



## **POLICY 7.197**

**4-L** I recommend that the Board adopt the proposed new Policy 7.197, entitled “Waste Reduction, Materials Reuse, and Recycling Policy.”

[Contact: Chris Skerlec, PX 45110.]

### **Adoption**

### **CONSENT ITEM**

- The Board approved development of this revised Policy at the development reading on February 25, 2009.
- This proposed new policy establishes guidelines for the implementation of a District-wide waste reduction, materials reuse, and recycling program.
- The policy provides for strive to decrease its generation of waste and increase recycling by the reduction of consumable materials, use of materials, the minimal use of certain materials, and the separation and collection of recyclable materials.
- The policy provides for a recycling goal for 2010.
- The Chief of Facilities Management through the Environmental Control Office is responsible for implementing, monitoring and evaluation the program, and addressing waste reduction and recycling issues district-wide.
- The administrative procedures related to the policy have been attached.

POLICY 7.197

**WASTE REDUCTION, MATERIALS REUSE, AND RECYCLING POLICY**

- 1  
2  
3 1. **Purpose.**—The purpose of this policy is to establish guidelines for the  
4 implementation of a District-wide waste reduction, materials reuse, and recycling  
5 program. In combination, these actions will effectively institutionalize the integrated  
6 waste management hierarchy of “reduce, reuse, and recycle.” This Policy is  
7 designed to underscore the importance of resource conservation and encourage  
8 an overall ethic of environmental responsibility throughout the District. Through the  
9 successful implementation of this policy the District will save money by reducing  
10 the cost of disposing waste while reducing the District’s environmental impact.
- 11 2. **Delegation of Responsibility.** - Each District department, school, and individual  
12 school community member has a responsibility for implementing this policy.  
13 Specifically, the District shall strive to decrease its generation of waste and  
14 increase recycling by:
  - 15 a. Reducing the consumption of consumable materials whenever possible;
  - 16 b. Fully using all materials prior to disposal;
  - 17 c. Minimizing the use of non-biodegradable and non-reusable products whenever  
18 possible; and
  - 19 d. Providing appropriate mechanisms and equipment for the proper separation  
20 and recovery of recyclable materials.
- 21 3. **Goals and Guidelines.** – Recycling Goals – By June 20, 2010 schools and District  
22 administrative offices, shops, warehouses and other ancillary facilities shall make  
23 all reasonable efforts to divert at least 25 percent of their waste through waste  
24 prevention, reuse, and recycling. At a minimum, schools and offices should provide  
25 opportunities for students and staff to recycle mixed paper, cardboard, plastic,  
26 glass, and aluminum. Additional facilities may be set up to collect ink and toner  
27 cartridges, cell phones, and other electronic waste (“e-waste”).
- 28 4. **Designated Official(s).** – The Chief of Facilities Management, through the  
29 Environmental Control Office (ECO), will be responsible for implementing,  
30 directing, monitoring and evaluating this policy and addressing waste reduction and  
31 recycling issues District-wide. To assist with this Policy, each school principal and  
32 each facility manager shall designate an employee who will act as the coordinator  
33 for waste reduction and recycling and who shall be trained on relevant waste  
34 reduction strategies by the ECO.
- 35 5. **Administrative Procedures.** – The Superintendent, or designee, shall develop the

36 necessary administrative procedures and guidelines for the appropriate  
37 implementation of this policy.

38 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41; 1001.42

39 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41; 1001.42

40 HISTORY: \_\_\_/\_\_\_2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 7.197 and finds it legally sufficient for adoption by the Board.

---

Attorney

Date

---



## Administrative Procedures and Guidelines Applicable SB Policy 7.197

### Waste Reduction, Materials Reuse, and Recycling

1. **Purpose** – These administrative procedures are provided to implement School Board Policy 7.197 (Waste Reduction, Materials Reuse, and Recycling).
2. **Applicability** – These procedures and guidelines shall apply to all students and District employees, volunteers and vendors. Each student, District employee and individual school community member has a personal responsibility for implementing this policy.
3. **Waste Reduction Strategies** – Source reduction of waste, or waste prevention, means eliminating wastes before they are generated and represents the most important level of the waste management hierarchy. The practice of source reduction benefits the environment through reduced energy consumption and pollution, conservation of natural resources, and extension of valuable landfill space. It can also have economic benefits by reducing costs associated with transportation, disposal or recycling of waste. Specific waste reduction strategies shall include:
  - a. *Durable and Reusable Products* – Whenever possible, students, District employees and external contractors will reduce the use of non-recyclable materials and products, and promote the use of durable and reusable products (e.g., reusable plastic or ceramic mugs instead of disposable cups; canvas sheeting instead of plastic garbage bags for landscape wastes; reusable silverware/dinnerware instead of using disposable utensils and plates).
  - b. *Copying and Printing* – Students and District employees will use recycled paper products and reuse office paper whenever practical. All departments shall encourage two-sided printing and copying. Whenever practical and issues of confidentiality are not jeopardized, scrap paper printed only on one side shall be used for scratch paper or producing rough drafts. Staff should also cease the delivery of unwanted and/or unneeded newspapers, catalogues, and other “junk mail”.
  - c. *Documents* – All proposals and reports received from outside vendors and consultants should be delivered in electronic format or at the very least printed on both sides of the paper. Letters, reports and documents produced by administrative departments should be printed on both sides if they must be printed at all. All forms used by District employees and students should include only the necessary information and number of copies. Instruction sheets, if necessary, shall be printed on the back of the last page of the form. Whenever possible, forms should be filled out and processed electronically.
  - d. *Packaging Minimization* – Vendors from which the District purchases products will be required to utilize minimal and reusable packaging materials as deemed in products specifications. If no local market for packaging materials exists, vendors may be required to take back their packaging at their expense.
  - e. *Correspondence* – Whenever feasible, electronic correspondence shall replace written correspondence. Unnecessary printed copies of electronic correspondence are discouraged.

