

To: All Principals, SSST, Secretaries to the Principals

From: Lisa E. Bachner
Director of Curriculum and Instruction

Ashley B. Varner
Director of Operations

Date: May 15, 2017

Re: End of year disposal of materials

As we conclude the year, many consumable items of instruction are discarded and/or disposed of at school sites and offices. In an effort to dispose of these items in the most fiscally responsible and environmentally conscious manner, the following protocol has been established. Please review this protocol with your teachers and staff prior to May 26, 2017, so that all are aware before they begin their end-of-year closeout.

Shredding	<p><i>*Only confidential items containing student or employee records are to be identified for shredding.</i></p> <p>*Place only these items in the designated shredding containers at each school or office site.</p>
Recycling	<p>*Refer to the attached flyer which identifies items to be recycled according to the commingled recycling protocol.</p> <p>*All paper not containing confidential student or employee information can be recycled.</p>
Trash/Refuse	<p>*Any items not found on the attached flyer should be put into trash receptacles.</p> <p>*This includes wood, rubber, food waste, plastic bags, plastic wrap, and Styrofoam.</p>

<p>Media Materials Disposal</p>	<p><u>Media book removal from schools will only occur this year during the month of July.</u></p> <p>All reference books approved for disposal should be boxed up (encyclopedias over 10 years old should NOT be in Media Centers). Submit a work order to the Department of Maintenance by June 23, 2017 to have the materials picked up and delivered to the Department of Operations for donation in July.</p> <p>Children's books that are in poor, unusable condition should be placed in the recycling receptacles outside your school. Books that are still usable but are not being read can be offered to students to take home at the end of the school year. Any leftover books should be recycled.</p> <p>CDs/DVDs that are to be discarded should _____</p> <p>be broken or cut the CD/DVD, and then placed in a recycling receptacle.</p> <p>Remember to remove all SMCPS or School Name identification from all materials before disposal.</p>
<p>Textbook Disposal</p>	<p><u>Textbook removal from schools will only occur this year during the Follett/Destiny Textbook Inventory process. Please see your building administrator for details as needed.</u></p>

Please contact Lisa Bachner at 301-475-5511, ext. 32249 if you have any questions regarding textbooks and their labeling and disposal. Ashley Varner can be reached at 301-475-4256, ext.









34131 for any questions or issues regarding shredding, recycling, or refuse. Thank you in advance for your attention to this important protocol.

LEB/ABV:pmp

Attachment

cc:

Single Stream Recycling Guidelines

Recycling Chart	What to Recycle	Do Not Include <i>ANY items contaminated by food are not acceptable for recycling</i>
<p>Mixed paper</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Mail and envelopes (windows are OK) • Magazines and catalogs • Writing or ledger paper • Paperback books • Paper bags <ul style="list-style-type: none"> • Greeting cards • Wrapping paper • Shredded paper (Place in paper bag) • Fax paper • Computer paper 	<p>Mixed paper items not acceptable include:</p> <ul style="list-style-type: none"> • Paper towels, facial tissues, napkins • Cigarette packs • Candy wrappers • Waxed or plastic-coated paper • Wrapping tissue paper • Foil wrapping paper
<p>Thin cardboard</p>  <p>Newspapers (including all ads and inserts)</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Shoe boxes • Cereal boxes • Pasta boxes • Toilet paper rolls • Frozen food boxes • Gift boxes <ul style="list-style-type: none"> • Cake mix boxes • Toothpaste boxes • Tissue boxes • Paper egg cartons • Soda or beer packaging • Soap or laundry detergent boxes 	<p>Thin cardboard items not acceptable include:</p> <ul style="list-style-type: none"> • Boxes with silver or foil coatings • Anything dirty, greasy or plastic-coated
<p>Corrugated cardboard</p> 	<ul style="list-style-type: none"> • Boxes and other corrugated cardboard should be flattened and folded so they fit in the cart. • Pizza boxes (with greasy liner removed) 	<p>Corrugated cardboard items not acceptable include:</p> <ul style="list-style-type: none"> • Dirty or greasy cardboard
<p>Tin/aluminum, scrap metal</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Aluminum and tin cans • Foil and pie plates • Wire clothes hangers • Empty steel aerosol cans 	<p>Tin/aluminum, scrap metal items not acceptable include:</p> <ul style="list-style-type: none"> • Scrap metal • Paint cans • Hypodermic needles (Please contact the Health Department for proper disposal information)
<p>Glass bottles and jars</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Mayonnaise jars • Wine bottles • Beer bottles • Applesauce jars • Spaghetti sauce jars • Salsa jars • Vinegar bottles • Baby food jars 	<p>Glass bottles and jars not acceptable include:</p> <ul style="list-style-type: none"> • Broken glass • Cups, dishes, glass windows, plates, Pyrex®, ceramics, mirrors, light bulbs, crystal
<p>Plastic bottles, jugs and containers</p> 	<p>This includes all rigid plastic containers with symbols ♻️ through ♻️ on the bottom; examples include:</p> <ul style="list-style-type: none"> • Soda and juice bottles • Salad dressing bottles • Milk jugs • Detergent bottles • Juice bottles • Shampoo bottles • Window cleaner • Saline solution bottles • Fabric softener or bleach bottles 	<p>Plastic bottles, jugs not acceptable include:</p> <ul style="list-style-type: none"> • Plastic shopping bags • Plastic food wrap, potato chip and sandwich bags • Styrofoam® • Automotive fluid bottles (oil, antifreeze, brake fluid)
<p>Milk cartons, drink boxes</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Milk and juice cartons • Juice boxes • Flavored milk boxes • Cream and creamer containers 	<p>Milk cartons, drink boxes items not acceptable include:</p> <ul style="list-style-type: none"> • Ice cream boxes • TV dinner containers • Margarine boxes • Cream cheese boxes

Container preparation

- Remove all plastic bags.
- Remove any non-acceptable items.
- Corrugated cardboard should be broken down so it fits inside the container without jamming, so the cart will empty completely.
- All containers (jars, bottles, cartons, etc.) must be rinsed and free of all contaminants.
- Remove and discard all corks, tops, rings, metal bottleneck wraps, and unacceptable items.
- Flatten containers whenever possible.