Recycling Plan Template

A Recycling Plan will help identify key elements, goals, and logistics in your food waste recycling program. This plan will be handy for planning the program rollout and tracking program progress.

Your entire recycling team should work through these steps together. If decision-makers are not a part of your team, you will need to seek their approval on this plan before making purchases and kicking off the program. This template will help you:

- Identify supplies you will need to purchase
- Location for sorting stations
- Plan the program kick-off day
- How you will monitor progress

Checklist:

☐ Planning Phase
- ☐ Obtain School District Approval
- ☐ Obtain Principal Approval
- ☐ Onboard Cafeteria Staff
- ☐ Design Your Program
- ☐ Request an Outdoor Food Waste Bin

☐ Implementation Phase
- ☐ Train Teachers and Staff
- ☐ Train Students
- ☐ Kick-off your program

☐ Assessment Phase
- ☐ Track Program Progress
- ☐ Adjust Your Garbage Hauling Contract (if needed)
- ☐ Gather Feedback

☐ Maintenance Phase
- ☐ Develop a Sustainability Plan

Recycling plan for [school name]

Kick-off Date: _____

Communication, education, and kickoff event:

The food waste recycling program is a team effort that requires teachers and staff to help students sort waste. The best way to get teachers and staff involved is to help them understand the importance and purpose of the program, how it works, and ways they can motivate students.

How will your school train teachers and staff?

How will your school train students?

Some ideas:

- Kickoff the new recycling program at a school assembly

- Have older students train younger students about the benefits of recycling and how to sort waste

- Give our list of lesson plans for teachers to use in the classroom

- Ask the principal to use our email template to announce the program to teachers and staff

- Include a parent flyer in your school's newsletter

- Use the school's website, email and social media

- Have the students create educational posters and/or videos

- Present to the school board and/or PTA

More questions to answer:

- What are your plans for continued education about the program, such as changes and results?

- How will problems be reported as they arise?

- Your school may want to build in student service-learning opportunities to behind-the-scenes logistics. Students can help to monitor waste stations and educate their peers. Does your school want to incorporate service-learning? What is your plan to engage students?

- How will you track your waste? What is your plan to continue to collect information about the waste volume to determine if your school should adjust your waste hauling contract? Who will collect, and report on the data?

Site Assessment Template

A site assessment of your cafeteria takes 15-20 minutes and helps answer: What supplies do you need? Where will sorting stations go? Do I need to set up a share table?

When conducting a site assessment, be sure to consider:

- **Storage space.** If there is a lack of suitable indoor storage space for the food waste and landfill cans, outdoor storage may be required.

- **Stacking trays.** Stacking trays help save space in the trash can and reduce the number of times the bags need to be changed. At the waste station, consider placing a small desk or table for students to put their trays on.

- **Share table.** Your cafeteria should include a share table to prevent food from being wasted. Consider locations near the waste stations to place a food share table.

Cafeteria

- Landfill waste
    - Current number of cans: _____
    - How many more cans are needed? _____
- Food waste (the number should match the number of landfill cans)
    - How many cans are needed? _____
- Sorting stations
    - How many sorting stations are needed? _____
    - Does your school need a tray stacking table?   **Yes   No**
- Share table
    - Does your school need a share table?   **Yes   No**

Kitchen

- How many food waste cans are needed? _____
- Type of can (Slim Jims are recommended): _____
- Where will food waste can(s) be placed? _____

Outdoor collection area:

- Bin size: _____

Cafeteria Layout

Using the information from the site assessment, create a map to identify where the waste stations and the food share table will be placed in the cafeteria. Be sure to indicate how students and enter and exit the cafeteria so you can determine the best location for the stations. Remember to **always** pair landfill and food waste can together and to place the food share table near the waste stations.

