

OUSD needs your assistance to have our schools and sites set up with proper waste sorting bins. We need to fill in the spots where we are missing proper sorting bins and/or update existing sorting bins.

Setting up proper sorting bins will help OUSD:

- Improve on our innovative Green Gloves Program, which our Custodial Team are already recognized as leaders.
- Increase our waste diversion to have less of the good stuff (compost and recycle) in the landfill.
- Make a strong environmental impact.
- Be in alignment with our districts recently passed Climate Emergency Action Resolution.
- Meet the compliance requirements with county and state regulations. As of July 2020, a new California state mandate (AB827) requires schools to have three, clearly labeled bins for recycle, landfill and compost for all areas where recycling or compost waste is generated.

We are updating, creating and coordinating materials that will provide training, education and guidelines of use of the sorting bins to teachers and staff and that will be shared with students when they return to campus. We are also developing materials for teachers to share with their students for setting up and/or improving on their home sorting systems so they are better prepared prior to coming back to campus.

Instructions for using this Form to Update your Waste Sorting:

- 1) Plan on about an hour and maybe 2 hours for larger campuses.
- 2) Print this form and grab a clipboard and a pencil or pen. Bring this packet as a walkthrough is done in each location of the school campus.
 - *Where a waste bin is already placed, consider what type of waste may be tossed in this area.
 - *A space may need to add a blue/recycle bin and a green/compost bin. In some areas, only a recycle bin may need to be added (such as an office) or a compost bin (such as a bathroom)
- 3) Page 2 is the OUSD Supply List. Refer here for available supplies for our school's waste sorting.
- 4) Page 3 shows different examples of set ups to reference when considering what types of bins and signage may be needed. Check out the images in the different space areas for ideas overall on what type of setup might work for unique areas on your campus.
- 5) Check for any bins that may be in storage and not in use that can be used. As walking campus, look for blue and green bins that are being used as landfill bins that need to be corrected.
- 6) Any places where the old green recycle tubs are being used to collect recycle or landfill need to be pulled to use for storage on campus or garden planters or returned to High St warehouse.
- 7) Refer and complete pages 4-8 for the standard bin and signage set up for each area to determine bins needed, and place your order.
- 8) For our larger middle and high schools or challenging spots, please let your field supervisor or Nancy know if you would like to review the procedures and/or can use assistance in completing this form.
- 9) Return this completed Order Form to High Street.

Questions and Additional Support

If you have any questions or need assistance on determining the best sorting set ups and supplies to order, please contact your field supervisor or Nancy Deming, nancy.deming@ousd.org, 510-290-4875.

Thank you for taking the time to complete this order form request!



32 gal round blue, grey and green bin

42 gal blue bin
Used for cooking kitchens with high recycling volumes

- Use in high traffic locations, such as: cafeterias, kitchens, eating areas and gyms.
- Located together for a complete sort station.



23 gal 'Slim Jim'

- Ideal for locations with less room for bins.
- Useful in hallways, faculty/staff eating areas, libraries and kitchens.



14 gal tub

- Useful in classrooms and copy rooms.



10 & 14 gal blue, grey and green bin

- Useful in classrooms, offices or faculty/staff eating areas with less traffic.



Dollies

32 gal Single
32 gal Double

23 gal Slim Jim

- Dollies to help with collection.
- Use three 23 gal dollies to connect blue, grey and green bins to make a complete sort system.

Set Up Options for Sorting

Bin Layout

- Think about what waste will be generated in each area in order to determine what bins, signs and set up to use.
 - Use 32 gallon round bins in high traffic areas, such as cafeterias or other eating areas.
 - Use 23 gallon "Slim Jim" bins for eating areas with medium traffic, such as faculty/staff rooms.
 - Use 14 and 10 gallon bins for low traffic areas, such as classrooms or offices.

- **Set up a 3 stream station:** blue, grey and green bin located together to make a complete sorting system.
This is required in all areas where compost and recycling are generated, such as any eating area.

- **Set up a 2 stream station:** blue and grey bins located together to collect recycling and landfill in areas where no eating occurs.

