

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: College Park Academy

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.	X	X	X	X	X
Recycling bins are next to trash cans.	X	X	X	X	X
Recycling and trash posters are above bins.	X	X	X	X	X

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.

- stack food trays to reduce space and bags
- active MS and HS student Environmental Clubs

- What additional solid waste reduction actions will your site complete? (Activities/lessons, special events, Reduce/Reuse/Recycle actions, etc.)

Waste-Free Lunches

Composting

Stack food trays to reduce space and bags

Recycling PA Announcements

School Recycling Assembly

Student Recycling Lessons

Active Student Green Team/Environmental Club

Reuse scrap paper / both sides of paper

Flatten boxes to reduce space in the recycling bins/dumpsters

Student Monitors routinely help others correctly sort waste items

Other/Explain:

School/Site Name:

Waste Reduction Plan SY 22-23

- How will your team monitor bins and address mistakes? How can students help?



Both MS and HS Environmental Clubs will received training on correct sorting of waste items and recyclables. Members will model correct sorting, observe usage in their respective classrooms, and prepare a script to remind and educate others about proper sorting when a situation arises.

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

Updates will be shared on the am/pm PA announcements and be included in the virtual school newspaper and Week Ahead messages.

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>STEVEN BAKER</u> Principal / Facility Administrator Name	 Principal / Facility Administrator Signature	<u>10/28/22</u> Date
<u>JEFFREY VONGPHAKDY</u> Building Supervisor Name	<u>JEV</u> Building Supervisor Signature	<u>10/28/22</u> Date
<u>SHAYNA FLOOD</u> Recycling Coordinator Name	 Recycling Coordinator Signature	<u>10/28/22</u> Date
Recycling Coordinator's Email Address <u>shayna.flood@pgcps.org</u>		

To Submit: Scan the signed and completed form and email to sara.campbell@pgcps.org.

For information on recycling and waste reduction visit www.pgcps.org/recycling and view the Recycling Guidebook.