

	Superintendent's Circular	NUMBER: FMT-08 Version 01
---	--------------------------------------	--

BOSTON PUBLIC SCHOOLS RECYCLING AND ZERO WASTE GUIDELINES

*This Circular will remain in effect unless rescinded or superseded
by a subsequent version.*

BACKGROUND

The Commonwealth of Massachusetts and City of Boston seek to minimize waste 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, and the City of Boston Zero Waste Plan are helping state agencies and municipalities create healthier buildings and cleaner communities while simultaneously reducing costs. Boston Public Schools (BPS) has been actively recycling for over a decade. By reducing the amount of resources we use and waste we produce, we are creating a healthier and more sustainable Boston Public Schools.

BPS is committed to Zero Waste because:

- Recycling is a core component of the City of Boston's commitment to zero waste.
- Recycling is free for BPS, while trash is an operational cost for BPS. School recycling is picked up curbside for free by Boston Public Works Department (PWD) as part of the PWD

Residential Recycling program. School trash is picked up at a cost by a contracted waste hauler. Increasing recycling while reducing trash decreases BPS operating costs, funds which could otherwise be directed to teaching and learning.

- School zero waste programs mitigate clutter. Clutter attracts pests, creates asthma triggers like dust, and takes up valuable school space that could otherwise be used for teaching, learning, and organized storage.
- School zero waste programs create hands-on learning and engagement opportunities for students and staff. A successful zero waste program incorporates education and collaboration.
- The principles of zero waste – redesign/rethink, refuse, reduce, repurpose, reuse, recycle – teach us responsibility for our schools and our waste.

POLICY

The intent of this BPS Zero Waste Policy is to reduce the amount of waste generated by building occupants and reduce the amount of non-recyclable waste that is hauled to and disposed of in landfills or incineration facilities. Boston Public Schools has created this policy which aligns with the City of Boston's Zero Waste Plan.

Boston Public Schools is responsible for providing recycling equipment, education, and cardboard 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). The City of Boston Public Works Department is

responsible for providing curbside hauling services for all BPS single-stream recycling.

School principals/heads of schools, and custodians must ensure single stream recycling equipment and signage are displayed to collect applicable materials (cardboard, glass, metals, paper, plastics) and that other materials are collected and recycled and/or disposed of properly, including but not limited to: office supplies, books, textiles, yard waste, batteries, ink/toner, electronics, and furniture.

Each school is responsible for identifying a **zero waste champion** who serves as the liaison to BPS Facilities Management and whose duties can include educating the school on recycling practices, advising a student recycling team, and ensuring the school has recycling equipment and signage provided by Facilities Management. The zero waste champion and custodial staff are encouraged to 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 Schools recycling and zero waste guidance and resources can be found at bostongreenschools.org/zero-waste. Please use the BPS Zero Waste Guide and BPS recycling signage.

BPS provides the following recycling services: single stream (paper, metal, glass, plastic, paperboard), corrugated cardboard, electronic waste, furniture, books, yard waste, construction waste, hazardous waste, and universal waste.

Recycling is a collaborative effort and will require support from the principal/head of school, custodians, cafeteria staff, teachers, students, zero waste champions, and Facilities Management. Schools are encouraged to form a student-led Zero Waste Team to help manage the single stream recycling program and keep it running smoothly throughout the school year. Schools are encouraged to host an annual recycling event to educate the school community about recycling best practices and announce any new recycling or waste management initiatives.

For recycling to be successful across BPS, each school must:

- Identify a zero waste champion (teacher, staff, active volunteer, or a staff-advised student team) to be a liaison to the Facilities Department and a recycling advocate in the school.
- Incorporate recycling tasks into the custodial work plan.
- Allow time for the zero waste champion and the senior custodian to attend any recycling training with Facilities Management.
- Commit to providing ongoing education to the school community about recycling best practices to divert as much recycling material from the waste stream as possible.
- If your school needs recycling equipment (boxes, carts, barrels, lids, wheels, or signage), complete and submit the Zero Waste Equipment Request form to request free equipment from Facilities Management. BPS warehouse staff will deliver the equipment.
- Place recycling signage and equipment in appropriate places and implement updates to the program per

instruction from Facilities Management.

- Equipment must be placed in a 1:1 ratio – one recycling bin next to one trash bin.
- Classrooms and offices must have small recycling bins or boxes and trash bins (one of each per room). These small bins should be emptied into the larger recycling barrels or carts and trash barrels, respectively.
- Hallways, common areas, food service areas, and gymnasiums should have recycling barrels or carts and trash barrels. Recycling barrels should be emptied into carts, and carts should be rolled outside to the curb before 6am on the day of your school recycling pick-up. You can find your recycling pick-up day by school address at <https://www.boston.gov/trash-and-recycling-day-schedule-and-search>. Trash barrels should be emptied into the trash dumpster, which is serviced by BPS's contracted waste hauler.

