






**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



All DC Schools Can Recycle by Following These 5 Steps!

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Links to resources and more info: <http://dgs.dc.gov/page/healthy-schools>

<u>Steps to Success</u>	<u>DCPS</u>	<u>PCS</u>
<p>1. Create ACCOUNTABILITY</p> 	<p>Follow DCPS Recycles! program provided by DGS. Fill out online Principal Delegate Form. Use DCPS Recycles! Leadership Action Plan Worksheet and DCPS Recycles Honor Roll Self-Assessment for accountability.</p>	<p>Establish team consisting of leadership, operations, education contacts. Establish a checklist to maintain accountability. Refer to DCPS Recycles! Leadership Action Plan Worksheet and DCPS Recycles Honor Roll Self-Assessment for ideas.</p>
<p>2. Confirm SERVICES</p> 	<p>Services are provided by DGS under the city-wide hauling contract. Use Master Hauling Schedule to fill out your school's Specific Hauling Schedule to post in custodial office.</p>	<p>Contract hauling services that comply with or exceed legal requirements as described in the Department of Public Works' Commercial Recycling Guide. If interested in organics recycling, refer to DCPS Recycles! program for ideas. Consider resources such as Community Purchasing Alliance.</p>
<p>3. Establish COLLECTION Procedures</p> 	<p>Determine a mutually agreed upon Waste/Recycling Collection Standard Operating Procedures and post in custodial office. Train all custodial staff. May include student green team.</p>	<p>Develop and implement standard collection procedures for custodial staff according to action plan. Train all custodial staff. May include student green team.</p>
<p>4. Set up SUPPLIES</p> 	<p>Order Supplies, Liner, Signs & Labels and then set them up using Supplies Set-Up Cheat Sheet</p>	<p>Order supplies and set them up according to action plan. Make sure all bins are labeled. <i>Options:</i> Reuse cardboard boxes for free. Have students make signs. Order free labels from Recycle Across America.</p>
<p>5. Establish SORTING Procedures</p> 	<p>Communicate that sorting is the responsibility of all staff and students - Email DCPS Recycles Memo and present editable All Staff Presentation to all staff. <i>For best results:</i> Work with educator(s) throughout the year. Participate in DGS's Competitions and Challenges</p>	<p>Communicate sorting responsibilities to all staff and students according to action plan. <i>For best results:</i> Work with educator(s) throughout the year. Participate in DGS's Competitions and Challenges</p>