

Recycle Team Wisdom for Rotary Auction

Written June 2024, Diane Landry, author

Goal:

Maximize diversion from the landfill dumpster.

Objectives:

- Keep recycling totes free of material that go to other Green Team departments. (See “How to Sort” sheet on page 3.)
- Ensure that recycling totes contain only recyclables. (See “How to Sort” sheet)
- Ensure that compost bucket/toter contains only compostables.
- Make sure full totes at discard stations are replaced with empty ones as needed.
- Make sure small recycle bins, compost buckets and utensil jugs are emptied at the end of the evening.

Methods:

- ✓ The recycle team attends all 36 discard stations throughout the day. We use the carts for which Jane Martin has made identifying Green Team flags. Use a shopping cart only if none of the four carts is available.

- ✓ Some stations need more attention than others. Please consult the whiteboard at the Green Team desk to know which sections require tending during your shift. Be sure to mark the whiteboard after visiting an area.

- ✓ After lunch, collect utensils when visiting stations and drop off in the bucket of water in the kitchen.

- ✓ Remove discarded cardboard boxes whenever visiting a station.

- ✓ Follow the recycling tips sheet posted at each station to remember how to sort packaging materials that show up in the trash and recycling bins.

- ✓ After dinner we visit each station to “shut it down” in this manner:
 - Gather utensils to drop off in the bucket of water in the kitchen and refill utensil jug with water.
 - Empty and wipe out food residue in the compost bucket.
 - Remove cardboard.
 - Empty plastic film, paper bag, Styro and bubble wrap boxes.

- ✓ If the bag in a big trash can is ready to be removed and taken to a dumpster, please let the Green Desk know the location and they will send a custodian to do it.

How to Sort What Shows up in Recycling

***Tissue paper** – During first few days, give to cardboard department if 12” square or larger. (It’s saved for post-sale packing.) Otherwise, put in compost if free of sparkles and stickers; in trash if has sparkles or stickers.

***Newspaper** – Give full sheets to cardboard dept (saved for post-sale packing). Recycle small/torn pieces.

***Packing paper** – Give full sheets to cardboard dept (saved for post-sale packing). Recycle small/torn pieces. If brown Kraft paper, take to cardboard dept instead of recycling.

Paper grocery bags – If flat and two-handled, give to book dept. If no handle or it’s torn or ruffled, give to cardboard dept. (It’s Kraft paper.)

Big dept store bags – If non-paper (cloth or yarn) handle, give to Green Desk. If super shiny exterior, put in trash.

Cardboard – If corrugated (look for the squiggle between layers), give to cardboard dept, no matter how small.

Cups, lids, straws – Never in recycling. Paper straws go in compost. Compostable paper cups (must say “BPI compostable” on cup or cup is

tiny bathroom size) go in compost. All other paper cups go in trash. All plastic cups/lids/straws go in trash.

Plastic bottle caps – If you have time, remove and put in designated container (at Green Desk, some discard stations).

*If cardboard dept is maxed out on packing material, check if LOO needs. If not, leave newspaper and light-colored packing paper in recycling. All Kraft (brown) packing paper still goes to cardboard dept.