

The following energy saving tips are from the Energy Management Program manual:

- ◆ Educating the public, students and school staff about the economic and environmental costs of energy use is one of the best ways to help control energy waste.
- ◆ School energy conservation efforts and results are rewarded annually through a return of a portion of the energy cost savings.
- ◆ Initiate turning-off office equipment at night and when not in use. If the equipment has a power-saver mode, be sure it is enabled.
- ◆ Demonstrate effective conservation practices by turning-off lights when area is left unoccupied.
- ◆ Adjust lighting controls so that lights (inside and outside), are turned off each day after buildings are locked for the night.
- ◆ Set controls on water heaters for usage time only (preheat should be 15-30 minutes). If hot water is need for general use, like hand washing only, reduce setting to 120 degrees Fahrenheit.
- ◆ Use proper partial lighting for after-hour activities (i.e. partial banks of lights for practice and group meetings).
- ◆ Close doors and windows when heating or air conditioning equipment is operating.
- ◆ Close all windows and doors when leaving at the end of the day and turn off all air conditioning, machinery, equipment and lights.
- ◆ Involve Earth Patrol students in monitoring energy use throughout the school.
- ◆ Comply with District cooling guidelines - 76 degrees plus or minus 2 degrees for all school areas including classrooms, media centers, shops and non-instructional spaces.
- ◆ Comply with District heating guidelines - 68 degrees for all school areas including classrooms, media centers, shops and other non-instructional spaces.
- ◆ Establish a resource center for energy education in your school.
- ◆ Solicit feedback from students and staff on energy conservation.
- ◆ Inform the public, parents and other groups about your school's energy efforts.
- ◆ Use the theme of energy conservation in classroom materials.
- ◆ At school staff meetings, discuss energy costs and practical ways to reduce waste.
- ◆ Since there are more students than staff, the involvement of students can help create more energy-saving opportunities.
- ◆ Teachers can provide challenges to students to let them know they can make a difference in the energy costs of the school; provide opportunities for recognition; and sponsor awareness through energy conservation programs (Earth Patrol).

The information contained on this page is from the Energy Management Plan. For more information contact John Soler, Energy Coordinator at 47955 or [jsoler@pasco.k12.fl.us](mailto:jsoler@pasco.k12.fl.us).

## **MARKETING**

The Administrators, Conservation Liaisons, students and employees should all work together to assist with marketing your school's recycling program. The more you market the recycling and waste reduction program, the better your program will be.

Your continuous communication will have a positive effect if people see their recycling efforts are producing results. Be sure to publicize program milestones, such as collecting the first 50 cellular phones or having a 20% increase in your recycled paper volume; utilize school announcements and/or the television; and create contests to increase your recycled volume. All of these actions will help to create a high level of awareness for your recycling program.

In this manual, you will find specific procedures for recycling many types of materials. There are recycling containers and marketing materials available at no cost to help you increase recycling.

Marketing materials may be ordered by completing the required forms found on the website's main page under the marketing link. When filling out your marketing requests, please be sure to write legibly and include your school name, your name and the date. Place the completed form in a yellow envelope via inter-departmental mail to Conservation and Recycling Operations or fax the form to (813) 794-7993.

Schools may order recycling container and light bulb, household battery, and Earth Patrol supplies by using the Recycling Supplies Order form found in this manual. Schools may also purchase recycling containers from Distribution Services via TERMS.

If you are working on a specific recycling promotion and would like assistance creating marketing materials please contact CRO.

## CONSERVATION LIAISONS

A successful recycling program requires a multi-faceted approach. One or more individuals should be designated as the program's Conservation Liaisons. The Conservation Liaisons should be positive, optimistic and energetic role models. It is helpful for the Conservation Liaisons to have some teaching background and know their school well. These individuals will be educating students and employees on recycling, energy conservation, water conservation and many other environmental topics throughout the school year.

The school's Conservation Liaisons should review this manual to learn more about recycling and solid waste. The school administrator and Conservation Liaisons are encouraged to work together to establish the school's recycle programs. Your school should recycle as many items as possible to reduce dumpster capacity and maximize the volume of recyclables.

As your program takes shape, be sure to leave plenty of room for student involvement. An active Earth Patrol or other environmental student group will be an asset to your recycling program. Students are creative and imaginative; their ideas and energy can fuel the school's recycling program. Together as a team you can accomplish your goals!

The Recycling and Energy Coordinator will communicate updates and information throughout the year to the school's Conservation Liaisons. The name of your Conservation Liaison(s) should be forwarded to Conservation and Recycling Operations at the beginning of each school year and throughout the year as necessary.

The Conservation Liaisons can assist in keeping everyone at the school informed as new information is provided. They will be able to assist the school in ordering marketing materials, recycling supplies, managing the Earth Patrol and playing an active role in conservation activities at the school.