RECYCLING PROCEDURES AND CONTACTS

Zero Waste Program and Education

- Sustainability, Energy, and Environment Program Director, Operations-Department-Heads@bostonpublicschools.org or 617-635-9576, or visit bostongreenschools.org/zero-waste if you have questions about the BPS Zero Waste Program or need educational materials and support.

Recycling Equipment

- If your school needs recycling equipment (boxes, carts, barrels, lids, wheels, or signage), please complete the Zero Waste Equipment Request form to request free equipment from Facilities Management. BPS warehouse staff will deliver the equipment. Get the form at bostongreenschools.org/zero-waste.

Single-stream Recycling

- Paper, and most plastic, glass, and metal containers can be recycled and picked up curbside by the Public Works Department (PWD). Learn more at <https://www.boston.gov/trash-and-recycling>.
- Question about a particular item? Visit the state's RecycleSmartMA.org and use the Recyclopedia tool.
- Was your curbside recycling not picked up? Call the City of Boston 311 or report through the 311 App. PWD will be notified immediately of your missed pick-up. Indicate your school, your address, and the issue you had with a missed pick-up.
- Contact Area Manager, Operations-Department-Heads@bostonpublicschools.org or 617-763-1030, if you have questions or concerns related to the trash and recycling dumpsters.

Cardboard Recycling

- All corrugated cardboard must be separated from the single-stream recycling, flattened, and stacked into hampers for pickup, because BPS receives income for

cardboard that is put back into the recycling program. Cardboard is regularly collected by BPS warehouse staff, separately from PWD's curbside pick-up.

- Contact Sustainability, Energy, and Environment Program Director if your school needs an additional cardboard pickup or there were issues with the collection.

Food Waste

- At this time, BPS does not compost food waste. Therefore, *all food waste should be placed into the large trash barrels.* Food waste should never be put into any type of recycling bin, barrel, or cart, nor should it be put into classroom trash bins. By putting food waste into the large trash barrels, you are helping to prevent pests, spills, and odors in the classrooms.
- BPS will begin implementing food waste collection and composting services at some schools in 2022-2023, with plans to add services at additional schools each subsequent year.
- Contact your Food & Nutrition Services representative with questions about food waste.

Reuse: Books, School and Art Materials, Sports Equipment, Clothing, etc.

- Consider setting-up a "reuse station" in your school for unwanted school supplies that could be used by another person in the school.
- Contact the Office of Academics and Professional Learning, bostonpublicschools.org/Domain/2439, for anything related

to unwanted books or curriculum.

- Clothing and textiles can be placed in the Bay State Textiles or Helpsy boxes, which can be found at multiple school locations. Learn more at bostongreenschools.org/zero-waste, including how your school can add a textiles recycling box to your schoolyard.

Furniture

- All furniture waste must be reviewed by BPS Facilities Management for reuse, redistribution, or proper disposal.
- Contact Assistant Director, Building Services, Operations-Department-Heads@bostonpublicschools.org for any furniture related questions.

Electronic (anything with a plug or cord) and Toner/Ink Cartridge Recycling

- BPS OIIT manages the collection of old and recyclable IT equipment such as printers, monitors, computers, and TVs, and ink and toner cartridges.
- Complete Form 57 and submit to OIIT. OIIT will schedule a vendor to pick up the items. Get the form at bostongreenschools.org/zero-waste.

Universal Waste/Hazardous Waste

- All universal waste (lamps, batteries, mercury-containing devices, and pesticides) and hazardous waste must be properly labeled and stored in the school's accumulation location.
- Contact Sr. Environmental Supervisor, Operations-Department-Heads@bostonpublicschools.org or 617-828-

0695, to schedule a pick-up.

Metal Recycling

- Contact Area Manager, Operations-Department-Heads@bostonpublicschools.org or 617-763-1030, to recycle metal furniture or scrap items.

Yard Waste

- Prior to accumulating yard waste, contact Head Groundskeeper, Operations-Department-Heads@bostonpublicschools.org or 617-293-3889 to schedule a pick-up. All schoolyard waste must be bagged in compostable brown bags or in plastic barrels. All branches need to be cut into small pieces and bundled.

Facility Alterations, Additions, Construction, and Demolition

- 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 and Public Facilities Department, when applicable, to ensure building repair projects are complying with all waste removal laws.

For more information about this circular, contact:

Owner:	Sustainability, Energy, and Environment Program Director
Department:	Facilities Management
Mailing Address:	1216 Dorchester Ave, Dorchester, MA 02125
Phone:	617-635-9576
Email:	Operations-Department-Heads@bostonpublicschools.org

Mary Skipper, Superintendent