- f. *Newsletters and Mailing Lists* – The producers of all school and District newsletters are encouraged to use electronic means for distribution. Printed copies of any documents which are not extremely time sensitive should be routed or posted for interested parties to read. Alternatively, such documents should be scanned, if practical, and transmitted to other recipients electronically. Annually, staff shall review mailing lists and delete out-of-date subscribers.
  - g. *Construction-related Materials* – During construction projects, the amount of “attic stock” paints, floor tiles, ceiling tiles, and other building materials left onsite by the contractor shall be minimized to the greatest extent practical.
  - h. *School Food Service and Lunch Waste* – School cafeterias should strive, to the greatest extent possible, to use reusable food service items in lieu of disposable items. Persons who bring their own lunches should limit the amount of disposable packaging (e.g., a washable lunch bag instead of a paper bag, refillable water bottle instead of disposal water bottle, cloth napkins instead of paper napkins, and reusable plastic containers instead of plastic wrap or aluminum foil).
4. **Materials Reuse** – Reuse represents the second level of the waste management hierarchy. Many of the materials that the District currently discards or disposes of can be reused beneficially by others. Each year all schools and departments should examine the items they dispose of in large quantities and evaluate whether or not these items can be reused either within the District or by others. Specific reuse options may include, but are not limited to:
- a. *Furniture and Non-Structural School Items* – to the greatest extent possible, when a school is renovated, modernized or demolished, District employees shall strive to recover and collect for reuse the following non-structural items: furniture, whiteboards, textbooks and other learning materials, audio enhancement equipment, and other materials. Materials should be returned to the Property Redistribution Department, transferred to other schools or departments, and/or in some cases, may be donated or otherwise “disposed” in accordance with School Board Policy 7.12.
  - b. *Miscellaneous Excess Materials* – if suitable reuse within a school facility for any material is not available, materials should be donated to local reuse outlets, such as Resource Depot ([www.resourcedepot.net](http://www.resourcedepot.net)) which provides free supplies to teachers, and Habitat for Humanity ReStore ([www.habitat.org](http://www.habitat.org)).
5. **Recycling** – Recycling represents the final level of the waste management hierarchy because by itself, recycling does not address the issue of wasteful product use. However, when recycling is coupled with source reduction, environmental and economic benefits are maximized. The recycling of materials can significantly reduce the amount of waste we generate as a District and the amount of natural resources needed to manufacture certain products. Specific recycling strategies shall include:
- a. *Paper* – All schools and District facilities shall collect the following types of “mixed paper” for recycling: high-grade office and copy paper, newspaper, catalogues and magazines, and junk mail (these materials are generally known as the “yellow bin” items),
  - b. *Cardboard* - All schools and District facilities shall collect cardboard for recycling; to ensure more efficient collection, all cardboard boxes shall be flattened prior to placement in the specified bin(s),
  - c. *Plastic, Glass and Aluminum* – All schools and District facilities shall collect plastic (#1-7), glass, and aluminum (taken together, these are known as

“commingled materials” and are generally associated with the blue bin used for collection) for recycling,

- d. *Electronic Waste* – All schools and District facilities shall collect electronic waste (computers, monitors, and other electronics, Nickel-Cadmium and Lithium batteries, telecommunications equipment, including cell phones and peripherals) for recycling; this waste is commonly called “e-waste”,
- e. *Ink and Toner Cartridges* – All schools and District facilities shall collect ink and toner cartridges for reuse or recycling, to the greatest extent possible
- f. *Construction and Demolition Debris* – The District shall ensure, or require of its contractors, that all construction and demolition materials (including concrete and metal) be reused or recycled in an appropriate manner, to the greatest extent possible
- g. *Transportation-related Wastes* – Waste tires, used oil, and spent antifreeze shall be recycled in an appropriate manner, to the greatest extent possible.