



Interoffice Recycling Memo

To: Senior Custodians, Cambridge Public Schools

Cc: XXXXX, Chief Operating OfficerCPS
XXXXX, Superintendent of Schools
XXXXX, Food & Beverage Director
Principals, Cambridge Public Schools
Kitchen Supervisors
XXXXX, DPW Commissioner
XXXXX, DPW Assistant Commissioner for Operations
XXXXX, DPW Environmental Services Manager
XXXXX, Recycling Director
Recycling AdCom
School Committee

From: XXXXX, Director of Facilities
XXXXX, Recycling Program Manager, DPW

RE: School Recycling Procedures

Please keep this reference for recycling and waste procedures, which should be normal routine. Senior custodians are the main point person for recycling staff, but all school contacts should be aware of the procedures and operations at your building.

DPW rubbish crews notify recycling staff if there are any unauthorized materials in a school trash dumpster such as cardboard, computer monitors, televisions, fluorescent bulbs or metal items. These items are banned from disposal in MA and the state has increased enforcement efforts. If there is a problem, Meryl immediately contacts the school to troubleshoot the issue.

Most custodians are already faxing the self-reporting worksheets. You can also call or email the info to XXXX / email@city.gov, or send through interofficemail. Please start this week if you are not reporting recycling. We use this information to track your recycling progress and ensure that programs are sustainable.

If you have any questions, let us know. We look forward to working with you to promote recycling among the school community. Again, thank you for your continued efforts to maintain a solid recycling program.

All the best,



XXXXX
Director of Facilities
Cambridge Public Schools
T XXX.XXX.XXXX
F XXX.XXX.XXXX
email@school.us

XXXXX
Recycling Program Manager
Cambridge Public Works
T XXX.XXX.XXXX
F XXX.XXX.XXXX
email@city.gov

Self-Reporting Worksheets (See attached)

Custodians send this info to DPW on a weekly basis to report the type and quantity of recyclables set out for collection. Schools must send these to DPW to receive credit for their recycling efforts.

Recycling Education Assistance

The DPW can give presentations at your school, and the state's Green Team program is also an excellent resource, www.thegreenteam.org. Contact Meryl for assistance or visit www.cambridgema.gov/recycle, click About Recycling, then Schools.

Toters

95 or 65-gallon toters are used for single stream recycling (papers and containers) for weekly pickup. Some schools use toters or hampers for cardboard, but most have dumpsters. F.W. Russell, the City's curbside hauler, picks up recycling toters and dumpsters once a week. Contact Meryl to replace a broken toter.



Curbside Bins

18-gallon bins may be used in copy rooms, classrooms, offices, or hallways for single stream recycling. All recycling should be free of food, trash, plastic bags and Styrofoam.



Deskside Bins

Provided by DPW, these 28-quart bins may be used for recycling in copy rooms, offices, or classrooms. The "trash buddy" clipped on the side is used at several city buildings instead of trash cans. Since about 90% of office waste is paper, trash buddies reinforce recycling habits and free up space!



Styrofoam

Styrofoam recycling stands with a **CLEAR BAG** should be next to each lunchroom trash barrel. Students scrape food into the trash or compost barrel and place foam trays, and bowls in the bags. Custodians move the bags to a designated location for daily collection by the STRIVE Program of the Boston Public Schools. Get clear bags from Food Services.



Food Scraps

A few Cambridge schools have begun the pilot Food to Flowers lunchroom composting program. Food scraps and dirty paper are placed in a yellow barrel. The bags are placed in toters provided by Save That Stuff and are emptied once a week or more if needed. Schools interested in composting should have the principal contact Meryl.

Liquids

A liquids bucket for drinks and soup should be next to each trash and Styrofoam station in the lunchroom. The contents are then poured down the drain (through a strainer). This makes the trash lighter and less messy.

Metal Items

Contact Meryl in advance if you need a pickup of large metal items such as tables, chairs, desks or cabinets.

Computers, Monitors, TVs, and Other Electronics

Harmless while intact, computer monitors and TVs contain about 5 lbs of lead and are banned from landfills and incinerators in MA and must be recycled: NEVER PLACE IN THE TRASH.

- Recycle all computers, monitors, TVs, copy machines, scanners, hard drives, keyboards, mice, printers and other electronics. Contact the School MIS Department at 617.349.6830 or helpdesk@cpsd.us for a pickup.
- All appliances including air conditioners, refrigerators, water coolers. Contact Meryl to arrange a pickup.



