OPS Recycling
Overview & Tips

Over 99% of OPS schools and programs participate in the District’s single-stream recycling program. As we strive to waste less and recycle more, schools will always be looking for ways to improve efforts. Below are several tips for getting started and recycling more. Get your green on!

THE DISTRICT’S PROGRAM ALLOWS YOU TO RECYCLE PAPER, CARDBOARD, PLASTIC AND ALUMINUM. IS YOUR SCHOOL RECYCLING ALL FOUR?

To get a Recycling Dumpster...
The building administrator must send an email to Shelley Bengtson (Environmental 557-2800) to request a dumpster.

Now for the Bins
The small blue recycle bins (item #19465) are available through the OPS Distribution Center.

Or you can repurpose other containers as recycle bins. Examples include old paper or computers boxes, 5-gallon buckets or old trash cans.

Labeling & Signage
Be sure to properly label every container, especially if you have a variety of types. Where possible, include the “What Can be Recycled” sign on or above every bin.

What about Collection?
• Most schools have a green team, recycle club or student council that takes on the fun responsibility of collecting the materials from offices and classrooms. Call them the Recycle Patrol - they’ll dig it.
• Custodians are not required as part of their job responsibilities to collect recyclables, although many of the best are engaged and helpful. They should be involved in the collection process from the cafeteria.
• Many schools give students large waste cans on wheels for collection. Once collected into large bins, it’s best for the custodians to take them to the dumpster.
• Don’t forget about portables. Night custodians will commonly assist with collection.
• Beverage containers should be emptied before placed in the recycle bin. In the cafeteria, set a collection bucket next to the bin for students to dump their milk/juice. Five-gallon buckets work well.

Training & Education
Take the time to train students and staff before getting started. Plan on at least a week of training and transition. In the cafeteria, having someone oversee how kids are sorting and depositing materials during breakfast & lunch is helpful, especially early on.

CAFETERIA TIPS
Most OPS waste comes from the cafeteria. To minimize the waste you can do three things:
1. Follow the Offer (vs. Serve) Guidelines for distributing.
2. Be sure to recycle the following:
   - juice boxes | milk bottles
   - soda bottles | aluminum cans
   - cardboard
3. Stack the disposable trays

You’ll need big containers. Repurpose a large waste container for recyclables; cut a 4-inch diameter hole in the lid to indicate it’s for recyclables.

QUESTIONS

More information, tips and resources are available on the Green Schools Initiative website at district.ops.org/gsi and on the GSI FirstClass Conference (contact Help Desk for access). Or contact:

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Green Schools Initiative Coordinator
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402.557.2173
The District’s recycling program accepts a wide variety of materials. The most common are listed below.

**PAPER**
- Office paper
- Shredded paper
- Juice boxes
- Newspapers
- Catalogs
- Ad Inserts
- Magazines
- Phone books
- Brochures
- Manila folders
- Junk mail
- Books
  - If hard cover it must be removed
- Carrier Stock

**PLASTIC**
- Soda bottles
- Milk bottles
  - must be bagged but can be in a bag with other cafeteria recyclables
- Plastic lids
- All plastic containers (#1-5, 7)

**ALUMINUM**
- Soda cans
- Tin Cans (includes #10 industrial)
- Other aluminum cans

**CARDBOARD**
- Chipboard (e.g. cereal boxes)
- Boxes
- Shipping supplies

- **PLEASE EMPTY ALL BEVERAGE CONTAINERS**
- **PAPER MUST NOT HAVE FOOD RESIDUE**
- **BEVERAGE CONTAINER LIDS ARE RECYCLABLE**
- **SHREDDED PAPER MUST BE BAGGED**

There are several other items that OPS recycles that should not be placed in the main recycling dumpster. Here is a quick run down of what else can be recycled and how you should handle it.

<table>
<thead>
<tr>
<th>Item</th>
<th>Who Collects</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ink Cartridges</td>
<td>Staples and/or Retoner</td>
<td>Jerry Primm x 2252</td>
</tr>
<tr>
<td>Alkaline Batteries</td>
<td>Environmental Services</td>
<td>Shelley Bengtson x 2800</td>
</tr>
<tr>
<td>Light Bulbs</td>
<td>Building Custodians</td>
<td>Shelley Bengtson x 2800</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>Information Management Services (IMS)</td>
<td>Connie Wickham x 2510</td>
</tr>
<tr>
<td>(computers, monitors, printers, speakers, printers, cell phones)</td>
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<td></td>
</tr>
<tr>
<td>Other Electronics</td>
<td>Operations</td>
<td>Shelley Bengtson x 2800</td>
</tr>
<tr>
<td>(TVs, projectors, VCRs, DVD players, microwaves)</td>
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