The Recycling Supplies Order Form can be used to order recycling supplies for your school. When funding is available we will provide at no cost 41-quart, 20-gallon, 32-gallon containers, plastic-bottle-shaped recycling containers and funnel top assembly kits. When funding is unavailable the items can be purchased from TERMS. All of the other items listed on the Recycling Supplies Order Form are provided at no charge.

# RECYCLING SUPPLIES ORDER FORM

Please fill out this form completely and fax to CRO at 47993  
or place in inter-departmental mail to Conservation and Recycling Operations (CRO)

School Initials \_\_\_\_\_ Your Name \_\_\_\_\_ Date \_\_\_\_\_

## ***Battery Buckets***

\_\_\_\_\_ Blue Battery Bucket with Lid (4-per school maximum)

## ***Earth Patrol Student Monitor Program Supplies***

\_\_\_\_\_ Green Door Hanger (thanks, you are making the difference )

\_\_\_\_\_ Yellow Door Hanger (gotcha! Wasted resources are gone forever)

\_\_\_\_\_ Monitor Button with Ribbon

\_\_\_\_\_ Vest (elementary schools only) one size fits all

\_\_\_\_\_ Earth Patrol Lanyard (middle and high schools only)

## ***Fluorescent Light Bulb Boxes for Recycling***

\_\_\_\_\_ Box for 4-foot bulbs

\_\_\_\_\_ Box for 8-foot Bulbs

## ***Assorted Recycling Containers***

\_\_\_\_\_ Blue Recycle Can 28-quart (small)

\_\_\_\_\_ Square Plastic Bottles/Cans (medium)

\_\_\_\_\_ Blue Recycle Can 20-gallon (medium)

\_\_\_\_\_ Plastic Bottle-Shaped Recycle (large)

\_\_\_\_\_ Blue Recycle Can 32-gallon (large)

\_\_\_\_\_ Funnel Top Lid (fits 32-gallon can)

\_\_\_\_\_ Screen Assembly Kit goes with funnel top

**Please note: Can lids and dolly's for round cans are available for purchase from Munis**

Filled By \_\_\_\_\_ Date \_\_\_\_\_

Delivered By \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_



## RECYCLING CONTAINER PICTURES

To help make sure you are ordering the correct recycling containers below is a picture of each item that is available:



5-gallon  
Battery  
Bucket



Earth Patrol  
Lanyard



Earth Patrol  
Monitor  
Button &  
Ribbon



Earth  
Patrol  
Vest



Funnel  
Top Lid  
fits  
20 & 32  
gallon



Screen  
Assembly  
Kit



41-quart  
blue  
20-inches  
tall  
JE037



20-gallon  
blue  
23-inches  
tall  
JE013



32-gallon  
blue  
28-inches  
tall  
JE014



Plastic  
square-  
shaped  
plastic /  
cans  
30-inches  
tall  
JE116



Plastic  
bottle-  
shaped  
plastic /  
cans  
57-inches  
tall  
JE115

## **WATER CONSERVATION**

The DSBPC annually adopts an Energy Management Program (EMP) to control and optimize the cost and consumption of energy and energy-related products. Over the past several years, the Energy Management Committee has been concerned with increased water consumption and growing utility cost of poor water management habits. As with the energy program, there are many opportunities to reduce waste and curtail our rapidly growing reliance on precious, limited ground water supplies.

Without question, as water demands in Pasco County continue to increase, prices for fresh water will continue to climb; and most likely, the larger the consumption, the higher the per-gallon rate paid by consumers.

The following water saving tips are from the Energy Management Program manual:

- ◆ Adhere to state and local regulations when irrigating grounds.
- ◆ Provide rain sensors to irrigation systems. Use landscaping mulch to reduce water quantities.
- ◆ Report and repair water leaks immediately. Slow water drips waste 15-20 gallons per day.
- ◆ Up to 75% of water used to sprinkle lawns can be lost through evaporation from soil and plants.
- ◆ The use of water-saving toilets, shower heads and faucet aerators can cut water usage by as much as 25%.
- ◆ A garden hose discharges up to six-and-a-half gallons of water per minute under standard household water pressure.
- ◆ Hot water leaks not only are a waste of water, but a waste of the energy (and money) used to heat that water.
- ◆ A top-loading clothes washer uses between 40 and 55 gallons of water per load; front-load models reduce water usage by about 30%. Make sure washers/dryers are full to capacity before turning them on.
- ◆ Place a plastic bottle filled with water in your toilet tank if you can't switch to a low flow toilet.
- ◆ Position your downspouts so rain water runs onto the lawn or into the garden, not down the driveway.
- ◆ Plant drought-resistant trees and flowers and use a 3" layer of mulch to keep soil moist, prevent erosion and suppress weeds.
- ◆ Irrigate landscape using a dedicated water line or reclaimed water; do not use potable water main.
- ◆ Plant Managers perform periodic water audits to check for leaking pipes.
- ◆ Every drop counts, use it wisely.
- ◆ Visit the Southwest Florida Management District website <http://www.swfwmd.state.fl.us/education/> for great resources to assist you with water conservation.