Fluorescent Bulbs & Mercury-Containing Devices

Although fluorescent bulbs contain mercury, their use is encouraged because they are highly energy efficient. Fluorescent bulbs and lamps include; straight, circline, U-tube, compact CFLs & High Intensity Discharge (HID). Thermometers and thermostats also contain mercury.



These bulbs and other mercury-containing devices and must be recycled. Mercury pollutes water and air and is dangerous to humans and wildlife. Call 1-866-9MERCURY for fish consumption advisories.

Do not break fluorescent bulbs intentionally and NEVER PLACE IN THE TRASH. Store bulbs of all shapes and sizes separately for recycling.

DPW provides free storage containers including 4' fiber drums, 4' and 8' boxes, and 5-gallon pails to safely store used bulbs and mercury devices. **Do not tape bulbs together.** Place bulbs in an appropriately sized box and label "fluorescent bulbs for recycling." Tape box when full. Call Meryl for more containers and/or a pickup.

Batteries

All batteries that are not alkaline should be recycled. These include nickel cadmium, nickel metal hydride, lithium, button cell, rechargeable, and computer batteries. DPW can provide 5-gallon pails to collect and store batteries. Call Meryl for a pickup.

Printer Cartridges

Ink jet and laser printer cartridges can be recycled. Some can be returned to the manufacturer. Collect for pick-up by DPW or for raising money for arts & crafts and school supplies. Contact XXXX at XXX-XXX-XXXX or email@email.com for more information.



Send your recycling worksheet every week fax XXXX, phone XXXX or email@city.gov. Recycling questions? Missed pickup? Need more totes or bins? Contact XXXXX, Recycling Program Manager.

Single Stream: Clean Bottles, Cans Paper & Cardboard

Custodians are responsible to empty classroom and office bins into the toters. Place toters at the curb out by 7am on collection day or after 6pm the day before. Record information on self-reporting worksheet and send to DPW. For paper, "If it rips, recycle it" as long as it is free from food and plastic wrap. No need to remove paper clips, staples, rubber bands, wire spirals or even windows on envelopes.

Containers

- ✓ Aerosol Cans (empty)
- ✓ Aluminum Cans, Trays & Foil
- ✓ Glass Bottles & Jars
- ✓ Metal Cans
- ✓ Milk Cartons & Juice Boxes
- ✓ NEW! Large Plastics (buckets, laundry baskets, toys)
- ✓ Stiff Plastic Containers
- ✓ NEW! Spiral Cans (potato chip, nut cans)



Papers

- ✓ Books (rip off hard covers)
- ✓ Cardboard Boxes
- ✓ NEW! Coffee Cups (empty, no Styrofoam)
- ✓ NEW! Frozen Food Boxes (if it rips)
- ✓ Paperboard (cereal boxes, paper towel rolls)
- ✓ Phone Books & Junk Mail (remove free samples)
- ✓ NEW! Pizza Boxes (empty, no food)
- ✓ Newspapers & Inserts
- ✓ Magazines & Catalogs
- ✓ Paper Bags
- ✓ Shredded Paper (in clear plastic or a paper bag)
- ✓ White & Colored Paper (staples, paper clips, spirals OK)
- ✓ Wrapping Paper



NO

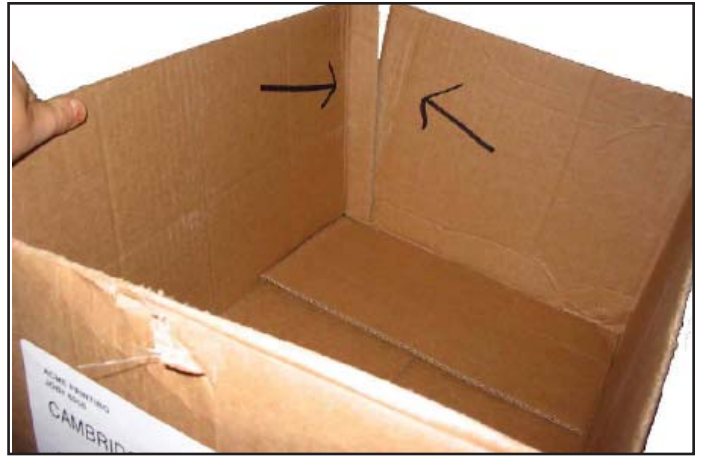
- × No TRASH
- × No PLASTIC BAGS
- × No STYROFOAM
- × No FOOD WASTE
- × No Ceramics, Dishes or Glassware
- × No Clothes Hangers
- × No Electronics
- × No Light Bulbs
- × No Paint Containers
- × No Paper Towels or Napkins
- × No Photographs or Blueprints
- × No Pots, Pans or Scrap Metal
- × No VCR or Cassette Tapes
- × No Windows, Plate Glass or Mirrors

Cardboard

NEVER PLACE CARDBOARD IN THE TRASH.

