

# HOW TO SET-UP A RECYCLING PROGRAM FOR SCHOOLS, UNIVERSITIES & COLLEGES

A recycling program plays a vital role for both school administrators looking for ways to reduce costs in solid waste disposal and students concerned about environmental issues. Much of the waste generated from schools, universities and colleges can easily be recycled.

### **Materials that should be separated and recycled include:**

- Aluminum Cans
- Plastic Bottles
- Cardboard Boxes (Flattened)
- Glass Containers
- Newspaper and Magazines
- Paper

### **How to make your program a success:**

It is important to first consider that recycling programs for schools are unique in comparison to homes, offices and restaurants. They incorporate a range of collection systems from office waste and cardboard to food waste and glass. There is also the need to include housing and residence life, which brings residential materials into factor along with extensive grounds opening an opportunity for centralized recycling and organic materials collection. Be sure to get students involved through a committee to help spread the word on your recycling program.

- Assess the waste being collected across your school grounds.
- Develop recycling programs based on your findings for each area. Be sure to concentrate on areas producing the highest amounts of waste.
- Ensure all containers are located in easy-access areas and are properly marked for quick identification. Containers with specialized openings (i.e. hole for cans, slot for paper) are critical to maintain clean sorts.
- Educate students and employees on proper recycling procedures. This can be easily accomplished through a special event, posters or memo while distributing containers. Explain the goals of the program and procedures. Be sure to provide recycling information to new students and employees. Use multiple forms of communication to the word on recycling out there (i.e. newsletter, website, handbook, flyers, etc.).
- Record the volume of recyclables departing the premises through a log system. With this you will be able to receive accurate compensation for the materials your school has recovered.
- Once policies have been established, communicate the program to all staff in your Physical Plant, Custodial Maintenance and Housekeeping. Demonstrate how to use each container and where to take all collected materials. Have this staff assist in monitoring the program.

We at Busch Systems would be happy to assist you with your recycling program.  
Please contact us for more program ideas and recycling container solutions.