The information contained on this page is from the Energy Management Plan. For more information contact John Soler, Energy Coordinator at 47955 or [jsoler@pasco.k12.fl.us](mailto:jsoler@pasco.k12.fl.us).



# Aluminum Can Recycling

Aluminum cans are recyclable and generate revenue. Be sure to recycle aluminum cans at your sporting events, after school events, in the cafeteria and any other areas on your campus. All liquids should be drained (where possible) using a funnel top lid that fits a 20-gallon or 32-gallon blue recycling container. By draining these liquids it will help to reduce the odor and weight of the solid waste.

## Supplies Needed

- ◆ You choose the size and quantity for your recycling program.
- ◆ 20-gallon blue recycling container (TERMS JE013), AND/OR 32-gallon blue recycling container (TERMS JE014), AND/OR Plastic bottle shaped recycling container, large (TERMS JE115), AND/OR Square shaped recycling container, medium (TERMS JE116)
- ◆ Funnel top lid assembly kit, fits on a 20 or 32-gallon recycling container (TERMS JE114)
- ◆ Container lid provided by school (TERMS JE015 for 20-gallon or JE016 for 32-gallon)

## Marketing Materials (order forms on our website)

## Procedure

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Order blue recycling containers from TERMS or through CRO at no cost when funding is available.
- ◆ Adhere any stickers you have ordered to the blue recycling containers.
- ◆ Hang posters in areas where cans should be recycled to encourage aluminum can recycling.
- ◆ Be sure to encourage aluminum can recycling on your school announcements.
- ◆ Place a trash bag in the 20-gallon or 32-gallon blue recycling container and cut a hole in the container lid the diameter of an aluminum can; or you may place a trash bag in the square or plastic bottle shaped recycling container. Drain liquid from aluminum cans using the funnel top lid when possible.
- ◆ Place the aluminum can blue recycling container next to the trash container in all areas that aluminum cans can be recycled such as the faculty lounge, cafeteria, etc.
- ◆ Aluminum cans can be recycled together with plastic bottles or separately.
- ◆ You may bring your aluminum cans to a local recycler (some listed below).
- ◆ The revenue from the recycled cans can be used as a fundraiser for the school.
- ◆ If you do not want to recycle the cans as a fundraiser, place the bagged aluminum cans in the recycling area at your school for collection.
- ◆ The bagged aluminum cans will be picked up daily (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.

## Locations for Recycling Aluminum Cans

STR Scrap Metal  
6805 Ridge Road  
Port Richey, FL 34668  
(727) 848-7135

Pasco Recycling  
15641 US Highway 301  
Dade City, FL 33523  
(352) 567-2392

Zephyrhills Recycling  
9150 Gall Boulevard  
Zephyrhills, FL 33541  
(813) 780-7959



# Battery Recycling Contest

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Household batteries that are not disposed of properly can lead to contamination of ground water and soil. Pasco County Utilities and The District School Board of Pasco County co-sponsor the Household Battery Recycling Contest each fiscal year from July 1st to June 30th. The contest encourages students and school employees to recycle their household AA, AAA, C, D and 9-volt batteries. No other batteries should be recycled as part of this contest. Please note that participating schools cannot accept batteries from local businesses as part of the contest or they may be disqualified.

The Distribution and Materials Handlers transport recyclables from your school to the Distribution Service Center in Land O' Lakes. The battery recycling contest is a great way for your school to earn money through recycling. Summaries are sent out each month to contest participants.

## **Supplies Needed (order using the Recycling Supplies Form)**

- ◆ Blue battery recycling bucket with lid (maximum of four each per school), AND/OR Other clean 5-gallon bucket with lid
- ◆ Battery bucket form to label batteries with your school name (see next page)

## **Marketing Materials (order forms on our website)**

### **Procedure**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Place a battery bucket in the administration office lobby, the media center and other highly visible locations to collect household batteries.
- ◆ Hang posters in areas where batteries should be recycled and throughout the school to encourage participation in the battery recycling contest.
- ◆ Play commercials on the television and discuss battery recycling on your school announcements. Mention your battery recycling program on the school marquee.
- ◆ Place the battery recycling advertisement in your school newsletter.
- ◆ Fill battery buckets with household batteries only and secure tightly with a lid.
- ◆ Fill out the battery bucket form with the school's name and contact information.
- ◆ Adhere the form inside or securely to the outside of the bucket so your school will receive credit for the batteries. Place the battery recycling bucket with lid and form attached in the recycling area for collection.
- ◆ Distribution Services will weigh the batteries and record the poundage under your school name.
- ◆ The top ten schools that collect the most batteries will share the prize money.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*

## **Household Battery Recycling Contest**

### **BATTERY BUCKET FORM**

Fill out the battery bucket form completely. Place the form inside or securely to the outside of the bucket. Seal bucket with a lid. Place the sealed battery buckets in the recycling area at your school for collection.

