

Milk Carton Recycling Process

<u>Time, Task</u>	<u>Description</u>	<u>Name/Position</u>
BEFORE PROGRAM LAUNCH Plan and implement education plan	Train staff and students about the new program and cafeteria set-up; consider holding a separate training for staff, and a kick-off event for students on the first day of carton recycling.	
BEFORE EACH MEAL Monitor Recycling Station	Set up recycling stations with appropriate equipment and make sure signage is hung.	
DURING EACH MEAL Monitor Recycling Station	Inspect containers for contamination; if there is trash in the recycling bin, remind students about what can and can't be recycled.	
AFTER EACH MEAL Dump Milk Bucket	Empty liquids bucket after each meal into a slop drain to prevent spills.	
AFTER MEALS Empty Recycling Container	The recycling container/liner should be replaced or emptied as needed.	
AFTER ALL MEALS Rinse Milk Bucket	The liquids bucket & strainer should be thoroughly rinsed and left in a place to dry for the next day's meals.	
AFTER ALL MEALS Reassemble All Equipment	Ensure all containers are clean, in correct position, and signs are clearly displayed.	