Cardboard is banned from MA landfills and incinerators. DPW trash trucks could be rejected at the waste transfer station if they contain materials subject to the state waste bans. Trash crews notify recycling staff if school dumpsters contain cardboard.

The easy way to flatten a cardboard box is to find the weak point and just rip apart.



SCHOOLS WITH CARDBOARD DUMPSTERS:

Flatten all cardboard and place in the dumpster or hamper. If you need an additional pickup, a larger dumpster or a lock call XXXX.

NEW: Please report cardboard on the self-reporting worksheets.



SCHOOLS WITHOUT CARDBOARD DUMPSTERS:

The Baldwin and Cambridgeport Schools should flatten, fold and stuff cardboard inside the toters, or place empty boxes beside or between the toters. Boxes can be nested and paper and/or containers can be placed inside boxes if there is overflow.

Be sure to record cardboard outside of toters on your self-reporting worksheet. Estimate whether the extra cardboard would fill a toter completely, 2/3 or 1/3 full.






Send your recycling worksheet every week fax XXXX, phone XXXX or email@city.gov.
Recycling questions? Missed pickup? Need more toters or bins?
Contact Meryl Brott, Recycling Program Manager.

Self-Reporting Worksheets

Custodians should fax these to DPW each week. Call XXXX for blank worksheets.

Include the number of toters set at the curb, how full they are, what materials are in them (such as single stream recycling or just cardboard).

Sending these worksheets to DPW ensures that your school receives credit for recycling. Meryl monitors setouts for accuracy and consistency. Discrepancies will be brought to the attention of the person reporting.

School	
Self-Reporting Recycling Worksheet	
Date: _____ Time: _____ Person reporting: _____	
Directions: Call, email or fax info to Meryl every week. Tel x4836 Fax x4868 mbrott@cambridgema.gov	
Indicate the number of full, 2/3 full or 1/3 full toters, dumpsters or hampers you have for each material: single stream recycling or cardboard.	
	SINGLE STREAM (PAPERS & CONTAINERS) Number of FULL Toters: _____ Number of 1/2 FULL Toters: _____ Number of 1/4 FULL Toters: _____
	CARDBOARD Number of FULL Toters: _____ Number of 2/3 FULL Toters: _____ Number of 1/3 FULL Toters: _____
	DUMPSTER (CIRCLE ONE) FULL 1/2 FULL 1/4 FULL
	HAMPER (CIRCLE ONE) FULL 1/2 FULL

Recycling Schedule

Toters and Cardboard Dumpsters

School	Recycling Pickup* *Pickups are delayed one day on holiday weeks.	Location of Toters / Dumpster
Baldwin 28 Sacramento Street	Wednesday	Oxford Street
Cambridgeport 89 Elm Street	Thursday	Elm Street
CRLS 459 Broadway	Wednesday	Broadway / Cambridge St
CRLS 9th Grade Campus 359 Broadway on Antrim	Wednesday	Antrim (hamper)
Fletcher-Maynard 225 Windsor Street	Thursday	Broadway (2 yd)
Graham & Parks 44 Linnaean Street	Monday	Walker St / Linnaean (2 yd)
Haggerty 110 Cushing Street	Tuesday	Cushing St / Lawn St (hamper)
High School Extension Program 15 Upton Street	Friday	Pleasant Place
Kennedy-Longfellow 158 Spring Street	Thursday	Fulkerson (6 yd)
King Amigos 100 Putnam Avenue	Friday	Putnam / Kinnaird (4 yd)
King Open 850 Cambridge Street	Thursday	Berkshire & Willow (6 yd)
Morse 40 Granite Street	Friday	Granite / Magazine (6 yd)
Peabody 70 Rindge Avenue	Monday	Haskell (2 yd)
School Dept HQ 159 Thorndike Street	Thursday	Seventh
Tobin 198 Vassal Lane	Tuesday	Vassal Lane (2 yd)

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