



## School Waste Reduction Program (SWRP)

School Name \_\_\_\_\_ Grades \_\_\_\_\_

SWRP Coordinator Name \_\_\_\_\_

Principal Name \_\_\_\_\_

Building Manager Name \_\_\_\_\_

School Address \_\_\_\_\_ Zip \_\_\_\_\_

School Phone \_\_\_\_\_ Coordinator Phone \_\_\_\_\_

Coordinator e-mail \_\_\_\_\_

Student Enrollment \_\_\_\_\_

No. of Faculty/Staff \_\_\_\_\_

### SWRP Status?

New program, SWRP expected start date: \_\_\_\_\_

No Changes, if there are no changes you do not need to complete the Recycling Plan Worksheet)

Expanding, expected start date for expansion: \_\_\_\_\_

We, the SWRP Coordinator, Principal and Building Manager, agree to support and implement the waste reduction program, supervise staff, and educate students to ensure the program runs properly.

\_\_\_\_\_  
**SWRP Coordinator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Building Manager Signature**

\_\_\_\_\_  
**Date**

Please return to Hannah Lubbers, Clermont-Adams Solid Waste District  
By Mail: 4400 Haskell Lane, Batavia, OH 45103  
By Email: [hlubbers@clermontcountyohio.gov](mailto:hlubbers@clermontcountyohio.gov)  
By Fax: 513-732-7310

## School Let's Stop Waste Activities

School: \_\_\_\_\_ Year: \_\_\_\_\_

Check all activities that apply to your school:

Recess is before lunch so students are hungrier at lunch and not in a hurry to go out and play.

School has "Waste-free Lunch" days.

School has a food share table (complete "Recycling Plan Worksheet").

School donates appropriate surplus food to a 501c3 charitable organization.

School has water bottle refill stations.

Cafeteria has a bulk milk dispenser.

Cafeteria is set up as "offer versus serve" so students can choose foods they prefer.

Cafeteria staff is aware that students are not required to take milk.

School does food waste audits.

Cafeteria uses reusable (*circle all that apply*): trays, silverware, plates/bowls, cups

"These Come From Trees" stickers are put on paper towel holders as a reminder to only use what's needed.

Restrooms have air dryers instead of paper towels.

School facilitates a uniform exchange program.

Staff is encouraged to save paper by reducing margin size, and printing double-sided.

Teachers are encouraged to allow students to submit assignments electronically.

There are designated areas for paper that has a blank side to be reused.

School recycles (complete "Recycling Plan Worksheet").

School composts (complete "Recycling Plan Worksheet").

Other:

Include additional pages if needed.

If you need assistance implementing any of these activities, we are here to help!  
Contact Hannah Lubbers at [hlubbers@clermontcountyohio.gov](mailto:hlubbers@clermontcountyohio.gov) or 513-732-7894.

## Example Recycling Plan Worksheet

School: Three R's Middle School

Year: 2019

<b>Material</b>	<b>Point of Collection</b>	<b>How collected (By Whom)</b>	<b>Who Moves Material to Pickup Location</b>	<b>Scheduled Pickup</b>
Paper and Cardboard	Classrooms, administrative offices, teacher workrooms, teacher mailrooms	Placed in marked boxes (students, teachers, staff)	Green Team collects from classrooms and takes to recycling dumpster on Tuesdays	Recycling dumpster serviced on Wednesday
Cans, Bottles, milk/juice cartons, juice boxes	Cafeteria, gym, kitchen, sports field, staff breakroom	Place in designated recycling bins (students, teachers, staff, guests)	Custodians moved bags to single-stream dumpster daily	Recycling dumpster serviced on Wednesdays
Unopened, commercially packaged food; and whole, intact fruit	Cafeteria	Students place refrigerated items in cooler and fruit in basket on "Food Share Cart" for another student to take if they wish	At the end of lunch, Mr. Smith puts in 'food for donation' box in refrigerator daily	On Thursday, Mr. Smith takes everything in the "Food for Donation" box to ABC Food Pantry
Fruit and vegetable scraps, coffee grounds, leaves, shredded paper (as needed)	Cafeteria (during 3 <sup>rd</sup> grade lunch period only), teacher lunchroom, school lawn, office (as needed)	Cafeteria: students put fruit and vegetable scraps in to compost collection container  Teacher lunchroom: staff puts coffee grounds into compost collection container  Lawn: students bag fall leaves  Office: saves shredded paper for compost as needed	Schedule set up for 3 <sup>rd</sup> graders to take turns emptying food scraps and coffee grounds into compost bin and cover with leaves or shredded paper daily  3 <sup>rd</sup> graders also take turns turning compost bin once a week	N/A
Printer Cartridges	Print Areas	Staff takes to office and places in designated box	Ms. Smith ships box to Cartridges for Kids when full	N/A

# Recycling Plan Worksheet

School: \_\_\_\_\_

Year: \_\_\_\_\_

Material	Point of Collection	How collected (By Whom)	Who Moves Material to Pickup Location	Scheduled Pickup

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School: \_\_\_\_\_

Year: \_\_\_\_\_

Material	Point of Collection	How collected (By Whom)	Who Moves Material to Pickup Location	Scheduled Pickup