On the map, indicate the number and type of bins needed in the cafeteria.
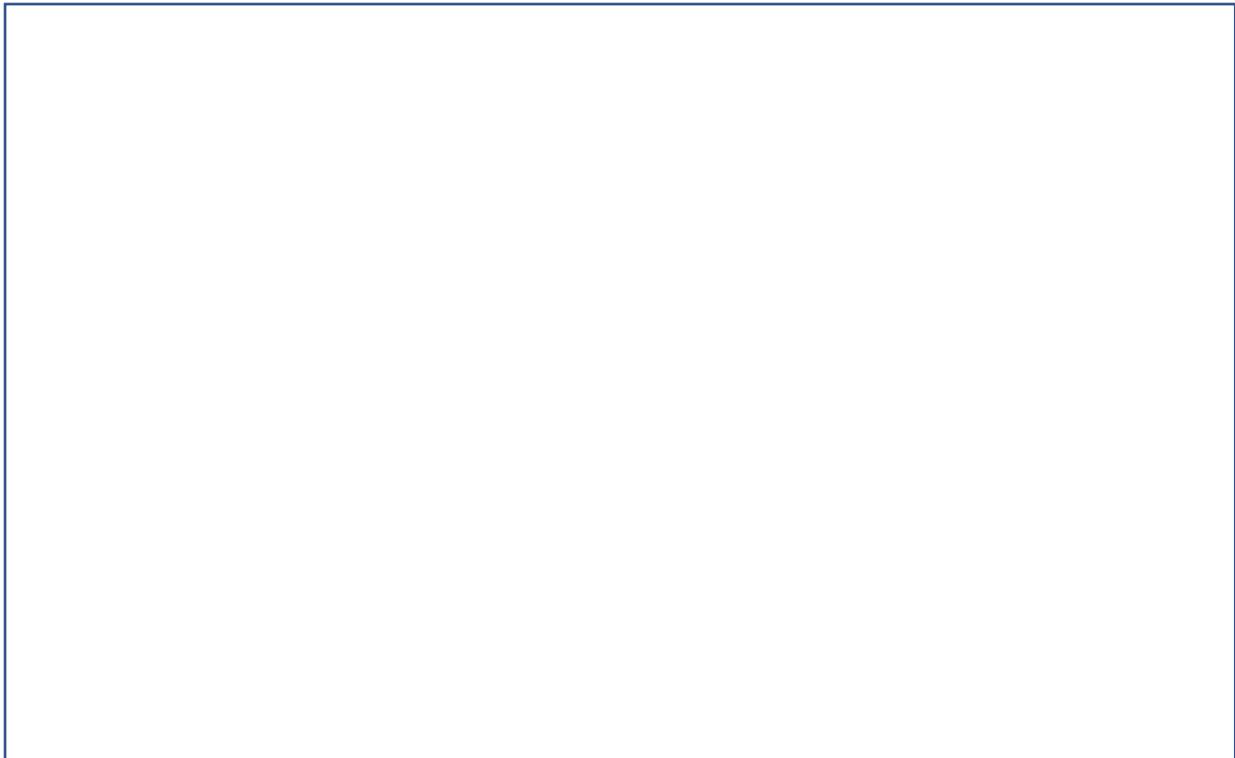
Supply List

When creating your supply list, be sure to consider:

- **Bag liners**. It is a requirement that food waste cans use clear bag liners.

- **Signage**. A successful program will use signage on the landfill and food waste cans, food share table, and throughout the cafeteria. This will help remind students how to sort their waste. We recommend laminating signs so they can be easily cleaned.

- **Safety and security**. Student monitors help ensure waste stations maintain cleanliness and reduce contamination. Be use monitors have proper safety equipment such as gloves and vests or aprons.

Create a list of supplies needed for the food waste recycling program below:

Supply	Number	Price
	Total	

Hauler Information

Hauler: _____

Contact Person: _____

Phone/email: _____

Collection Plan:

Material type (trash, cardboard, food waste, yard waste)	Container capacity (specify yards or gallons)	Collection frequency (daily, weekly, etc.)	Day(s) of collection

Collection Process

Documenting the amount of food waste and landfill waste will help to understand if you need to adjust your garbage hauling contract, stay informed of changes in the program are needed, and keep the lines of communication open—a key element to maintaining a successful food waste recycling program.

Use this table below to track the percentages of how full the outdoor bins are to determine if landfill waste has reduced:

	Week 1	Week 2	Week 3	Week 4	Week 5
Food Waste (size___)					
Landfill Waste (size____)					