

# Lunchroom Recycling & Composting Guide



# Roles

## Teacher/Supervisor Role

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- In the classroom, place the recycling bin and landfill bin next to each other. Place signs at eye level..
- Lead by example and learn what can and can't be recycled.
- If you see items not sorted properly, reteach proper sorting.
- Encourage students to recycle.

## Student Role

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- Learn what can and can't be recycled & composted.
- Recycle & compost throughout the day.
- Remind your teacher to recycle in the classroom.
- Encourage your classmates to recycle & compost.
- Bring the message of recycling & composting home to your family.

## Custodian Role

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- Empty all trash and recycling from the classroom into hallway containers.
- If the recycling bin has a lot of contamination from food, liquids, or non-recyclables, discard the load in the trash.
- If the compost container in the lunchroom has a lot of contamination from plastic or other items that can't be composted, discard the load in the trash.
- Inform staff and the building engineer if contamination happens regularly, or if you see a lot of recyclables in the trash or contamination in the compost.
- Place trash, recycling, and compost from classrooms and lunchroom in proper outdoor dumpsters.

## Why recycle? Recycling...

- Reduces what gets sent to landfills
- Conserves valuable natural resources
- Aligns with specific recycling goals
- Contributes to community recycling goals
- Reduces production costs

## Why compost? Composting...

- Reduces the amount of waste being sent to landfills
- Reduces climate-changing methane emissions from landfills
- Creates nutrient rich soil
- Gives students something that they can do every day to combat climate change

# How to Recycle & Compost in the Lunchroom

- Place bins next to each other and post signage at eye level.
- Place the liquids buckets next to the recycling and landfill bin.
- Line the recycling bin with a clear liner bag (if hauler accepts bags).
- Line the trash bin with a black liner bag.
- Line the compost bin with a compostable bag (if hauler accepts bags).



1

Pour unconsumed liquids in the bucket.



2

Once **emptied**, place the cartons and other recyclables in the recycling bin.



3

Anything that isn't recyclable goes in the landfill bin.



4

All food waste and 100% paper products can be put in compost



1

# LIQUIDS

**POUR  
OUT  
EVERY  
LAST  
DROP**



2

# RECYCLE

## RECICLAR

ALL CONTAINERS MUST BE EMPTY  
TODOS CONTENEDORES DEBEN ESTAR VACÍOS



MILK CARTONS  
CARTONES DE  
LECHE



PLASTICS  
PLÁSTICO  
#1-5



GLASS BOTTLES  
BOTELLAS DE  
VIDRIO



DRINK BOXES  
CAJAS DE JUGO



CANS  
LATAS



CLEAN PAPER &  
CARDBOARD  
CARTÓN Y PAPEL LIMPIO



NO FOODS OR  
LIQUIDS  
NO COMIDAS  
O LÍQUIDOS



NO PLASTIC UTENSILS  
OR STRAWS  
NO CUBIERTOS O  
POPOTES DE PLÁSTICO



NO JUICE  
POUCHES  
NO BOLSITAS  
DE JUGO



NO PLASTIC  
BAGS  
NO BOLSAS DE  
PLÁSTICO



NO PLASTIC #6,  
STYROFOAM  
NO PLÁSTICO #6,  
POLIESTIRENO

3

# LANDFILL

## VERTEDERO



ALL WRAPPERS  
TODAS  
ENVOLTURAS



PLASTIC WRAP  
ENVOLTURA DE  
PLASTICO



PLASTIC-COATED  
CARDBOARD  
CARTONES CON PLÁSTICOS

SPOORKS &  
STRAWS  
CUBIERTOS Y  
POPOTES



JUICE POUCH  
BOLSITAS  
DE JUGO



PLASTIC



STYROFOAM  
POLIESTIRENO



PLASTIC  
BAGS  
BOLSAS  
PLÁSTICAS

**4**

# COMPOST

**ALL FOOD**  
*TODA COMIDA*



**FOOD-SOILED PAPER**  
*PAPEL MANCHADO DE COMIDA*



NAPKINS  
*TOALLAS DE PAPEL*



PIZZA BOXES  
*CAJAS DE PIZZA*

**NO PLASTIC**  
***NO PLÁSTICO***

# How to Recycle in Classrooms

- Each classroom should have a container for recycling paper, cardboard, and other classroom materials. If a blue plastic recycling bin is not available, the school may repurpose empty copy paper boxes to use as classroom recycling bins.
- The regular classroom recycling bin should not be used to collect recycling from meals.
- No liner bag should be used for regular (non-mealtime) recycling in classrooms/offices.
- Always place the recycling bin next to the landfill trash bin and place signs above or on both bins.



