

DCPS Recycles! Honor Roll 2015 Application

To apply for your school to be recognized on the DCPS Recycles! Honor Roll 2015, please fill out this form by February 27, 2015.

DCPS Recycles! Honor Roll will be announced on Earth Day, April 22, 2015. Schools that have established functioning recycling programs for PAPER/CARDBOARD only will be listed on the Honor Roll. Schools that have established functioning recycling programs for PAPER/CARDBOARD and MIXED RECYCLABLES and/or ORGANICS will be listed on the Honor Roll and receive a banner to display in their school.

Schools that apply may be audited by DGS.

Contact: Beth Gingold, DGS Schools Conservation Coordinator, beth.gingold@dc.gov, 202-727-3587.

Additional Guidance: See the DCPS Recycles! Waste Management Procedures: <http://dgs.dc.gov/node/878632>

* Required

Applicant Information

1. **School Name ***

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2. **Your Name ***

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3. **Your Email ***

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4. **Your Relationship To School ***

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5. **Who is responsible for your recycling program? (Your principal or principal's delegate) ***

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6. Who else has leadership roles in the program?

Please share names and responsibilities!

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Honor Roll Criteria part I- PAPER and CARDBOARD

To qualify for the honor roll, your school must be able to answer "yes" to all the following questions on any given day. To be confident in your answers you should walk through your building and check on bins, labels and liners, and also go outside and check your dumpster. This is a good opportunity to identify any problems and address them! DGS may conduct random inspections to verify the answers below.

Dumpster Area**7. Do you have a DUMPSTER or COMPACTOR designated for CLEAN PAPER and CARDBOARD only? ***

Mark only one oval.

- Yes
- No

8. Does your recycling dumpster contain ONLY clean paper and cardboard? *

INCLUDES white paper, colored paper, post it notes, envelopes, unwanted mail, spiral notebooks, soft-cover books, hard-cover books, magazines, newspaper, file folders, and cardboard boxes. DOES NOT INCLUDE milk or drink cartons or cafeteria trays. Paper may be in clear plastic bags.

Mark only one oval.

- Yes
- No

9. **Are the cardboard boxes in your dumpster BROKEN DOWN? ***

Mark only one oval.

Yes

No

Kitchen

10. **Does your KITCHEN have a designated bin or area for sorting CARDBOARD? ***

Mark only one oval.

Yes

No

Exemplary collection of kitchen cardboard by Mr Anthony Smith and Chartwells staff at Thomson Elementary School



Classrooms and Offices



Or

11. Do you have RECYCLING BINS for collecting PAPER in CLASSROOMS and OFFICES? *

Note: Best practices is to have large bins for paper in MAIL ROOMs and next to COPIERS
Mark only one oval.

Yes

No

12. Are these bins LABELED for paper only? *

Note: lids with slits are also a best practice for avoiding contamination although they are not required
Mark only one oval.

Yes

No

13. Do these bins have either NO LINER or a CLEAR LINER? *

Mark only one oval.

Yes

No

14. Do these bins have ONLY paper in them? *

Small amounts of contamination will not be penalized
Mark only one oval.

Yes

No

15. Do you have TRASH BINS (not blue) for collecting non-recyclable trash in CLASSROOMS and OFFICES? *

Mark only one oval.

Yes

No

Honor Roll Criteria Part II -MIXED RECYCLABLES

To qualify to receive a DCPS Recycles! Honor Roll banner, your school must be also able to answer "yes" to all the following questions on any given day. To be confident in your answers you should walk through your COMMON AREAS and KITCHEN and check on bins, labels and liners, and also go outside and check your dumpster. This is a good opportunity to identify any problems and address them! DGS may conduct random inspections to verify the answers below.

Dumpspter Area



16. Do you have 96 gallon blue TOTERS designated for MIXED RECYCLABLES (milk cartons, aluminum, plastic, glass)? *

These toters should be labeled - if not, please notify DGS!

Mark only one oval.

Yes

No

17. Do your 96 gallon blue TOTERS designated for MIXED RECYCLABLES contain only MIXED RECYCLABLES?

Mark only one oval.

