

SCHOOL BINVENTORY ASSESSMENT WORKSHEET

SETTING UP RECYCLING STATIONS AROUND CAMPUS



State law SB 1383 requires schools to keep recyclable and compostable materials (organics) out of the landfill. This hands-on guide will walk you through the steps to set up well planned recycling stations around campus.

STEP 1. Assess Your Needs

Assess your school campus to determine where waste is generated and how waste moves from place to place. Don't forget to include areas like the cafeteria kitchen and staff rooms. You can use the School Site Assessment Survey tool to help. For each area, note the number of bins you have or need in the table below. You'll want a set of three bins at each station—recycle, compost, and landfill. No "solo" bins! You'll also want to make sure every bin is clearly labeled with signage or stickers. When you're finished, total up the number of bins, signs or stickers needed.

Location (eg. kitchen areas, staff rooms, classrooms, hallways, cafeteria, etc.)	Recycling Bins		Compost Bins		Landfill Bins	
	Have	Need	Have	Need	Have	Need
Example: Cafeteria	0	1	0	1	1	0
Total Bins						
Total Signs or Stickers Needed (At least one per bin) Add up "have" and "need" counts						

Need Assistance? Contact us at <https://Portal.StopWaste.org/Schools>



STEP 2. Gather Your Materials

Whether you need bins or signs, these are tips to help your school recycle right and comply with the rules.



Sorting Bins

Always check with your custodial team or with your school district's Maintenance, Facilities, and Operations department. They may have bins on hand or may be able to assist in getting the appropriate bins.

Not all bins are created equal. Some bins are better suited for particular areas around campus. Consider the following:

- **Cafeteria Bins** - may need wider openings for more traffic during school meal times.
- **Kitchen and Staff Room Bins** - may need to be slimmer due to room size constraints.
- **Classroom Bins** - may need to be smaller in order to fit under desks.

If you have plenty of bins on hand that are just the wrong color, consider repurposing or reusing those bins with a little creativity.

Visit www.StopWaste.org/DIY-Bins for ideas.

Choosing the right bin liners

Visit www.StopWaste.org/Bag-Rules for a list of bags allowed in your city's recycling program, since not all types are accepted. These rules may differ for your school district so always make sure to check with district staff. Purchase bags for each bin or reduce waste and go bag-less!



Signs

Check with your school district's Maintenance, Facilities, and Operations departments to see if there is standard signage across the district. If so, use those signs since they have been vetted by the district and the waste hauler.

For recycling stations in front of a wall, be sure to post signs at eye level above each bin. Signs should include photos that closely reflect the materials generated in that location. Consider using different signs for different areas where it makes sense.

If you don't have access to district signage, you can create your own using StopWaste's Sign Maker Tool at

www.StopWaste.org/SignMaker

STEP 3. Set Up Your Recycling Station

Using your notes from step 1, place bins together to create recycling stations at each of the disposal locations you had identified. See the tips below for more guidance.



Station Basics

Group color-coded bins and label with stickers on two sides in case they get turned around. Use signs at eye level to show what goes in each bin. A best practice is to attach the actual items found in that area to the signs.



DIY Stations

Recycling stations don't have to be fancy! You can work with an existing shop class or partner with a local scout troop to create bins that fit with your space.



Same space, more bins

Three-bin stations don't have to occupy more space than your previous one- or two-bin stations. Above, both setups have roughly the same footprint.



Small spaces

To fit your stations into small spaces, choose hanging side caddies, perfect for staff desks, or slim bins for rooms with limited space.