School Name \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_

Comments \_\_\_\_\_

THANK YOU FOR PARTICIPATING IN THE CONTEST!

## **Household Battery Recycling Contest**

### **BATTERY BUCKET FORM**

Fill out the battery bucket form completely. Place the form inside or securely to the outside of the bucket. Seal bucket with a lid. Place the sealed battery buckets in the recycling area at your school for collection.

School Name \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_

Comments \_\_\_\_\_

THANK YOU FOR PARTICIPATING IN THE CONTEST!



# Cellular Phone Recycling

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Cellular phones contain copper, silver, palladium, and various other metals. You can just imagine what these harmful metals do to the environment. Your school is encouraged to recycle cellular phones with a cellular phone recycling company of your choice.

## **Marketing Materials (order forms on our website)**

### **Procedure**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Place a cellular phone collection box or container in the administration office lobby, the media center and other highly visible locations to collect cellular phones.
- ◆ You can also collect cellular phone accessories if you choose.
- ◆ Hang posters in areas where cellular phones should be recycled and throughout the school to encourage participation.
- ◆ Play commercials on the television and discuss cellular phone recycling on your school announcements.
- ◆ Mention your cellular phone recycling program on the school marquee.
- ◆ Place the cellular phone recycling advertisement in your school newsletter.
- ◆ Place cellular phones and accessories directly into the cellular phone recycling container.
- ◆ Do not place cellular phones in your recycling area.
- ◆ Contact the cellular phone recycling company that you are working with to determine their collection schedule.

## **Vendors for Cellular Phone Recycling** (these are just sample vendors, use any vendor you want)

Be sure to research the cellular phone recycling company that you choose to work with. Many companies will offer free shipping. Send a few cellular phones to the company to ensure that they will provide you with good service and appropriate payments. Please do not recycle any School Board owned cellular phones; these must be recycled within the District.

GRC Wireless Recycling  
<http://www.grcrecycling.com>

Gazelle  
<http://www.gazelle.com>

Phoneraiser  
<http://www.phoneraiser.com>

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Foam Tray Recycling

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Polystyrene is one of the most widely used kinds of plastics. Our school food service cafeterias use polystyrene or “foam trays” for meal service. The types of foam trays vary by school and meal service. Depending on the meal that is being served your school may choose not to offer a foam tray to the students and/or employees. When feasible, this can help reduce the volume of trays that your school uses. Foam trays should be stacked and placed in trash bags in your recycling area. They will be burned at the Waste-to-Energy facility to help reduce the volume in your solid waste dumpsters.

## **Supplies Needed**

- ◆ You choose the size and quantity for your recycling program.
- ◆ Tray stackers (can be built by Plant Manager to fit your tray size) or ordered from CRO.

## **Marketing Materials (order forms on our website)**

## **Procedure**

- ◆ Ask your school Administrator for approval to begin collection.
- ◆ Ask the Plant Manager to build some tray stackers or create another method for stacking foam trays in your cafeteria or order from the Recycling Supplies Order Form.
- ◆ Play commercials on the television to encourage foam tray recycling.
- ◆ Encourage foam tray recycling on your school announcements.
- ◆ In the cafeteria, place the tray stacker (s) on a counter top area for stacking foam trays.
- ◆ Be sure your tray stacker fits the tray size that you are recycling.
- ◆ If you do not have a tray stacker, place a trash bag on a counter top to stack foam trays directly into the bag. Place tray stacker next to the trash container.
- ◆ Encourage students to stack the foam trays into neat stacks.
- ◆ Fill bag completely, but do not overfill. This can cause the bag to tear.
- ◆ Tie the top of the bag securely so that foam trays will not fall out.
- ◆ Place bags of stacked foam trays in recycling area for collection.
- ◆ Dispose of foam trays with heavy food residue such as macaroni and cheese, ravioli and other sticky food residue in your solid waste dumpster. Foam trays with heavy food residue placed in the recycling area, will be not be recycled. They will be left in the recycling area for the Plant Manager to dispose.
- ◆ The bagged foam trays will be picked up daily (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*





# Glass Recycling

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The energy saved from recycling one glass bottle can run a 100-watt light bulb for four hours. It also causes 20% less air pollution and 50% less water pollution than when a new bottle is made from raw materials. A modern glass bottle would take 4,000 years or more to decompose and even longer if it's in the landfill. Mining and transporting raw materials for glass produces about 385 pounds of waste for every ton of glass made. If recycled glass is substituted for half of the raw materials, the waste is cut by more than 80%.

Glass is not recycled as part of the recycling program due to the limited quantities that are used in the District. However, glass can be donated to Creation Station. The Distribution and Material Handlers transport recyclables from your school to Creation Station in Land O' Lakes.

