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

*Media book removal from schools will only occur this year during the month of July.*

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.

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.

CDs/DVDs that are to be discarded should be broken or cut the CD/DVD, and then placed in a recycling receptacle.

Remember to remove all SMCPS or School Name identification from all materials before disposal.

Textbook Disposal

*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.*

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

<table>
<thead>
<tr>
<th>Mixed paper</th>
<th>Thin cardboard</th>
<th>Corrugated cardboard</th>
<th>Tin/aluminum, scrap metal</th>
<th>Glass bottles and jars</th>
<th>Plastic bottles, jugs and containers</th>
<th>Milk cartons, drink boxes</th>
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</thead>
<tbody>
<tr>
<td>Examples include:</td>
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<tr>
<td>• Duct tape</td>
<td>• Tape</td>
<td>• Wash and dry</td>
<td>• Tin and steel cans</td>
<td>• Glass</td>
<td>• Jars with lids on</td>
<td>• Jugs and jugs</td>
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<td>• Envelopes (windowless)</td>
<td>• Tin and steel cans</td>
<td>• Tape</td>
<td>• Tin and steel cans</td>
<td>• Glass</td>
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<td>• Tape</td>
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<td>• Glass</td>
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#### What to Recycle

- Greeting cards
- Strapping paper
- Unopened household paper
- Flimsy paper roll
- Food boxes
- FridgeASE

#### Do Not Include

- Candy wrappers
- Wax or plastic-coated paper
- Shopping tins paper
- Food wrapping paper

- Mixed paper items not acceptable include:
- Paper towels, facial tissues, napkins
- Cigarette packs

- Thin cardboard items not acceptable include:
- Boxes with silver or foil coatings
- Anything dirty, greasy or plastic-coated

- Corrugated cardboard items not acceptable include:
- Dirty or greasy cardboard

- Tin/aluminum, scrap metal items not acceptable include:
- Scrap metal
- Paint cans
- Hypodermic needles (Please contact the Health Department for proper disposal information)

- Glass bottles and jars not acceptable include:
- Broken glass
- Cans, dishes, glass windows, plates, Pyrex®, ceramics, mirrors, light bulbs, crystal

- Plastic bottles, jugs and containers not acceptable include:
- Plastic shopping bags
- Plastic food wrap, potato chip and sandwich bags
- Syrup
- Automotive fluid bottles (oil, antifreeze, brake fluid)

- Milk cartons, drink boxes items not acceptable include:
- Ice cream boxes
- W dry containers
- Margarine boxes
- Cheese boxes

#### Container Preparation

- Remove all plastic bags.
- Remove any non-acceptable items.
- Corrugated cardboard should be folded down so it fits inside the container without jarring; the cart will not completely:

- All containers (jars, bottles, cartons, etc.) must be rinsed and free of all contaminants.
- Remove any non-acceptable items.
- Corrugated cardboard should be folded down so it fits inside the container without jarring; the cart will not completely.
- Rotten containers whenever possible.