
















# SCHOOL RECYCLING SERVICE TOOLKIT

Ready to start collecting recyclables at your school and need a way to get them to a recycling center?

## WHERE TO START?

Determine which options for recycling hauling are available at your school:

- Find out if your school's recycling can be collected by a hauler. Check your outdoor dumpster or container where trash is collected to look for a sticker or company name of your trash hauler to prepare for a conversation with your school principal/administrator.
- If you don't currently have access to a hauler, check out the options below.

HAULER OPTION	CONTAINER TYPE(S)	CONSIDERATIONS	EXPENSE	STAFF TIME	COLLECTION STORAGE SPACE
 <p>SUBSCRIPTION SERVICE: PRIVATE HAULER OR MUNICIPAL COLLECTION</p>	ROLL OFF, DUMPSTER, OR CARTS	CONTRACTUAL OBLIGATIONS (EXCLUSIVITY, LONG-TERM AGREEMENTS, ETC.)	\$\$\$-\$\$\$\$		
 <p>SUBSCRIPTION SERVICE: HIRE A LOCAL ORGANIZATION</p>	DUMPSTER, CARTS, OR BAGS	OUTDOOR/ INDOOR TEMPORARY CONTAINER STORAGE	0-\$\$\$\$		
 <p>SELF-HAUL TO A RECYCLING DROP-OFF CENTER</p>	CARTS, BAGS	ACCESS TO A VEHICLE, TEMPORARY STORAGE PLAN	0-\$		
 <p>DONATE BOTTLES AND CANS TO NON-PROFIT ORGANIZATIONS OR BRING TO REDEMPTION CENTER</p>	CARTS, BAGS	AVAILABLE ORGANIZATIONS, TEMPORARY STORAGE SPACE, TRANSPORTATION PLAN	\$		
 <p>BRING RECYCLING HOME</p>	CARTS, BAGS	ACCESS TO CURBSIDE RECYCLING, WILLING VOLUNTEER, TEMPORARY STORAGE PLAN, VOLUMES MAY BE LIMITED	\$		

# ***TYPE OF RECYCLING COLLECTION AND PROCESSING***

Recycling is processed in several different ways depending on the type of trucks, sortation equipment, staffing, and other capabilities at your local recycling center or materials recovery facility (MRF).

## ***SINGLE STREAM OR MIXED RECYCLING***

Single stream recycling is generally the easiest program type for the user because it doesn't require any sorting or separating of different types of recyclables. Due to its convenient nature, it is currently the most preferred method in many cities and counties.

However, in this collection model, participants can sometimes get complacent and throw undesired materials into the recycling cart. Please be sure to review which items are acceptable to your hauler and avoid throwing other materials into your receptacle. Many haulers, for example, have trouble with plastic bags so it is probably best to dump your materials directly into your receptacle without a bag. Most single-stream recycling programs accept plastic PET bottles and aluminum cans with all recyclables mixed in a single container.

## ***DUAL-STREAM***

Dual-stream programs will often feature two bins or carts: one for fibers (paper, paper board, mixed paper and cardboard) and another for metal, glass, and plastic, like bottles and cans. This recycling system requires two containers to collect recyclables both indoors and outdoors.

## ***SOURCE-SEPARATED***

Source-separated programs may require materials to be separated by type. It's similar to dual-stream, but with usually with more categories. For example, there may be separate bins for metal, glass, cardboard, mixed paper, and plastic. Source-separated programs require several containers for collection.

## ***DROP-OFF CENTERS***

Many communities already have drop-off centers for all recyclables providing containers for either single-stream, dual-stream or source-separated material. These centers may provide an alternative option for schools that are unable to set up an agreement for a hauler to come pick up their recyclables. Each recycling center may have slightly different processes and requirements to check with your local facility or facilities for details.

# COLLECTION CONTAINER TYPES

There are many different types of outdoor containers for recycling depending on your space & hauling options.

## FRONT-END LOAD CONTAINER OR DUMPSTER

Sizes: 2, 4, 6, 8 cubic yard

### CONSIDERATIONS:

- Specialized outdoor container for recyclables.
- May require a lock on it to prevent public dumping / contamination.
- Need sufficient space and solid surface to store it on (concrete pad, blacktop surface, etc.)
- Check for applicable enclosure requirements - May want to conceal it or enclose it to keep pests out.
- Large vehicle will need a path to access it.
- Usually more expensive than other options.

### BENEFITS:

- Can store more recyclables than carts or bags.
- A lidded container helps protect recyclables from weather or contamination.
- Convenient because you generally place your materials directly into the container and then let the hauler take care of the rest.



## ROLL OFF CONTAINER

Sizes: 10, 15, 20, 30 cubic yard

### CONSIDERATIONS:

- Specialized outdoor container for recyclables.
- Needs a concrete pad or blacktop surface.
- Typically has a larger capacity than any other options and requires more space than any others.
- Can be subject to illegal dumping or high levels of contamination if not monitored.
- Must be serviced by a special type of vehicle that will need plenty of space to access and remove it.
- Sometimes you pay to lease these containers on a monthly basis regardless of whether they are full. Then you may pay additional fees to have them removed and replaced.

### BENEFITS:

- More storage for recyclables.
- Will need to be serviced less often.



## CARTS

Sizes: 48, 65, 95 gallon cart

### CONSIDERATIONS:

- Quantity of recyclables.
- How carts are serviced (box truck, rear-load or automated side loader vehicle).
- Adequate space for carts (typically if there are more than four carts a dumpster should be considered).
- You may have to take an extra step of wheeling your carts from a storage location to a designated pickup location at a certain time each week.

### BENEFITS:

- Easy to maneuver and transport recyclables through the school.
- Can sometimes be nested within each other for easy storage.
- Requires less space than roll-off or front-end load containers.





## ***SUBSCRIPTION SERVICE: PRIVATE HAULER, MUNICIPAL COLLECTION, OR HIRE A LOCAL ORGANIZATION***

### ***FOLLOW THESE SIMPLE STEPS***

- ✓ Check your outdoor dumpster or container where trash is collected to look for a sticker or company name of your trash hauler to prepare for a conversation with your school principal/administrator.
- ✓ The appropriate person from your school can contact the trash hauler to find out if recycling services are offered and if it requires an additional fee.
- ✓ Check with your school to see if the trash hauling contract includes all schools within the district or if each school is managed individually. Note that some contracts may take time to initiate.
- ✓ If no subscription options are available through the school, check for local recycling hauling companies, scrap haulers or non-profit organizations that may charge a fee to haul recyclables.
- ✓ Set up a system for collecting recyclables inside and moving them to their collection point or drop-off center.

Some schools find partnership opportunities with their local Keep America Beautiful (KAB) affiliate or other organizations whose mission it aligns with. Others may be willing to haul your recyclables because they may be able to earn credits or rebates for transporting them directly to processors. These partnerships may provide a revenue source for the non-profit and a convenient hauling option for Recycle Rally schools.

#### **Contact other local resources to find out more information about recycling options**

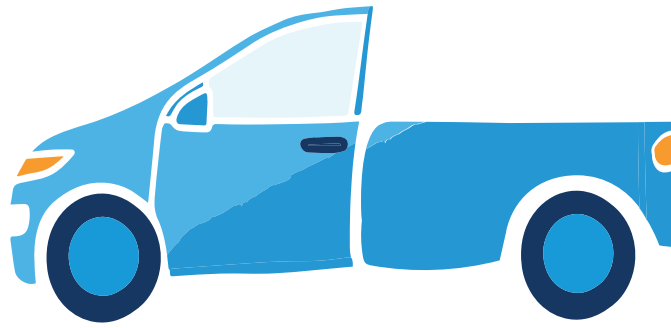
- County office or solid waste district
- Chamber of Commerce
- Keep America Beautiful affiliates, <http://www.kab.org/>
- If they cannot provide service, they may be able to provide recommendations

#### **Conduct an internet search for “recycling providers” and “recycling haulers” with your zip code or city and state.**

#### **Review online databases that help you find haulers near you. Some examples are:**

- I Want to Be Recycled (KAB), [www.iwanttoberecycled.org/search](http://www.iwanttoberecycled.org/search)
- I-800 Recycling, [www.I800recycling.com/find](http://www.I800recycling.com/find)
- Recycle Finder, [www.recyclefinder.com](http://www.recyclefinder.com)
- Recycling Centers, [www.recyclingcenters.org](http://www.recyclingcenters.org)

#### **We recommend that you reach out to a few different haulers to compare pricing and determine who can offer the best deal.**



## SELF-HAUL TO A RECYCLING DROP OFF CENTER

Many Recycle Rally schools use either staff or volunteer power to transport their school's recyclables to public recycling centers.

### FOLLOW THESE SIMPLE STEPS

- ✓ Locate nearby recycling centers: check online at your city or county's website, Earth911.com, or RecycleNation.com or conduct your own web search for "recycling center" and/or "recycling drop-off" and/or "where to recycle in" and enter your town/city and state.
- ✓ Enlist a team of volunteers and/or paid staff to help collect and transport your recyclables to your local recycling center.
- ✓ Establish a schedule or routine so everyone who is involved knows where to store recyclables, when they need to help, and what their duties are. Consider a rotating schedule with designated leader(s) for a given week or month.
- ✓ Start collecting recyclables and consolidate them at a convenient location to be picked up and transported to a local recycling center.
- ✓ Consider establishing a committee of interested parties to share the workload and develop solutions to streamline your process. The committee may include faculty, staff members who handle recyclables, students, parents, and representatives from various clubs or organizations that have an interest in assisting.
- ✓ Use totes or bins or bags that are unlikely to leak during transportation since you probably don't want to deal with spills and smells.
- ✓ Check local guidelines at drop-off locations regarding bagged recyclables.

