



## Implementing the Program

All schools are required to recycle cardboard, paper, newspaper, bottles and cans.

**PHASE ONE** – Requires performing a walk-through the school's facilities to inventory trash and recycling containers to ensure proper containers are in place for the collection of trash and recyclable materials.

### Inside school facility:

- Administrative offices should have one container for trash, one for paper, one for newspapers, and one for bottles and cans
- Classrooms should have one container for trash and one container for paper. If beverages are allowed in classrooms provide a container for bottles and cans
- Faculty rooms should have one container for trash, one for paper, one for newspapers, and one for bottles and cans
- School kitchens should have one container for trash and one for bottles and cans
- School cafeteria should have equal amount of containers for trash and bottles and cans
- Cardboard may be placed by paper collection container

### Outside school facility

- One container for trash disposal
- One container for cardboard and paper disposal
- One container for bottles and cans disposal

**PHASE TWO** – Requires presenting your school's solid waste management program to administrators, teachers, students and custodial staff. This presentation explains how your school recycling program works, the importance of everyone's cooperation and the proper collection and disposal of trash and recyclable materials

- A meeting should be scheduled with school administrators to review the program

- Present the school's recycling program at a teacher's meeting
- Present the school's recycling program to the student body
- Present the school's recycling program to custodial staff

**PHASE THREE - Performing a waste audit at the school**

Inside school involves walk-through school facilities to determine the effectiveness of the recycling program. (Can use the school waste audit form)

Outside school facilities involves a week long inspection of all outside trash and recycling containers to observe proper disposal of trash and recyclable materials. This is done by the Monmouth County Office of Solid Waste and Recycling.

**The initial waste audit is done by Monmouth County, working with students and advisors**

**Continued success of a school's recycling program should become the responsibility of the students.**

- **Monmouth County will work with a school's environmental club, student council members, or the school can start a Green Team.**
- **The students are taught how to conduct an in school waste audit, which should be conducted once a month or at least once every other month**
  - **Students do not have to handle trash or recyclable materials**
  - **Students randomly select a portion of the school in which to conduct the waste audit at the end of the school day**
  - **Using the "School Waste Audit Form", students check classrooms, offices, teacher's rooms and cafeterias to make sure:**
    - **Proper containers are in place and accessible**
    - **Containers are labeled**
    - **Containers are being used properly**
    - **Custodial staff is keeping trash and recyclable materials separate when cleaning and collecting at the end of the school day**
  - **Students collect information and report any problems to their advisor**
  - **Students will address the problems and work with teachers, students and custodial staff to correct problems on a continuing basis.**