

## Appendix 3: Waste Reduction Plan Template SY 22-23

Per Administrative Procedure 2810, each facility is required to submit a completed and signed Waste Reduction Plan each year. Principals will designate the Recycling Coordinator(s) from the education staff. All items pertain to this current school year.

School or Site Name: CMIT North ES

Below, select actions <u>completed this school year</u> .					
	ALL Classrooms	ALL Offices	ALL Breakfast Areas	ALL Lunch Areas	ALL Copier / Printer Areas
Recycling bins present and clearly labeled.	✓	✓	✓	✓	✓
Recycling bins are next to trash cans.	✓	✓	✓	✓	✓
Recycling and trash posters are above bins.	✓	✓	✓	✓	✓

**Below, please describe your site's plan to reduce solid waste sent to the landfill.**

- List at least two recycling or solid waste reduction goals for your school/site this year.
  1. Increase recycling program to include Crayon and Marker Recycling.
  2. Promote waster free lunch days.
  3. Participate Trick or Trash Recycling Program.
  
- What additional solid waste reduction actions will your site complete? (Activities/lessons, special events, Reduce/Reuse/Recycle actions, etc.)
 

<input checked="" type="checkbox"/> <u>Waste-Free Lunches</u> <input checked="" type="checkbox"/> <u>Stack food trays to reduce space and bags</u> <input type="checkbox"/> <u>School Recycling Assembly</u> <input checked="" type="checkbox"/> <u>Active Student Green Team/Environmental Club</u> <input checked="" type="checkbox"/> <u>Flatten boxes to reduce space in the recycling bins/dumpsters</u> <input checked="" type="checkbox"/> <u>Student Monitors routinely help others correctly sort waste items</u>	<input type="checkbox"/> <u>Composting</u> <input checked="" type="checkbox"/> <u>Recycling PA Announcements</u> <input checked="" type="checkbox"/> <u>Student Recycling Lessons</u> <input checked="" type="checkbox"/> <u>Reuse scrap paper / both sides of paper</u>
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Other/Explain:

School/Site Name:

Waste Reduction Plan SY 22-23

- How will your team monitor bins and address mistakes? How can students help?  
Grade level lunch captains will monitor as students are recycling and correct/assist students.  
Go Green Club can collect/ check recycling in classrooms.

- How will your team communicate program updates and celebrate successes with your school community?

Through the use of our school newsletter, class dojo stories and social media.

This school year we have:

- Completed the Annual Recycling Checklist (from the Recycling Guidebook).
- Informed all staff and students of the recycling procedures, their roles and responsibilities, and our Waste Reduction Plan.

<u>D. Tenika Fryson</u>	<u>[Signature]</u>	<u>10/28/22</u>
Principal / Facility Administrator Name	Principal / Facility Administrator Signature	Date
<u>ERIC DERIN</u>	<u>DIRECTOR [Signature]</u>	<u>10/28/2022</u>
Building Supervisor Name	Building Supervisor Signature	Date
<u>[Signature]</u>	<u>Michaela Moon &amp; Benora McCain</u>	
Recycling Coordinator Name	Recycling Coordinator Signature	Date
Recycling Coordinator's Email Address	<u>mmoon@cmitelementary.org</u>	

To Submit: Scan the signed and completed form and email to [sara.campbell@pgcps.org](mailto:sara.campbell@pgcps.org).

For information on recycling and waste reduction visit [www.pgcps.org/recycling](http://www.pgcps.org/recycling) and view the Recycling Guidebook.