Creation Station reuse center provides arts and craft supplies and other reuse materials to school employees and non-profit groups. Glass such as baby food jars, small glass bottles with lids, etc. can be used for classroom projects and are accepted at Creation Station.

## **Supplies Needed (order from TERMS)**

- ♦ MIS-129 Inter-departmental Request (TERMS MIS129)

## **Procedure**

- ♦ Ask your school Administrator for approval to begin recycling.
- ♦ Creation Station will accept glass baby food and other smaller jars to be used for crafts.
- ♦ Wash all food residue out of glass items.
- ♦ Remove labels from glass items (if possible).
- ♦ Wrap glass carefully to help avoid breakage.
- ♦ Place your donated glass items in a box with extra padding to help avoid breakage.
- ♦ Close the box and seal securely with tape.
- ♦ Use a marker to write Creation Station and FRAGILE on the box.
- ♦ Fill out a MIS-129 and indicate the number of boxes to be picked up for Creation Station.
- ♦ Place the completed MIS-129 in the inter-departmental mail to Distribution Services.
- ♦ Place the boxes in your delivery and receiving area to be picked up.
- ♦ If you plan to visit Creation Station, you may also bring the donated glass items with you. Refer to the Creation Station page for more details.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*





# Light Bulb Recycling

The following recycling requirements and guidelines are excerpts from the Florida Department of Environmental Protection - Managing Spent Fluorescent and High Intensity Discharge (HID) Lamps:

- ◆ Do not place used lamps from business, industry, or institutions in the regular trash.
- ◆ Store lamps in an area and manner that will prevent them from breaking. Do not stuff too many or too few lamps into the shipping container. Recycling facilities request that you do not tape lamps together for storage or shipment and may not accept lamps that are taped together.
- ◆ Label the lamps on each container as “Spent Mercury-Containing Lamps for Recycling”. If lamps are accidentally broken, immediately contain the broken lamp and store them in a tightly sealed container. (Contact the Employee Benefits and Risk Management department for more information).

## **Supplies Needed (order using the Recycling Supplies Form)**

- ◆ 4-foot fluorescent light bulb box
- ◆ 8-foot fluorescent light bulb box

## **Safety Materials**

- ◆ Light bulb date stickers (stickers are available from the EBARM Safety Manager).
- ◆ The sticker must be dated and adhered to the light bulb recycling box when the first recycled bulb is placed in the light bulb recycling box.
- ◆ When the light bulb recycling box is full, the sticker must be dated with the date the last bulb is placed in the light bulb recycling box.
- ◆ Place the light bulb recycling box in a dry location until they can be recycled.

## **Procedure**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Order light bulb boxes from CRO.
- ◆ Order light bulb date stickers from Maintenance and Facility Services.
- ◆ Adhere light bulb date stickers to fluorescent light bulb recycling box.
- ◆ Write the date on the sticker that you place the first bulb into the box.
- ◆ Continue placing light bulbs into the light bulb recycling box until it is full.
- ◆ Make sure the light bulb recycling box is packed correctly. To avoid breakage, do not under or overfill the light bulb recycling box.
- ◆ Write the date on the sticker that you place the last bulb into the box.
- ◆ Be sure to tape the box securely so light bulbs do not fall out or become broken.
- ◆ Place the light bulb recycling box in a dry location until they can be recycled.
- ◆ Near the time the Materials and Distribution Handlers arrive at your school, place the light bulb recycling boxes in the recycling area for pick up. This will help prevent the light bulb recycling boxes from being weathered.
- ◆ The light bulb boxes will be picked up daily (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Bi-Metal Can Recycling

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Metal cans are sent to a local recycling center where they are sorted, cleaned, crushed and bailed. The bails of metal are sent to manufacturing plants where they are shredded and re-melted with new metal. The new bulk metal is sent to product manufacturing plants where it will be made into new products. Recycled steel is used to produce items such as bicycles, paper clips and cans.

The Distribution and Material Handlers transport recyclables from your school to the Distribution Services Center in Land O' Lakes. The recyclables are processed into new products through our recycling vendors.

## Supplies Needed

- ◆ You choose the size and quantity for your recycling program.
- ◆ 32-gallon blue recycling container (for use within the kitchen, TERMS JE014)
- ◆ Container lid provided by school (for use within the school, TERMS JE015 or JE016)

## Marketing Materials (order forms on our website)

## Procedure

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Food and Nutrition Services Managers can order blue recycling containers from TERMS.
- ◆ Hang metal can recycling posters in kitchen to encourage participation.
- ◆ Metal food service cans should be recycled separately from aluminum cans and scrap metal.
- ◆ Encourage food service employees to recycle ALL metal food service cans.
- ◆ Open the can and leave lid attached.
- ◆ Rinse can completely; removing all food residue from sides and lid of can.
- ◆ Place trash bag in 32-gallon blue recycling container.
- ◆ Place rinsed metal cans in the 32-gallon blue recycling container.
- ◆ Place recycling container next to the trash container in the food preparation area.
- ◆ Fill bags completely, but do not overfill. This can cause the bags to tear.
- ◆ Tie the top of the bag securely so that metal cans will not fall out.
- ◆ Place bags of metal cans in recycling area for collection.
- ◆ Metal cans with heavy food residue can not be recycled and will be left in your recycling area for the Plant Manager to dispose.
- ◆ The bagged metal cans will be picked up daily (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Metal Scrap Recycling

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The Distribution and Materials Handlers transport recyclables from your school to the Distribution Services Center in Land O' Lakes. The recyclables are processed into new products through our recycling vendors. Metal has value and should be recycled. Metal can be recycled and should NOT be placed in the solid waste dumpster at your school.

