



Superintendent's Circular

School Year 2013-2014

NUMBER:
FMT-8

DATE:
August 6, 2013

Boston Public Schools Solid Waste Management & Recycling Policy

Background

The State of Massachusetts seeks to minimize its waste and negative environmental impact by reducing, reusing and recycling. State policies and programs such as the Environmentally Preferable Purchasing Policy, MassDEP's Waste Ban Regulations and Executive Order 484 - Leading by Example, are helping state agencies and municipalities create healthier buildings, cleaner communities while simultaneously reducing costs. The City of Boston is a leader in greening its operations and has set a goal to reduce the City's greenhouse gas contributions by 25% by 2020. The Boston Public Schools (BPS) has been actively recycling for over a decade and the District remains one of the only places in the State that recycles polystyrene. This program and other paper recycling programs also provide job skill training for students at the BPS Recycling Center at Brighton High School. Recycling in our schools is not only an important educational initiative, by reducing the amount of natural resources we use, we're working to guarantee that our children grown up in a world that is healthy, safe and sustainable, well into the future.

Policy

The intent of this BPS Solid Waste Management & Recycling Policy is to reduce the amount of waste generated by building occupants and furthermore, reduce the amount of non-recyclable waste that is hauled to and disposed of in landfills or incineration facilities. The Boston Public School District has created this Policy which aligns with the City of Boston's Climate Action Plan goal to reduce solid waste related greenhouse gas emissions 40% by 2020.

Boston Public Schools is responsible for providing recycling equipment, education and hauling services to all buildings operated by BPS, and for ensuring that banned materials are separated from trash at the school and other building sites, according to MassDEP's Waste Ban Regulations (310 CMR 19.017).

School Principals/Headmasters and Custodians must ensure single stream recycling equipment and signage is displayed to collect applicable materials and that other materials are collected and recycled and/or disposed of properly including but not limited to: cardboard, polystyrene, glass, metals, paper, plastics, yard waste, batteries, electronics, furniture and appliances.

Each school is responsible for identifying a Recycling Coordinator who serves as the liaison to BPS Facilities Management Department and is responsible for reporting on a monthly basis, the amount of recyclable material produced at each school site. The Recycling Coordinator and Custodian shall participate in the school's Wellness Council to ensure that waste management is prioritized and that the school's indoor environment is upheld as a healthy and clean place to learn and work.

Implementation Plan

Boston Public School District's goal is to divert at least 20% of the recyclable material across all schools by June 2014. The District provides the following recycling services: single stream (paper, metal, glass, plastic, paperboard), corrugated cardboard, polystyrene (from the cafeteria), electronic waste, appliances and furniture, hard cover and other books, light bulbs, yard waste, construction waste and new in 2013, food waste collection.

Corrugated Cardboard: Corrugated cardboard (boxes, packing material) that is not wet or shredded, shall be separated from the single stream recycling and collected by BPS Facilities Management staff on a

weekly basis from each building. BPS Facilities Management staff is responsible for bailing and selling this material to be recycled.

Polystyrene (trays, bowls, cups): Polystyrene used in the cafeteria's across BPS shall be stacked and collected in trash bags for pick up by BPS Facilities Management staff on a weekly basis. The polystyrene will be picked up at the same time as the corrugated cardboard. This material is recycled at the BPS Recycling Center at Brighton High School.

Single stream (glass, metal, plastic, paper, paperboard): Ongoing consumables that are allowed to be collected through the City of Boston recycling program can be collected in one container, single stream. On a weekly basis, these materials will be picked up curbside or in a dumpster onsite and taken to a local Materials Resource Recovery Facility. At least 20% of the ongoing consumable waste stream should be diverted from landfills and incineration on an annual basis.

Electronic waste: Computers, monitors, copiers, fax machines, printers and scanners, external power adapters, televisions and other audiovisual equipment requires special removal and disposal according to federal and state laws. Schools should complete Form 57 from OIIT and coordinate to have the material collected by a BPS approved vendor.

Mercury-containing lamps: Custodial staff collects fluorescent lamps and stores the unbroken lamps in the approved container. The container must be marked with a date and collected no less than annually by an authorized hauler for safe disposal, in accordance with local regulations on disposal of products containing mercury.

Portable dry-cell batteries: Single-use (non-rechargeable) and rechargeable batteries used in radios, phone, cameras, computers and other devices or equipment should be recycled to the maximum extent possible.

Leaf and yard waste: It is illegal to dispose of leaf and yard waste in the trash. Instead, this material should be collected in paper bags or 30-96 gallon containers. This material can be collected on an on call basis or at curbside during the City's spring and fall yard waste collection days. On a minimal basis, yard waste can be composted onsite.

Furniture & appliances: Classroom furniture and equipment should be reused to the greatest extent possible. If materials are at the end of their life and need to be recycled, contact Facilities Management. Appliances such as refrigerators, dishwashers and water coolers should be disposed of properly, not thrown in the trash. Contact Facilities Management to properly remove these materials from the school.

Facility Alterations/Additions: Base building elements permanently or semi-permanently attached to the building itself, including all studs, insulation, doors, windows, panels, drywall, trim, ceiling panels, carpet, flooring material, adhesives, sealants, paints and coatings should be reused or recycled to the greatest extent possible. Massachusetts law bans clean gypsum wallboard, concrete, asphalt, brick and wood from disposal in the trash. BPS Facilities Management shall coordinate with contractors to ensure building repair projects are complying with waste removal laws.

Food waste: BPS is piloting food waste collection from five schools across the District in 2013-2014. Food scraps and other compostable materials from the cafeteria will be collected in 64 gallon green wheeled carts, which will be disposed of on a weekly basis.

Responsible Parties

Recycling is a collaborative effort and will involve support from the Principal/Headmaster, Custodians, Cafeteria Staff, Teachers, Students and Recycling Coordinators. Schools are encouraged to form a student led Green Team to help manage the single stream recycling program and keep it running smoothly throughout the school year. Schools should also host an annual recycling assembly to educate

the school community about recycling best practices and announce any new recycling or waste management initiatives.

In order for recycling to be successful across BPS, each school must:

- Identify a Recycling Coordinator (teacher, staff or active volunteer) to be a liaison to the Facilities Department and a recycling advocate in the school.
- Add recycling tasks into the Custodial Work plan.
- Allow the Recycling Coordinator and the Senior Custodian time to attend an annual recycling training.
- Commit to provide ongoing education to the school community about recycling best practices in order to divert as much recycling material from the waste stream as possible.
- Place recycling signage and equipment in appropriate places and implement updates to the program per instruction from Facilities Management.
 - Clearly labeled recycling and compost bins (if applicable) must be located in key areas of the building (copy rooms, offices, food service spaces, hallways, gymnasium, common areas) to serve students, staff, teachers and school visitors.
 - Toner and ink cartridges should be collected in the main office or by the IT department for recycling.
 - Recycling bins should be located in the school's main office and in the custodial office area to collect batteries.

Contacts and Troubleshooting

To establish a regular cardboard or polystyrene pick up at your facility, call the Materials Distribution Center at (617) 635-8745.

For electronic waste collection, complete OIIT Form 57 and fax the completed form to the Campbell Resource Center, OIIT at (617) 635-1552.

Questions about single stream recycling implementation and programming, call Phoebe Beierle at Facilities Management at (617) 635-9138.

Recycling troubleshooting, dumpster, yard waste or other pick-up issues, call Wallace Morant at Facilities Management (617) 293-3905.

For school furniture or other school supply recycling, call Louise Donner at Facilities Management at (617) 635-9119.

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