



# Recycling Team

Put Together A Recycling Team At Your School

## Team Players:

1. Recycling Coordinator
2. School and/or District Administration
3. Custodial Staff
4. Students
5. Teachers
6. Parents and Community Leaders
7. The City of Victorville and Burrtec Waste Industries

## Guidelines for On-Campus Recycling Collection

1. **Use the buddy system.** Always work with a buddy and let your Recycling Coordinator know when you are working on the recycling program. Your recycling team may want to wear badges or buttons to show teachers that you are collecting recyclables.
2. **Learn what materials can be recycled.** Only four groups of materials can be collected through the City of Victorville Recycling Program: All kinds of Paper and Cardboard, Aluminum & Tin Food Cans, Plastic Containers, Tubs, Jars & Trays #1 – #7, and Glass Bottles & Jars Only.
3. **Designate placement of recycle containers.** Your Recycling Coordinator will help you designate placement of recycle containers. Medium size containers are used in classrooms, media centers, and individual offices. Large containers should be placed in art rooms and at copiers. Rolling containers can be used to collect recyclables from classrooms to transport them to the designated area outside where custodians can empty the recyclables into the white dumpster.
4. **Flatten your cardboard.** Generally, it works best if you designate specific locations to collect flattened cardboard boxes. The cafeteria, copy room, administrative offices, media center, and school store are the main sources of cardboard.
5. **Schedule pickup of recyclables.** Recyclables should be emptied from the inside collection containers or locations on a regular schedule (time and day). Your Recycling Coordinator will assign you classrooms and locations to perform pickups of recyclables. Stick with collecting from your assigned classrooms and locations only and work quickly and quietly.
6. **Move recyclables to the outside recycling dumpster.** When your inside collection is complete and the blue carts are full of recyclables, drop off the blue cart in the area designated by your school custodian. The custodian will empty the recyclables out of the blue cart into the white recycle dumpster outside and then return the empty blue cart to the designated cart area. The blue cart will then be ready to use for the next scheduled collection time.
7. **Stop Contamination!** Contamination can mean an entire dumpster or truck of recyclables will be sent to the landfill instead of the Victor Valley Materials Recovery Facility. Contamination occurs when trash and non-recyclable items are put in the recycling containers. Students are often the first line of defense against contamination. If contamination is observed in an inside collection container, all of the contents of that container must go in the trash. Trash containers should be placed near recycling container in order to minimize contamination. Do not pick recyclable items out of the trash cans.

**For more information contact the City of Victorville Recycling Program at (760) 955-8615.**