

# Recycling Plan Template

A Recycling Plan will help you identify key elements, goals, and logistics in your food scraps recycling program. This plan will be handy for conducting site assessments and planning the program rollout.

Your entire recycling team should work through these steps together. If decision-makers are not a part of your team, you will need to seek their approval on this plan before making purchases and kicking off the program. This template will help you:

- Identify supplies you will need to purchase
- The best location for setting up sorting stations
- Plan the program kick-off day
- How progress will be monitored

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## Checklist (from Implementation Guide):

- Obtain school district approval
- Generate staff support
- Design your program
- Train Staff
- Train Students
- Kick-off your program
- Monitor your progress
- Adjust hauler contract (if needed)
- Gather feedback
- Develop a sustainability plan

## Recycling plan for [school name]

Date of kick-off:

### Program Kick-Off

#### Communication, education, and kickoff event:

The best way to get people to participate is to help them understand the importance and purpose of the program, how it works, and how they can get involved. Decide how your school wants to kick off the new program and how they will educate the school and community. Some ideas:

- Kickoff the new recycling program at a school assembly
- Share the [Food Waste Lesson Plans and Activities](#) with teachers to incorporate lessons on recycling and food scraps recycling into the classroom
- Have older students teach the younger students about the benefits of recycling and how to sort
- Include in the school newsletter and announcements
- Start or partner with the school's environmental club to promote the program
- Use the school's website, email, and social media
- Have the students create educational posters and/or videos
- Present to the school board and/or PTA

#### Questions to answer:

- What are your plans to kick off the recycling program?
- What are your plans for continued education about the program, such as changes and results?
- How will problems be reported as they arise?
- Your school may want to build in student service-learning opportunities to the behind-the-scenes logistics. Students can help to monitor sorting stations and educate their peers. Does your school want to incorporate service-learning? What is your plan to engage students?
- How will you track your waste? What is your plan to continue to collect information about the waste volume to determine if your school should adjust your waste hauling contract? Who will collect, and report on the data?

## Site Assessment Template

A site assessment of your cafeteria takes 15-20 minutes and helps answer: What supplies do you need? Where will sorting stations go? Do I need to set up a share table?

When conducting a site assessment, be sure to consider:

- **Storage space.** If there is a lack of suitable indoor storage space for the food scraps and landfill cans, outdoor storage may be required.
- **Stacking trays.** Stacking trays help save space in the trash can and reduce the number of times the bags need to be changed. At the sorting station, consider placing a small desk or table for students to put their trays on.
- **Share table.** Your cafeteria setup should include a share table to prevent food from being wasted. Consider locations near the sorting stations to place a food share table.

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### Cafeteria

- Landfill waste containers:
  - Current #:
  - Additional # needed:
- Food scraps containers:
  - Current #:
  - Additional # needed (must match the number of landfill containers):
- Recycling containers:
  - Current #:
  - Additional # needed (must match the number of landfill containers):
- Sorting stations
  - Current #:
  - Additional # needed:
  - Do you need a table for stacking trays (circle)? **Yes** **No**
    - If so, how many?
- Share table:
  - Do you need a share table? **Yes** **No**
  - If any, list materials needed for share table in the space below.

### Kitchen

- Does the kitchen have a complete sorting station?      **Yes**      **No**
  - If no, list the containers and the size needed in the space below.

### Outdoor collection area:

- Bin size: \_\_\_\_\_

### Additional questions to consider:

- Do students eat outside, and if so, are there sorting stations in the vicinity to capture and divert recycling and food scraps?
- Where can we place sorting stations in the hallway or in classrooms where recycling and organic waste is generated?

### Cafeteria Layout

Using the information from the site assessment, create a map to identify where the sorting stations and the food share table will be placed in the cafeteria. Be sure to indicate how students enter and exit the cafeteria so you can determine the best location for the stations. Remember to **always** pair landfill, recycling, and food scraps containers together and to place the food share table near the sorting stations.

In the space below, create a map of the cafeteria that indicates the placement, number, and type of containers needed for the sorting stations in the cafeteria.

## Supply List

When creating your supply list, be sure to consider:

- **Bag liners.** It is a requirement that food scraps cans use clear bag liners.
- **Signage.** A successful program will use signage on the landfill and food scraps cans, food share tables, and throughout the cafeteria. This will help remind students how to sort their waste. We recommend laminating signs so they can be easily cleaned.
- **Safety and security.** Student monitors help ensure sorting stations maintain cleanliness and reduce contamination. Be use monitors have proper safety equipment such as gloves and vests or aprons.

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Create a list of supplies needed for the food scraps recycling program below:

Supply	Number	Price
	<b>Total</b>	

### Hauler Information

Hauler: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Collection Plan:

Material type (trash, cardboard, food scraps, yard waste)	Container capacity (specify yards or gallons)	Collection frequency (daily, weekly, etc.)	Day(s) of collection

### Collection Process

Documenting the amount of food scraps and landfill waste will help to understand if you need to adjust your garbage hauling contract, stay informed of changes in the program that are needed, and keep the lines of communication open—a key element to maintaining a successful food scraps recycling program.

Use this table below to track the percentages of how full the outdoor bins are to determine if landfill waste has reduced:

	Week 1	Week 2	Week 3	Week 4	Week 5
Food scraps (size_____)					
Landfill Waste (size_____)					