

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: Greenbelt Middle School

Below, select actions <u>completed</u> this school year.					
	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.					

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.
 - Goal #1 - To provide training to staff and students on proper recycling techniques.
 - Goal #2 - To implement more effective recycling process in the cafeteria.
 - Goal #3 - To increase signage in high-use areas to remind staff and students about which items are recyclable.
 - Goal #4 - To have Green Team members act as monitors in the cafeteria to direct proper refuse disposal.

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

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

Other/Explain:

School/Site Name:

Waste Reduction Plan SY 22-23

- How will your team [monitor bins and address mistakes](#)? How can students help?

Green Team members will be trained on the proper disposal of recyclable trash and then be posted in the cafeteria for each lunch to direct students to the correct bin. A table captain can also be assigned at each table to dispose of all recyclable items.

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

The Green Team will submit PA Announcement regularly. Also, a video will be produced by the Green Team to be posted on the school website and share in teacher portals. The Green Team will also be planning for a week of activities during the week of Earth Day (April 22, 2023).

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.

Marcellus Clement

Principal / Facility Administrator Name

Principal / Facility Administrator Signature

Date

James Smith

Building Supervisor Name

Building Supervisor Signature

Date

Sharon Chandler Thomas

Recycling Coordinator Name

Recycling Coordinator Signature

Date

Recycling Coordinator's Email Address sharon.chandler@pgcps.org

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](#).