

# School Recycling Program Implementation Guide



York County Solid Waste Authority



## STEP ONE: Assemble a Recycling Team

Your school recycling team should include all key players such as administrators, custodial staff, students and teachers. Comprehensive school recycling teams foster the most successful and sustainable recycling programs.

## STEP TWO: Conduct a Waste Audit

Assess the school's waste stream to identify the quantity, types and origins of waste. Include ALL wastes generated within the school (cafeteria, classrooms, offices, etc.) to produce the most accurate estimates. A thorough waste audit will help determine the size and style of recycling collection containers needed for your program as well as the container placement that will encourage the greatest participation.



## STEP THREE: Determine Who Will Transport the Recyclables

Review your school's waste hauling contract to determine if it includes recycling services. If your school opts to not include recycling in its waste hauling contract, consider using school staff/vehicles or volunteers to transport recyclables directly to recycling outlets.

## STEP FOUR: Determine What Materials Will Be Collected

If your school uses a recycling hauling service as part of its waste contract, find out what materials are accepted. If the school has opted not to include recycling in its waste hauling contract and staff and/or volunteers will be transporting recyclables, consult local recycling outlets to determine what items are accepted. Collect only what is manageable by your team. If five materials are acceptable but your school can only feasibly collect two, that's still better than no collection at all.



## STEP FIVE: Educate and Promote

Use clear, consistent signage with pictures on bins to ensure that recyclables are disposed of properly. Enlist recycling "ambassadors" for face-to-face contact at bins to encourage correct recycling. Show strong administrative support to provide credibility and excitement for the program. Consider assembly presentations, guest speakers, bulletin boards and classroom contests to promote your program.



## STEP SIX: Evaluate and Celebrate

Evaluate your program on an annual basis to investigate collection efficiencies and ways to improve your system. Showcase the benefits of your recycling program and celebrate your achievements with an Earth Day festival or end of the school year recycling activity.

Contact Mindy Waltemyer, Recycling Coordinator for the York County Solid Waste Authority, at [m.waltemyer@ycswa.com](mailto:m.waltemyer@ycswa.com) or 717-845-1066 for free assistance in the implementation of your York County School Recycling Program.