



GREEN STAR SCHOOLS BEST PRACTICES

Custodial staff:

- Plastic bag liners should be eliminated from compost and paper recycling containers throughout the school (buckets, barrels, bins and dumpsters).
- Compost barrels should be rinsed out daily in the lunchroom and as needed (minimum of weekly) at waste stations in the hallway.
- Custodial staff is responsible for emptying **restroom** compost bins, large hall recycling/compost barrels/bins at waste stations and classroom **trash** into dumpsters outside. Teachers and students are responsible for emptying classroom recycling and compost containers.
- Trash cans in restrooms are replaced by compost containers for paper towels and tissues.
- If there are no receptacles on stall walls for sanitary products, a trash can with sign “FOR SANITARY PRODUCTS & TRASH” is placed in adult restrooms and girl’s bathrooms in secondary schools.
- Custodial staff is not responsible for sorting materials, but is asked to alert Eco-Cycle if excessive contamination is a problem.

Classroom teachers, students, administrators and after-school programs:

- Each classroom is outfitted with the following: one white compost bucket with lid, one paper recycling box with lid, one yellow drink-container recycling bucket and one trash can. All other trash cans are removed.
- Contact your recycling contact at your school if any of these containers are missing or need to be replaced.
- Containers should be arranged together in **one waste station** for all classroom and after-school program waste.
- Plastic liners are eliminated from classroom compost and recycling containers.
- Compost buckets can be lined with one sheet of newspaper to prevent sticky items from adhering to the bottom of bucket, reducing cleaning of buckets.
- Lids should be kept on classroom compost containers.
- Students/teachers are responsible for emptying classroom compost buckets into large bins (waste stations) in hall or lunchroom **daily**.
- Paper recycling boxes and yellow drink-container recycling buckets may be emptied as needed.
- It is suggested that classroom buckets be rinsed or wiped out 1-2X weekly by students/teachers.

Important:

- **Metal, plastic and glass** need to be kept **out of all compost bins** (including tape and staples).
- Labels on all containers designate what should and should not go into each container.

