

City of Salem
School Recycling Final Implementation Plan

Background

February 15, 2018 the City received a \$30,000 grant to further enhance school recycling. The implementation has been a bit delayed due to recent hire of a new Schools Facility manager and a key school employee's medical leave. The grant included four major objectives:

1. Reduce waste by enhancing the education regarding the recycling program and providing necessary recycling equipment and staff training;
2. Track, monitor and report recycling and waste disposal amounts by providing WM pickup sheets;
3. Ensure compliance with Recyclable Materials Policy adopted by the Salem School Committee by raising awareness and providing educational materials;
4. Provide ongoing support to all schools to establish a culture of wise material use and effective recycling in all schools in the system

Progress July-November 2018

1. Determine equipment needs and order initial equipment, 18-gallon blue bins for each classroom.
2. Develop and receive approval for classroom recycling flyers, order plastic protectors, and non-staining wall stickers.
3. Finalize conversations with all principals to ensure Green Team application and participation at each school.
4. Tour each school with Recycling Works, Heather Billings, to determine some independent suggestions.
5. Receive and distribute all equipment to each school/classroom.
6. Communicate school recycling program via Facebook, Electronic newsletter, school's communication network, etc.
7. Finalize new and improved recycling specifics in classroom.
8. Advertise new progress at schools: No straws, no single use plastic sporks.
9. Weigh trash and recycling in October to analyze against April 2018 baseline.
10. Determine need for 100 additional wheeled recycling carts to implement program, received 50 from WM and purchased an additional 50 wheeled carts from grant funds. All carts distributed to appropriate schools/classrooms.

Progress December 2018-January 2019

1. Visit each classroom to hang flyers in plastic protectors (since laminated is too costly and not recyclable-this way we can update flyers if needed).
2. Custodians ensure each classroom has appropriate set-up of containers and flyers.

3. Determine appropriate recycling routine in schools/classrooms.
4. Meet with custodians to discuss their needs, the DEP grant, grant expectations, how the Green Teams might work with the custodians to improve recycling. Explained the process, and measurements-will have a follow up meeting in Spring.
5. By visiting each school, it was determined that office space needed 200 recycling basket-received approval and ordered them.

Progress March 2019-June 2019

1. Receive and distribute recycling baskets to all school office areas.
2. Finalize sign up of Green Team in each school, determine projects and strive (when applicable) to incorporate their project with custodial recycling efforts.
3. Develop measurement approach for interim recycling progress – developed and received DEP approval for weekly custodian survey to supplement the April and October WM measurements.
4. Meet with each school to decide how we can further support their recycling implementation (school specific).
5. Determine progress to date and devise a PR plan to distribute the good news and successes to continue to increase communications with school staff.
6. Develop Recycling newsletter for each classroom and school.
7. Meet with custodians to further review implementation and progress.
8. Write and submit DEP report.

Progress July 2019-June 2020

1. Implement weekly custodian survey in September 2019, did not receive weekly submissions but some submissions – Attachment #2
2. Interviewed for a new School Recycling Coordinator but could not hire someone due to COVID-19.
3. Finalized equipment purchase – recycling tilt trucks, recycling barrels and dollies, and double trash and recycle containers – Attachment #3
4. Evaluate the results of the survey to address issues and ensure that they do not continue.
5. Analyze WM tonnage reports again in October 2019 but could not collect data from April 2020 due to COVID – 19 – Attachment #1
6. Update any communications as needed – examples: videos created by student group, more specific classroom flyers, e-mails and electronic newsletters. A plan was made to send out more communications, but it was not implemented due to COVID-19 – Attachment #4
7. Submit final report to MA DEP and conclude the project.