Scrap metal that does not have an asset tag number such as obsolete appliances, metal desks, used metal awnings, etc. have value and must be recycled by filling out a Non-Capitalized Furniture or Equipment Form. Please send the form via courier to Conservation and Recycling Operations. This form is for small quantities of scrap metal and large quantities of scrap metal that may require a metal roll-off container. All Freon and other liquids must be removed from metal appliances or equipment before being recycled. Please contact Conservation and Recycling Operations if you need assistance filling out this form. All items with an asset tag number must be written on a MIS-212 form and submitted to Conservation and Recycling Operations.

## **Procedure Scrap Metal in Small or Large Quantities**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Fill out a Non-Capitalized Furniture or Equipment Form and indicate the quantity and the size of the metal to be recycled
- ◆ Send the completed form to Conservation and Recycling Operations.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*

## **ROLL-OFF METAL CONTAINER**

### **LIST OF UNACCEPTABLE ITEMS**

- Asbestos
- Construction Debris (drywall, wood, concrete, etc.)
- Equipment with Fluids (fluids must be drained such as gas, hydraulic fluids, oil, etc.)
- Furniture (only items made of 50% or more metal are acceptable such as plastic /metal student chairs, teachers desks, desk chair combos, etc.)
- Light Ballasts containing PCB (other light ballasts are acceptable)
- Military Equipment and Ammunition
- Paint Container with Liquid Paint (all paint must be dried in metal cans)
- Radioactive or Other Hazardous Materials
- Computers, Electronics, Stereos, Televisions, etc.
- Tires
- Trash (should be placed in front-load containers)
- Vehicles with Gas Tanks Attached (gas tanks must be removed and drained)
- Whole Tanks (acetylene, gas, oxygen, propane, septic, sealed drums, all tanks and drums must be free of liquids or chemicals, cut in half or have holes on both sides)
- X-Ray Equipment

The container should be level with the top, please do not overfill. Metal roll-off container requests or other questions should be submitted to Conservation and Recycling Operations.



# Paper Products Recycling

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Paper products are one of the most commonly found materials in the waste streams. The DSPBC contracts with GreenFiber to recycle its paper products into insulation that is sold locally at Home Depot and Lowes. Each school has one or more 8-yard GreenFiber recycling containers for the school to recycle their paper products. School employees and/or students (with permission) should empty the recycling containers into the 8-yard GreenFiber recycling containers.

Select schools have chosen to participate in the GreenFiber Community Paper Recycling Program, which encourages residents and businesses to recycle their paper products year-round. Schools receive 100% of the revenue from all paper that is recycled. The more that you recycle, the more you will earn. Be sure to market your GreenFiber Community Paper Recycling Program as it will create revenue for your school.

You may place any paper product that tears easily and have not come in direct contact with food or liquids into the GreenFiber recycling container. Paper products such as: brown paper bags, cardboard, cereal boxes and other food boxes that did not touch food, construction paper, gift wrap, magazines, newspaper, paper, and phone books can all be placed loosely in your 8-yard GreenFiber recycling containers.

As part of the recycling agreement, all service requests for your GreenFiber recycling container **must** go through Conservation and Recycling Operations.

## **Supplies Needed**

- ◆ 8-yard GreenFiber recycling container (dumpster)
- ◆ You choose the size and quantity of recycling containers for your recycling program.
- ◆ 41-quart blue recycling container (for use within the school, TERMS JE037), AND/OR 20-gallon blue recycling container (for use within the school, TERMS JE013), AND/OR 32-gallon blue recycling container (for use within the school, TERMS JE014), AND/OR Box tops labeled for recycling paper for collection in limited space areas
- ◆ Container lid provided by school (for use within the school, TERMS JE015 or JE016)

## **Marketing Materials (order forms on the website)**

## **Procedure**

- ◆ Detailed mixed paper recycling procedures are listed on the next page.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Paper Product Recycling

