

Evaluation of recycling

Hello, I am with the Solid Waste Resource Renewal Group located at Rutgers University. We are trying to find schools all around NJ that would be good candidates for a recycling program. A recycling program could save your school money, as well as have numerous benefits for students involved. If you could fill out the following questionnaire it would be greatly appreciated. If you have any questions please free to call or email me.

Background info:

Name of School_____

Name of contact of Trash collection_____

Phone Number_____

Waste Collection:

Name of Trash Collector_____

Phone Number_____

Collection schedule:

_____ times per_____ (day/week)

Is the container full when the pick up occurs? Yes or No

What size and type of container do you have? (circle one or more)

2 yard 4 yard 5 yard 6 yard Compactor or larger than 6yd

How much does it cost and who pays for trash? _____

Recycling Collection

Name of Recycling Collector_____

Phone Number_____

Collection schedule:

_____ times per_____ (day/week)

Is the container full when the pick up occurs? Yes or No

Who pays for recycling at your school? _____

What materials are currently recycled in your school? (circle all that apply) How much does each cost?

- Paper \$ _____
- Comingled: cans, glass, and plastic together. \$ _____
- Electronics \$ _____
- Food \$ _____
- Grass clippings/landscape waste \$ _____
- Other: _____ \$ _____

Are there more trash bins than recycling bins in the school? Yes or NO

Are recycling bins clustered with trash bins, and if so, at what locations?

What locations have trash bins without accompanying recycling bins?

Do you find recyclables in the trash, or vice versa? Yes or No

- Does this happen where a trash or recycling bin is not clustered with the other type of bin, or also where bins are clustered?

Who transfers recyclables from interior locations to centralized locations? (circle one)
Custodian, directly employed by school (If circled, please fill out Custodial staff*)
Custodial company, independent contractor to school
Students
Teachers
Others:

How is this done? (circle one)

- Bins are emptied into rolling containers
- Bins are carried
- Bins are rolled
- Other: _____

* Custodial Staff

The custodial staff empties containers for recyclable paper and bottles and cans, and deposits that material in dumpsters/other containers located outside the building. (circle one)

on a daily basis.

once a week.

twice a week.

Other – please specify how often: _____

All custodians from every shift at the school have been thoroughly instructed with regard to their recycling responsibilities and have been made aware that **it is illegal to mix recyclables together with garbage/trash in the same container.**

_____ Yes _____ No

All custodians have the proper equipment in order to keep recyclables separate from trash as they make their rounds through the school; e.g., a cart with multiple compartments or containers on it, for trash, paper and bottles and cans.

_____ Yes _____ No

All custodians have been instructed to refrain from emptying trash containers if they contain recyclables and to refrain from emptying recycling containers if they contain trash.

_____ Yes _____ No

A system has been implemented to enable all custodians to inform teachers, administrators, or others in the classrooms, offices, etc. why the containers were not emptied; e.g., leave a “violation sticker” with a preprinted message affixed to the container.

_____ Yes _____ No

All custodians are aware that under no circumstances are recyclable materials to be put into the outdoor containers that are designated for trash.

_____ Yes _____ No

All outdoor containers for mixed bottles and cans, mixed paper/corrugated cardboard, and trash are clearly labeled.

_____ Yes _____ No

Are recyclables transferred directly to an outdoor location for hauling away, or to an intermediate location(s); if the latter, please describe the location and bins used in the intermediate location(s)?

Recycling Status Report for a Public School District

Do you deliver recyclables to the municipal recycling center? _____ Yes _____ No

If so, which recyclables do you deliver there? _____

Paper Recycling

Do you have clearly labeled containers for recyclable *paper* (including newspaper and mixed paper) in the following locations?

All classrooms	_____	Yes	_____	No
All offices	_____	Yes	_____	No
The faculty room	_____	Yes	_____	No
The library/media center	_____	Yes	_____	No
Inside or near the auditorium	_____	Yes	_____	No
Inside or near the gymnasium	_____	Yes	_____	No
All copier/printer rooms	_____	Yes	_____	No
Athletic fields and playgrounds	_____	Yes	_____	No
Elsewhere inside the building or on the school grounds – please specify the exact location(s)	_____	Yes	_____	No

Corrugated cardboard is collected in the following locations:

Bottles and Cans Recycling

Do you have clearly labeled containers for recyclable *bottles and cans* in the following locations?

All classrooms	_____	Yes	_____	No
All offices	_____	Yes	_____	No
The cafeteria eating area	_____	Yes	_____	No
The cafeteria food prep area	_____	Yes	_____	No
The faculty room	_____	Yes	_____	No
Inside or near the auditorium	_____	Yes	_____	No
Inside or near the gymnasium	_____	Yes	_____	No
All copier/printer rooms	_____	Yes	_____	No
Near the bleachers on athletic fields	_____	Yes	_____	No
Around the perimeter of the athletic fields	_____	Yes	_____	No
Elsewhere inside the building or on the school grounds – please specify the exact location(s)	_____	Yes	_____	No
<hr/>				
<hr/>				
<hr/>				
<hr/>				
<hr/>				
<hr/>				

Education Program

Do you provide information regarding recycling to your administrators, faculty, staff and students and all organizations that use the school building or grounds (e.g., athletic fields) at least annually? _____ Yes _____ No

Which of the following recycling educational methods have been utilized in the last 12 months?

Inclusion of recycling education in the science (or other subject) curriculum? _____ Yes _____ No

Announcements over the public address system, especially at the beginning of the academic year _____ Yes _____ No

Inclusion of recycling-related information in the newsletter that is sent to parents, especially at the beginning of the school year _____ Yes _____ No

Inclusion of recycling related information in the school manual _____ Yes _____ No

“Show and tell” sessions for the whole school, at which someone demonstrates how the recycling program works by showing examples of materials that are to be recycled and materials that are not to be recycled, the containers into which recyclables are to be put, etc. _____ Yes _____ No

An exhibit in the display case featuring examples of materials that are to be recycled and materials that are not to be recycled _____ Yes _____ No

Publication of text and photos in the local newspaper _____ Yes _____ No

Throughout the school, “do recycle” and “do not recycle” signs are posted on the walls near recycling containers _____ Yes _____ No

Inclusion on registration forms for outside groups that use the school _____ Yes _____ No

Other ways by which the school community has been made aware:

Other Materials Mandated to be Recycled

Have you collected the following? write N/A if your school has not generated this material in the past 12 months:

- 1) Leaves: Yes or No or N/a
- 2) Grass clippings: Yes or No or N/a

- 3) Brush: Yes or No or N/a
- 4) Natural wood waste: Yes or No or N/a
- 5) Oil-contaminated soil: Yes or No or N/a
- 6) Used motor oil: Yes or No or N/a
- 7) Lead-Acid batteries: Yes or No or N/a
- 8) Hazardous dry cell batteries: Yes or No or N/a
- 9) Metal appliances: Yes or No or N/a

10)

- hole tires: Yes or No or N/a
- 11) Computers or other electronics: Yes or No or N/a
- 12) Fluorescent light tubes: Yes or No or N/a

W

If your school has a developed recycling system, please tell us how it was developed and how much you are saving as of now?