CAFETERIA SORTING STATION ROLLOUT OVERVIEW



StopWaste @ School

This tool is designed to provide a framework of simple steps to successfully set up a 3-stream sorting, recycling and composting program and when applicable, food share program. However, there is no one-size-fits-all program for every school and you will have to tailor procedures to your school site and culture.



ELEMENTS OF A SUSTAINABLE SCHOOL CAFETERIA **SORTING STATION PROGRAM:**

✓ SHARED VISION

Introduce waste reduction and prevention theme to key stakeholders and maintain a shared vision of the school's ideal sorting program. Assess waste diversion needs and maintain strong communication.



(V) OWNERSHIP

Make a plan and take action! Ensure the needs of key stakeholders are being met and develop a green team that is able to shape the program and contribute to its success.



RESILIENCE

Evaluate, Reflect and Celebrate! Evaluate how the school community is performing as green citizens. Celebrate and reward all stakeholders (students, teachers, custodians etc.) as goals are met. Continue to evaluate the program and foster a self-sustaining program that is held by school stakeholders.

DEFINITION OF TERMS

SOCIAL INFRASTRUCTURE

The people, the knowledge, and the culture needed to successfully implement waste reduction and prevention programs. Key activities including training, education, procedural documentation, and clear processes for communication and program feedback.

PHYSICAL INFRASTRUCTURE

The **materials** needed to be able to implement a waste reduction and prevention program. Examples of materials include proper color-coded bins, signage, green team supplies, etc.



STEP 1: ASSESS & PREP

The support and active involvement of several key people to create a school-wide team will help in the long lasting success of the program. Approach stakeholders and gauge interest. Assess the school's capacity for implementing a 3-stream sorting system.

SUGGESTED TIME FRAME: at least 8 weeks prior to launch

KEY ACTIVITIES & TASKS CHECKLIST:

SOCIAL INFRASTRUCTURE

- □ Identify and host a meeting with key stakeholders including school district staff, principal/vice principal, teachers, custodians, adult volunteers, nutrition services staff, waste hauler rep, and any other government or non-profit organization rep on campus.
- □ **ID adult champions** who can support monitor bins at lunchtime.
- Create a student green team and designate an adult to coordinate and monitor.
- □ Schedule and hold a collaborative meeting with the student green team and adult champions to establish roles and expectations.
- ☐ Identify Public Relations opportunities such as parent e-news to share the accomplishments of the school.

PHYSICAL INFRASTRUCTURE

- Identify available financial and infrastructure resources from the school, district, PTA, etc.
- Choose a start/launch date that is at least one month from the initial team meeting.
- ☐ Assess current availability of bins and foodshare table in the cafeteria



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STEP 2: CONDUCT AN AUDIT

Shared Vision & Ownership

Collecting information and data about the school's existing sorting system will inform the needs for the program.

SUGGESTED TIME FRAME: 8 weeks prior to launch



KEY ACTIVITIES & TASKS CHECKLIST:

SOCIAL INFRASTRUCTURE

□ Survey community needs and ideas and/or conduct a waste audit to determine waste composition and volume of materials, what can be recycled, reused, reduced, or eliminated and what recyclable materials could be substituted for reusable items.

PHYSICAL INFRASTRUCTURE

- □ Perform a site assessment and take inventory (or "Binventory") of the number and types of bins in collection areas such as classrooms, offices, cafeteria, kitchen, etc. Also determine if there is a system in place for food share. If not, talk with stakeholders if food share will be introduced in the launch or if it is sanctioned by the district.
- □ Perform a waste audit of all waste streams (recycling, composting, and landfill) and when applicable, collect data on the amount of food share items (edible, unbitten or unopened food) in each stream.
- Schedule benchmark waste audits to monitor progress and evaluate the program along the way.

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STEP 3: ANALYZE & PLAN

(V)Ownership

Using all the information gathered in Steps 1 & 2, create a plan for training key stakeholders, planning logistics and the launch of the new program. Determine placement of bins and carts to make the new system straightforward to encourage wide participation. All participants should know what is expected of them and to train everyone that will be using the new system.

SUGGESTED TIME FRAME: 4 weeks - 2 weeks prior to launch

KEY ACTIVITIES & TASKS CHECKLIST:

SOCIAL INFRASTRUCTURE

- □ **Conduct staff training sessions** for custodians, key staff, student green teams and adult coordinator(s).
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PHYSICAL INFRASTRUCTURE

- Request bins and determine waste collection details from the hauler or school district contact.
- Download or create signage for the bins and food share cart. Each container should have a labeled sign of materials typically found in the school's waste stream.
- Maps out or place bins and carts in areas that are easily accessed and in areas that waste is generated.
- □ Take or share a photo of proper bin and cart set up for custodian, kitchen staff and student green team.

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STEP 4: TAKE ACTION!

(V)Ownership

Roll out the new bin and cart sorting system. Create hype and excitement around the new system to encourage school-wide participation. Educate the school community on proper use of the new sorting system.

SUGGESTED TIME FRAME: Pre-determined roll out/launch date



KEY ACTIVITIES & TASKS CHECKLIST:

SOCIAL INFRASTRUCTURE

- Schedule and assign student green team members to monitor and assist students with proper separation of materials at each bin or cart.
- Ensure adult coordinator(s) and lunch staff are monitoring overall progression of the new the system.
- Provide a system for ongoing feedback from student green team members, lunch staff and other key stakeholders to ensure the program is running smoothly.

PHYSICAL INFRASTRUCTURE

NOTES:

- Host a kick-off event like an assembly, classroom presentations, or loud speaker announcement.
- ☐ Ensure sorting station is set up
- Assess & troubleshoot challenges as they arise to ensure the program is running smoothly.

STEP 5: AGGREGATE & CELEBRATE

Reslience

Gauge the ongoing success of the program and address concerns as they arise. Report any service level adjustments to ensure adequate capacity for materials as well as possible reducing garbage collection costs. Provide a final report on the success of the program to inspire other schools. Celebrate student and staff achievement.

SUGGESTED TIME FRAME: Ongoing

KEY ACTIVITIES & TASKS CHECKLIST:

SOCIAL INFRASTRUCTURE

- Notify students and staff of any structural changes
- □ Celebrate! Periodically and at the end of the school year, highlight successes of the program to students and families through bulletin boards, school website, parent bulletins, school e-newsletters, incentives like green team leader awards, or schoolwide incentives like 5 extra minutes of recess or recycled material school supplies, etc.
- □ Share the success of the program with other schools through social media, district presentations, etc.
- Plan for the future of the program and hold a final green team meeting to capture successes and lessons learned for the next school year.

PHYSICAL INFRASTRUCTURE

NOTES:

- ☐ Conduct regular follow-up green team meetings to assess ongoing needs.
- Right-size your bins and adjust container quantities and locations from the initial set-up as necessary, even months into the program.





For more information about stopping waste at school, visit

www.StopWaste.org/Schools

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