- If the room has a sink, provide the appropriate-sized green collection bin for paper towels and other organics.



Signage

1) Sticker Sign

Mainly used on:

- 10 and 14 gallon bins and tubs
- Bathroom wall waste bin
- On the sides of large bins when there is not space to have a laminated or plastic corrugated sign

2) Corrugated Sign with metal posts

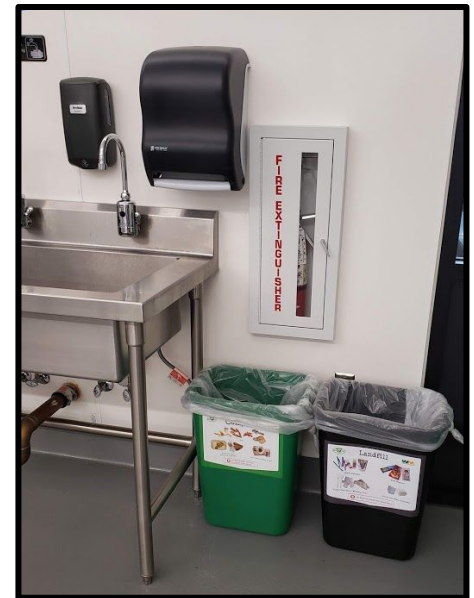
Mainly used on:

- Large bins (42, 32 or 23 gallon bins) in high and medium traffic areas.
- Especially helpful if traffic comes from two direction because signs are printed on both sides.

3) Laminated Sign

Mainly used on:

- 23 gallon bins that can remain against a wall.
- Laminated Signs can be pinned or taped above bins.



Order Form - Classrooms and Offices

Classrooms

Standard Set Up

- Two types of bins:
 - 14 gal blue tub
 - 10 gal grey/black bin
- Signs: use stickers
- Large rooms may need 2 blue tubs
- Replace any existing green recycle tubs with new blue tubs
- Add green bin to rooms with a sink



Ordering:

Use lines provided or scratch paper to make tally marks as you go to each room to count. Enter total needed in amount.

14 gal blue tub amount _____

OUSD tubs have stickers attached.

10 gal grey bins amount _____

10 gal green bins amount _____

14 gal green bins amount _____

Sticker signs:

Landfill amount _____

Compost amount _____

Check box for Additional Support Needed

Main Office, Staff Offices, Supply/Copy Rooms

Standard Set Up

- Two bins for recycle and landfill
- Best size bin is selected for space and volume of material collected
- Signs: stickers on bins



Ordering:

10 gal blue amount _____

10 gal grey amount _____

14 gal blue tub amount _____

23 gal blue amount _____

23 gal grey amount _____

32 gal blue amount _____

Sticker signs

Recycle amount _____

Landfill amount _____

Other needs:

Faculty/Staff Lounge

Standard Set Up

- Three bins located together:
 - 23 gal blue, grey, and green
- Signs: laminated, posted above bins
(see image below)



Ordering:

- 23 gallon blue amount _____
- 23 gallon grey amount _____
- 23 gallon green amount _____
- Laminated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Hallways - if used and needed in hallways/entrance/exit spaces

Standard Set Up

- 23 gal bins can be placed flush against the wall if space is limited
- Signs: Corrugated sign attached bins or laminated signs taped to wall above bins
- 23 gal setups take up less space and create a station appearance. If 32 gallon size bins are wanted and needed, please indicate spaces and quantities being requested.