#### IDEAL VOLUNTEERS:

- Volunteers may be motivated by a passion and stewardship for protecting our planet or may want to assist with making a visible difference in their schools or perhaps they want to develop student leadership skill. Whatever their motivation, Recycle Rally may help ignite volunteer support.
- School clubs may want to take advantage of Recycle Rally rewards or opportunity to earn cash prizes through Recycle Rally contests, so they may be willing to take the lead. Art, science, sports, and other after-school programs might need new supplies and Recycle Rally may be able to help them.

#### VOLUNTEER TIPS:

- Consider redeeming a portion of your Recycle Rally reward points for gift cards or Recycle Rally merchandise that can be used to reward and keep your volunteers involved.
- Consider forming a school green team or environmental club to create a group dedicated to supporting recycling initiatives, managing and tracking recycling.
- Use Recycle Rally's letter templates to assist with building a network of volunteers to transport the collected materials from your school to the recycling center.



## ***DONATE BOTTLES AND CANS TO NON-PROFIT ORGANIZATIONS OR BRING TO REDEMPTION CENTER***

Sometimes salvage companies are willing to pay for aluminum cans or other commodities by the pound for recycling. Additionally, in some states, aluminum cans and plastic bottles are sold with an advance deposit fee that can be redeemed for cash.<sup>1</sup>

### ***FOLLOW THESE SIMPLE STEPS:***

- ✓ Research non-profit organizations that are willing to recycle your school's bottles and cans as an additional revenue source. A non-profit organization may be interested in supporting your cause because they want to contribute to a cleaner community, advance green/sustainability causes, or generate a profit to support their mission. Sometimes groups that provide work for people of differing abilities are also interested in helping out.
- ✓ Check with the non-profit in your planning stages to find out if they have sufficient resources to handle the quantity of bottles and cans from your school.
- ✓ If you require transportation support, see [Self-Haul](#) for suggestions.

### **TIPS FOR ENLISTING PARTNER ORGANIZATIONS:**

- Consider redeeming a portion of your Recycle Rally reward points for gift cards or Recycle Rally merchandise that can be used to reward and keep your supporting organization involved.
- Consider forming a school green team or environmental club to create a group dedicated to supporting recycling initiatives, managing and tracking recycling.
- Use Recycle Rally's letter templates to assist with building a network of supporting organizations to transport the collected materials from your school to the recycling center.

<sup>1</sup> Items covered by a deposit law are eligible to earn Recycle Rally reward points but are not eligible to compete in Recycle Rally's annual collection contest.



## ***BRING RECYCLING HOME***

Sometimes a hauling service is just too costly or complex, but dedicated teachers or staff members want to help their school recycle anyway. Teachers, parents and school staff in Recycle Rally schools across the country have volunteered to bring their school's recyclables to their own homes for recycling through whatever means is available to them.

This system is not likely to be a solution for an entire school, but it may be feasible for a classroom or wing of the school and at least enables the school to start the journey. To make this concept work, it's best to have several volunteers committed to transport recycling so that you have a back up system when any one person is unable to bring recyclables home.

### ***FOLLOW THESE SIMPLE STEPS:***

- ✓ Verify which recyclables are accepted.
- ✓ Clearly label containers to collect only acceptable materials.
- ✓ Compile the recyclables on a regular basis and transport them to the home.
- ✓ Consider enlisting a group of helpers and setting up a rotation in which various volunteers would share the duties so individuals do not get burned out.
- ✓ Use totes, bins, or bags that are unlikely to leak during transportation since you probably don't want to deal with spills and smells.

# VOLUNTEER LETTER TEMPLATE

**DEAR** \_\_\_\_\_ **VOLUNTEER,**

We are excited to announce that our school is beginning a recycling program for students, teachers, and faculty. Your children will have the opportunity to actively participate and learn valuable lessons while reducing the amount of waste our school generates.

Our school is participating in the Recycle Rally Program where we are eligible for reward points based on the number of bottles and cans we recycle. Your support can bring our school to the top of the leaderboard, which means more rewards for our students and the school.

We seek parents, volunteer groups, teachers, and community volunteers to assist us in this endeavor by signing up for shifts to transport recyclables to their final destination:

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Please sign up by emailing your contact information and preferred shift to: \_\_\_\_\_

or use this free volunteer sign-up application: \_\_\_\_\_

Thank you for your assistance in improving recycling, empowering students, and creating meaningful educational opportunities for our school!

Together, with your help, we look forward to making our school a cleaner, greener place for learning.

**SINCERELY,**

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## **NEED MORE HELP?**

Join our [Need Recycling Service](#) waitlist by sharing responses to a short list of questions that will help determine if potential haulers in your area or partnerships with other interested schools in your area might enable you to initiate recycling at your school.

### **WE HAVE EVEN MORE RESOURCES TO HELP GET YOUR SCHOOL STARTED:**

Reference our Enlisting Support Playbook for additional ideas to inspire your decision-makers to support recycling.

Contact our support team with specific questions:

Support@PepsiCoRecycling.com or call (888) 875-6555

*Disclaimer: The regulation of transportation of recyclables and municipal solid waste varies from state to state, and municipalities sometimes layer on more stringent rules. Check state and local regulations to determine whether your volunteer hauler needs to register or get a permit to move recyclables.*