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## Procedure

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Contact CRO and request your free 8-yard GreenFiber recycling containers. One should be requested for school use and another may be requested for community use if your school would like to participate in the GreenFiber Community Paper Recycling Program.
- ◆ Order blue recycling containers from TERMS or through CRO at no charge when funding is available.
- ◆ Adhere any stickers you have ordered to the blue recycling containers, box tops, or boxes.
- ◆ Hang paper products recycling posters throughout the school to encourage participation.
- ◆ Play commercials on the television to encourage paper products recycling.
- ◆ Encourage paper products recycling on your school announcements.
- ◆ Encourage all employees and students to recycle paper products everyday.
- ◆ NO trash bags are needed in any paper products recycling containers. If the paper products recycling container has a trash bag in it people may think it is a trash can.
- ◆ Place a blue recycling container next to the trash container in all areas where paper products can be recycled. (such as one in each classroom and office, one at the copy machine, etc.)
- ◆ Paper products can also be collected in a box or box top in small areas such as under a desk.
- ◆ The 41-quart blue recycling container is designed for office areas and classrooms that collect a small volume of paper products or have limited space for a larger recycling container.
- ◆ The 20-gallon blue recycling container is designed for areas that collect a medium volume of recycled paper products.
- ◆ The 32-gallon blue recycling container is designed for areas that collect a large volume of recycled paper products such as copy rooms, in the center of classroom pods and in the recycling area.

## Collection

- ◆ Earth Patrol students are encouraged to assist with collecting paper products for recycling.
- ◆ Combine paper products from box tops, boxes, 41-quart blue recycling containers and 20-gallon blue recycling containers into a 32-gallon blue recycling container.
- ◆ Each classroom pod locations should have a 32-gallon paper recycling container that the smaller recycling containers can be combined into.
- ◆ Fill 32-gallon blue recycling containers two-thirds from the top if the recycled paper is light.
- ◆ Fill 32-gallon blue recycling containers half way if the container contains phone books, magazines and other heavy forms of paper.
- ◆ Place a solid plastic lid on the 32-gallon blue recycling container to protect the paper products from the weather.
- ◆ Place all paper to be recycled into the 8-yard GreenFiber recycling container.
- ◆ Do not place glass, metal, plastic bottles, plastic bags, aluminum, string or foam in the GreenFiber recycling container.
- ◆ Close the lid on the 8-yard GreenFiber recycling container when finished.
- ◆ 8-yard GreenFiber recycling containers are emptied on a weekly or bi-weekly collection schedule as necessary.
- ◆ If additional pick-ups are necessary, please contact CRO.



# Paper Products Recycling

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## PLEASE **DO RECYCLE** THE FOLLOWING:

- ♦ Business Cards
- ♦ Cardboard and Paper Board (example. cereal box type cardboard)
- ♦ Computer Paper (laser, grounded, green bar)
- ♦ Construction Paper
- ♦ Fax Paper (thermo and plain white paper)
- ♦ File Folders without Metal Binders
- ♦ Glossy Coated Paper (advertisements, brochures, magazines)
- ♦ Invitations
- ♦ Legal Pad Paper
- ♦ Letterhead Paper
- ♦ NCR Paper
- ♦ Newspapers
- ♦ Note Cards
- ♦ Notebook Paper
- ♦ Office Envelopes (with or without windows, Kraft)
- ♦ Phone Books, Media Catalogs
- ♦ Photocopy Paper
- ♦ Post It Notes and Adhesive Labels
- ♦ Posters (all sizes)
- ♦ Report Folders without Metal Binders
- ♦ School Practice Paper
- ♦ Typing Paper

Staples do not have to be removed. All colors of paper products can be recycled.

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## PLEASE **DO NOT RECYCLE** THE FOLLOWING:

- ♦ Camera Photographs
- ♦ Carbon Paper
- ♦ Food or Beverage Containers
- ♦ Food Waste
- ♦ Hard Bound Books
- ♦ Laminated Paper
- ♦ Plastic Wrappings
- ♦ Used Paper Towels and Napkins

Remember paper clips are re-usable and should not be recycled with mixed paper.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*





# Plastic Containers Recycling

Approximately 200,000 bottled beverages are sold annually throughout the District. Plastic containers are recyclable and generate revenue. Please don't throw this money away, recycle these today! ALL #1 and #2 plastic containers should be recycled. These include beverage containers, food service and custodial plastic containers.

Distribution and Material Handlers transport recyclables from your school to the Distribution Services Center in Land O' Lakes. The recyclables are processed into new products through our recycling vendors. All liquids (juice, non-carbonated beverages, etc.) should be drained (where possible) using a funnel top lid that fits a 32-gallon blue recycling container. By draining these liquids it will help to reduce the odor and weight of the solid waste. Be sure to recycle plastic bottles at your sporting events, after school events, in the cafeteria and any other area of your campus where appropriate.