Ordering:

- 23 gal blue amount _____
- 23 gal grey amount _____
- 23 gal green amount _____
- Corrugated signs with metal posts
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Laminated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Bathrooms

Standard Set Up

- One green bin only - works for most bathrooms because only paper towel waste is generated
- Best bin size determined by volume.
 - 14 gal or 23 gal green
 - Two bins (green and grey) for exceptions if landfill is needed.
- Signs for paper towel only/compost:
 - Laminated - posted above the bin
 - Sticker on bin

Ordering:

14 gal green bin amount _____

23 gal green bin amount _____

Paper Towel/Compost signs

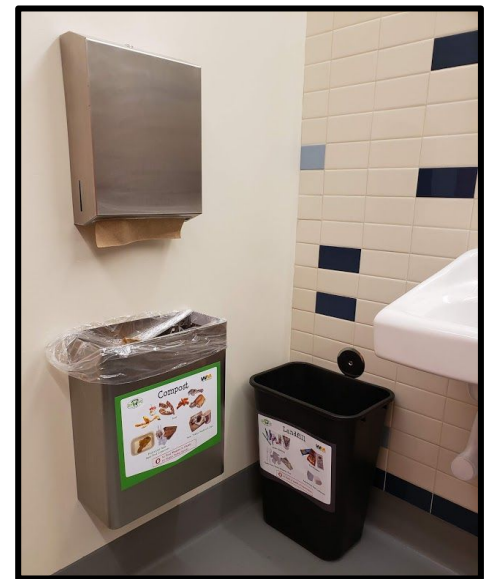
Sticker amount _____

Laminated amount _____

Other needs:



One green bin only for paper towels works for most bathrooms.



Two bins if landfill is needed.

Kitchens

If the school kitchen/cafeteria is being used by Nutrition Services for meal distribution, coordinate with the kitchen manager on where bins should be located and what bins to order for proper sorting.

Standard Set Up

- Three bins located together as possible
 - 32 gal blue, green, and grey
- Small kitchens may use 23 gal size bins
- Cooking kitchens use 42 gal blue bin
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gal blue amount _____
- 23 gal grey amount _____
- 23 gal green amount _____
- 32 gal blue amount _____
- 32 gal grey amount _____
- 32 gal green amount _____
- 42 gal blue amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Order Form - Outside and Gym

Outside

Standard Set Up

- Three bins located together
 - Determine best size - 23g or 32g
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gallon blue amount _____
- 23 gallon green amount _____
- 32 gallon blue amount _____
- 32 gallon green amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Gym

Standard Set Up

- Two or Three bins located together
 - Determine best size - 23g or 32g
- Signs: stickers and/or corrugated signs



Ordering:

- 23 gallon blue amount _____
- 23 gallon green amount _____
- 32 gallon blue amount _____
- 32 gallon green amount _____
- Sticker signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____
- Corrugated signs
 - Recycle amount _____
 - Landfill amount _____
 - Compost amount _____

Other needs:

Order Form - Classroom Meal Service

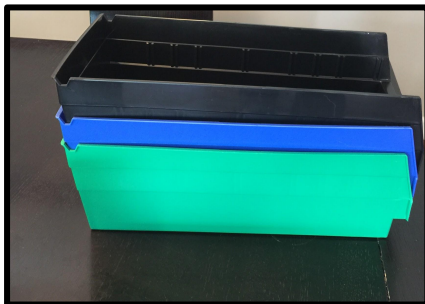
Classroom

Standard Set Up

- Three color coded table top bins
- Signs: laminated sign
- Plastic jug with lid for remaining milk



Table bins neatly stack to be stored when not in use



Plastic Jug for leftover milk



Ordering:

- Table top blue amount_____
- Table top green amount_____
- Table top black amount_____
- Plastic jug amount_____
- Sticker signs
 - Recycle amount_____
 - Landfill amount_____
 - Compost amount_____
- Corrugated signs
 - Recycle amount_____
 - Landfill amount_____
 - Compost amount_____

Other needs:

Hallway/Outdoor stations

Standard Set Up

- Three bins located together
- Signs:
 - if bins will be pulled away for rest of day:
use stickers signs on sides of bins
 - If bins will remain in place: use
corrugated signs



Ordering:

- 32 gallon blue amount_____
- 32 gallon green amount_____
- Sticker signs
 - Recycle amount_____
 - Landfill amount_____
 - Compost amount_____
- Corrugated signs
 - Recycle amount_____
 - Landfill amount_____
 - Compost amount_____
- Dolly
 - Single
 - Double

Other needs: