

# WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT



## RECYCLING PROCEDURES

### PROCEDURE STATEMENT

West Windsor-Plainsboro Regional School District is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper; cardboard; plastic/glass containers; aluminum/tin/steel cans; scrap metals; and hazardous materials such as batteries, electronic equipment, mercury containing lamps, motor and cooking oils.

#### REASON FOR PROCEDURES/PURPOSE

The West Windsor-Plainsboro Regional School District has a responsibility to recycle. Recycling protects the environment, lowers disposal costs, and demonstrates a commitment to sustainable practices.

#### WHO NEEDS TO KNOW THESE PROCEDURES

All recycling procedures should be followed by students, faculty, staff, and visitors to schools, athletic fields, and buildings. It is extremely important that everyone cooperates and follows these procedures for this program to be successful.

#### PROCEDURES

##### I. Recycling Collection

Recycling produced in the West Windsor-Plainsboro Regional School District is recycled in accordance with local, state, and federal regulations. WW-P provides and maintains containers throughout all buildings and on all outside spaces, including athletic fields.

Single stream recyclables are collected in blue containers with clear plastic liners while trash is collected in a normal trash container with a black liner. This distinction in bag color helps staff to differentiate between trash and recycling.

## II. **Commingled: Single Stream Recycling**

Mixed papers, including white paper, colored paper, post-it notes, newspapers, telephone books, magazines, glossy, highly-inked papers, cardboard, plastics and glass containers, and aluminum, tin, and steel cans must be placed in the appropriately designated recycling containers, and must be free of residual food and other contaminants. Materials too large to fit in the recycling container should be set aside, and a member of the custodial department notified so the materials can be collected.

**Please Note:** Any recycling liner that has had trash placed inside of it, will be considered trash, and disposed of as such, and not as recycling. It is extremely important that everyone cooperates and follows these procedures for this program to be successful.

## III **Metals**

Different types and forms of metal such as pipes, pumps, duct work, and furniture are collected from each school and stored at a central location until such time that the metals are taken to a recycling facility. For large items, a work request should be submitted to have the item removed.

**Please Note:** Before the disposal of equipment or furniture, the principal should be notified and approval received in writing from the Central Office.

## IV **Cooking Oils/ Waste Oils**

Used cooking oil must be collected and stored in a designated receptacle with a lid. The lid is to be closed at all times when not in use. Any refined, petroleum-based or synthetic motor oil that has been used, and no longer useful, must be recycled.

Each school kitchen has a designated receptacle for the storage of used cooking oil, and is collected by an outside contractor for recycling.

Used oil from vehicles, pumps, gear boxes, etc. is collected and stored at the WW-P Maintenance Garage until it is collected by a licensed contractor.

## V **Batteries**

A designated container for the collection and disposal of used batteries is located in the main office of each school. The following sizes are to be disposed of in the designated container: camera batteries, AAA, AA, C, D and cell phone batteries. Larger batteries are to be set aside and collected separately.

## **VI Lamps**

All used lamps are to be put in a designated container until filled. The container will be relocated to High School North until it is picked up by a licensed hauler; the hauler will take the container to a location where the materials can be recycled. An empty container is put in the place of a full one. Each container comes with a lid, and must be kept on at all times.

## **VII Definitions**

Recyclable materials include: mixed papers and cardboard; plastic bottles; glass bottles (clear Brown and green); aluminum/tin/steel cans; electronic equipment; toner cartridges; and cooking oil.

Hazardous materials include: motor oil; rechargeable batteries; mercury containing lamps; and computers.

## **VIII. Training**

All maintenance and custodial staff will receive annual training on recycling procedures.

All new staff will be trained on recycling procedures during the first week of employment.

The recycling procedures will be discussed during monthly principal meetings at each school.

## **Contacts**

- Thomas Daly: Director of Buildings/ Grounds at 609-716-5000, extension 5351
- Jim Dean: General Manager/Aramark at 609-556-7909
- Dave Leeds: Custodial Manager at 201-923-3695