## Supplies Needed

- ◆ You choose the size and quantity for your recycling program.
- ◆ 20-gallon blue recycling container (TERMS JE013), AND/OR
- ◆ 32-gallon blue recycling container (TERMS JE014), AND/OR
- ◆ Plastic bottle shaped recycling container, large (TERMS JE115), AND/OR
- ◆ Square shaped recycling container, medium (TERMS JE116)
- ◆ Funnel top lid assembly kit, fits on a 20 or 32-gallon recycling container (TERMS JE114)
- ◆ Container lid provided by school (TERMS JE015 for 20-gallon or JE016 for 32-gallon)

## Marketing Materials (order forms on the website)

## Procedure

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ ALL #1 and #2 plastic containers should be recycled.
- ◆ Order blue recycling containers from TERMS or through CRO at no charge when funding is available.
- ◆ Adhere any stickers you have ordered to the recycling containers.
- ◆ Hang plastic container recycling posters throughout the school to encourage participation.
- ◆ Play commercials on the television to encourage plastic bottle recycling.
- ◆ Encourage plastic container recycling on your school announcements.
- ◆ Place a recycling container next to the trash container in all areas where plastic containers can be recycled such as near all beverage vending machines, in the cafeteria, etc.
- ◆ Place a trash bag in the 20-gallon or 32-gallon blue recycling container and cut a hole in the container lid the diameter of an aluminum can; or you may place a trash bag in the square or plastic bottle shaped recycling container.
- ◆ When possible drain liquid from plastic bottles using the funnel top lid.
- ◆ Plastic containers can be recycled together with aluminum cans or separately.
- ◆ Place the bagged plastic containers in the recycling area at your school for collection.
- ◆ The bagged plastic containers will be picked up daily (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*





# Textbook Recycling

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As you can imagine our District uses a large volume of textbooks. As these textbooks become old and worn they should be recycled. All used surplus textbooks should be recycled in accordance with the Handbook for Instructional Material provided by the District Instructional Media Center. The bookkeeper at your school has a copy of the handbook for a reference. The used surplus textbooks are picked up at schools by an approved vendor and processed into new products through our recycling vendors.

## **Supplies Needed**

- ◆ TX116 form
- ◆ Black or blue permanent marker

## **Procedure Large Quantities**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Use the Handbook for Instructional Material for procedures for recycling used surplus textbooks.
- ◆ Fill out a TX116 form completely listing the number of boxes of textbooks that you have.
- ◆ Send the completed TX116 via inter-departmental mail to the District Instructional Media Center.
- ◆ Package used surplus textbooks into boxes no larger than copy paper boxes.
- ◆ Label the outside of the box “SURPLUS TEXTBOOKS” in large letters with a marker.
- ◆ After the District Instructional Media Center has approved the textbooks for recycling, they will be picked up by an approved vendor from your school

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Toner Cartridge Recycling

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Millions of empty toner and inkjet cartridges are thrown in the trash annually, destined for landfills and incinerators. This is unnecessary because printer cartridges are recyclable. Recycling ink cartridges, is an easy way for you to be involved in recycling!

The Distribution and Material Handlers transport recyclables from your school to the Distribution Services Center in Land O' Lakes. The recyclables are processed into new products through our recycling vendors.

## Supplies Needed

- ◆ Original toner cartridge cardboard box or container
- ◆ Black or blue permanent marker

## Marketing Materials (order forms on the website)

## Procedure Black Laser Toner Cartridges

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ ONLY BLACK LASER toner cartridges are recycled through the District's printing bid.
- ◆ After changing your black laser jet toner cartridge, simply place the used black laser jet toner cartridge back in its original container.
- ◆ Tape the cartridge container.
- ◆ Label the outside of the container "RECYCLE" in big letters with a marker.
- ◆ Place near the inter-departmental mail courier bag for pick-up. Courier Services picks up all black laser jet cartridges for the District.
- ◆ Recycle your ink cartridges as often as possible.

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Toner cartridge recycling is a great fundraiser for your school. Your school is encouraged to recycle all other types of toner such as colored toner, round toner cartridges for copy machines, toner from fax machines, etc. Other toner cartridges may be recycled with a toner recycling company of your choice. This is a great way to make some extra money for your school!

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*



# Wood Pallet Recycling

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Wood pallets comprise 93% of the entire world pallet market because they are rigid, durable, functional, safe and cost effective. The waste produced in making pallets is turned into useful marketable products such as playground mulch, animal bedding and wood stove pellets.

Wood pallets provide an efficient means for transporting large quantities of products throughout the District. Our Distribution Services Center uses wood pallets for shipping and receiving. The Distribution and Material Handlers transport recyclables from your school to the Distribution Services Center in Land O' Lakes.

## **Procedure**

- ◆ Ask your school Administrator for approval to begin recycling.
- ◆ Place all unwanted wood pallets and broken wood pallets in your recycle area for collection.
- ◆ No whole wood pallets should be thrown into your solid waste dumpster.
- ◆ The wood pallets will be picked up daily or as space permits (locations with lower enrollment are picked up 1-3 times per week) from the recycling area at your school.
- ◆ Please contact CRO if your wood pallets are not being picked up timely.

*Please contact Tony Bartenope, Recycling Coordinator for further assistance at extension*