OR



Always place bins next to each other



# CLASSROOM RECYCLING



**CLEAN PAPER & CARDBOARD**



**PLASTIC & GLASS & METAL  
CONTAINERS  
(MUST BE EMPTY, KEEP CAPS ON)**



**NO FOOD OR  
LIQUIDS**



**PENCIL SHAVINGS**



**PPE**



**NO WRAPPERS**

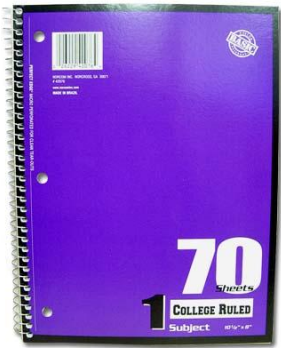


**NO TISSUES**



**NO PLASTIC BAGS**

# LANDFILL



USED METAL SPIRAL  
NOTEBOOKS  
(RIP OUT & RECYCLE  
THE PAGES & COVER ♻)



ALL WRAPPERS



TISSUES/ KLEENEX



DRIED-UP  
GLUE STICKS



FOOD &  
LIQUIDS



BROKEN PENCILS,  
DRY PENS



PENCIL SHAVINGS

# How to Collect Non-mealtime Recycling & Trash from Classrooms

**At the end of the day, the custodian should:**

- Empty the recyclables from classroom recycling container into an unlined blue recycling bin in the hallway.
- Empty the classroom landfill trash into a larger trash bin in the hallway.
- Wheel the recycling and trash bins out to the dumpster area.



Empty the **loose** materials (paper & more) from the classroom recycling bin into an **unlined** hallway recycling bin.



The hallway trash bin may not need a liner bag if all classroom trash is already bagged.

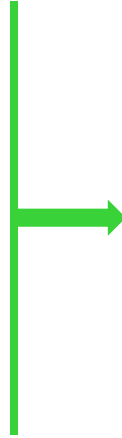
# The outdoor dumpsters at your school



**EMPTY MILK CARTONS  
& OTHER MEALTIME  
RECYCLING**

**CLEAN PAPER  
(KEEP LOOSE)**

**FLATTENED  
CARDBOARD**



**TOTER  
or DUMPSTER  
for RECYCLING**



**GREEN  
COMPOSTABLE  
BAGS or BUCKETS  
WITH FOOD  
SCRAPS/ ORGANICS**



**TOTER  
or DUMPSTER  
for ORGANICS  
(COMPOST)**



**BLACK BAGS  
& OTHER  
GARBAGE**



**TOTER  
or DUMPSTER  
for LANDFILL  
GARBAGE**

# What happens to the trash collected from your school?

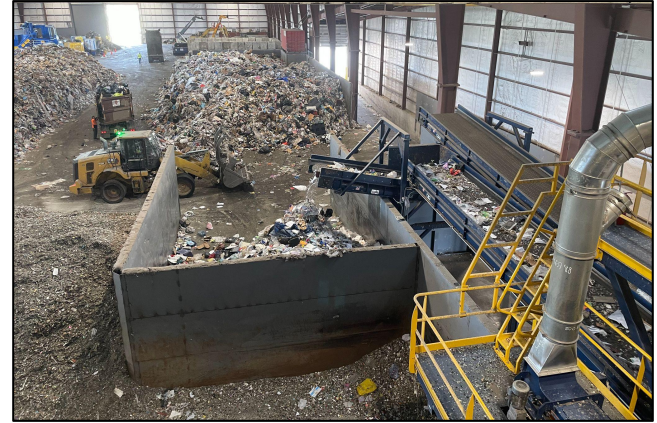


First, it goes to a transfer station.



Then it is transported to one of two landfills outside Chicago

# What happens to the recyclables from your school?



The recyclables are sorted by material type at a **recycling facility**.



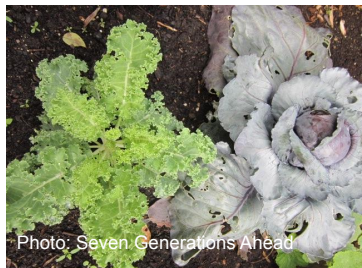
Then they get shipped to different recycling factories to be made into new products.



# What happens to the food scraps/organics next?



A truck transports the compost/organics to a **Materials Recovery Facility (MRF)**.



The finished compost is sold to be added to garden soil.



Photo: Seven Generations Ahead



Photo: Seven Generations Ahead

Then the organics are transported to a **commercial composting facility**, where the food scraps are mixed with yard waste and turned into compost.