Yes

No

N/A

Common Areas

18. Do you have RECYCLING BINS for collecting MIXED RECYCLABLES in COMMON AREAS? *

Mark only one oval.

Yes

No



19. Are these bins **LABELED** for mixed recyclables (e.g. glass/plastic/metal) only? *

Note: best practice is to also have lids, although this is not required if the labels are sufficient.
Mark only one oval.

Yes

No

20. Do these bins have either **NO LINER** or a **CLEAR LINER**? *

Mark only one oval.

Yes

No

21. Do these bins have **ONLY mixed recyclables** in them? *

Small amounts of contamination will not be penalized
Mark only one oval.

Yes

No

Kitchen



22. Do you have **RECYCLING BINS** for collecting **MIXED RECYCLABLES** in the **KITCHEN**? *

Mark only one oval.

- Yes
 No

23. Are these bins **LABELED** for mixed recyclables (e.g. glass/plastic/metal) only? *

Mark only one oval.

- Yes
 No

24. Do these bins have either **NO LINER** or a **CLEAR LINER**? *

Mark only one oval.

- Yes
 No

25. Do these bins have **ONLY** mixed recyclables in them? *

Small amounts of contamination will not be penalized

Mark only one oval.

- Yes
 No

Preview: Honor Roll Criteria Part III - ORGANICS - KITCHEN and CAFETERIA

This section **ONLY** applies to schools that began receiving organics services this year. Schools that can answer "yes" to all of these questions will receive a special mention on the Honor Roll. Next year once all schools are receiving organics services it will be part of the DCPS Recycles! Honor Roll 2016 criteria.

Dumpster Area



26. Do you have 96 gallon green TOTERS designated for ORGANICS (food waste, compostable paper products)?

Mark only one oval.

Yes

No

27. Do your 96 gallon green TOTERS designated for ORGANICS contain only ORGANICS?

Mark only one oval.

Yes

No

N/A

Kitchen

Exemplary kitchen bin set up by Mr Greg Bellamy and team at Mann Elementary School



28. Does your KITCHEN have bins for sorting ORGANICS, MIXED RECYCLABLES, and TRASH (gray)?

Mark only one oval.

Yes

No

29. Are all bins in the kitchen LABELED?

Mark only one oval.

Yes

No

30. **Are all BLUE bins lined with NO or CLEAR plastic bags?**

Mark only one oval.

Yes

No

31. **Are all YELLOW bins lined with COMPOSTABLE bags?**

Mark only one oval.

Yes

No

32. **Do all the bins in your KITCHEN contain the right materials?**

i.e. Organics only in yellow bins, mixed recyclables only in blue bins, and trash only in gray bins

Mark only one oval.

Yes

No

Cafeteria

33. **Does your CAFETERIA have bins for sorting ORGANICS (if receiving organics services), MIXED RECYCLABLES, and TRASH?**

Mark only one oval.

Yes

No

N/A

34. **Does your CAFETERIA have a dump bucket for LIQUIDS?**

Mark only one oval.

Yes

No

35. **Does your CAFETERIA have a place to stack TRAYS?**

Mark only one oval.

Yes

No

36. **Are all bins in the cafeteria LABELED?**

Mark only one oval.

Yes

No

37. **Are all BLUE bins lined with NO or CLEAR plastic bags?**

Mark only one oval.

Yes

No

38. **Are all YELLOW bins lined with COMPOSTABLE bags?**

Mark only one oval.

Yes

No

39. **Do all the bins in your CAFTEERIA contain the right materials?**

i.e. Organics only in yellow bins, mixed recyclables only in blue bins, trash only in gray bins, liquids in bucket, and trays stacked

Mark only one oval.

Yes

No

Exemplary tray stacking at Moten Elementary School by Ms Diane Winsett, Mr Brandon Hart & Team



Special Circumstances or Special Recognition!

40. **If you answered no to any of the required questions above, please explain why you still believe your school should qualify for the DCPS Recycles! Honor Roll 2015.**

41. **Please let us know if there is something special your school recycling program is doing that deserves special recognition!**

Comments/Feedback (optional)

42. **Please provide any comments/feedback**

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