



Waste and Recycling

Your Report Card is your opportunity to share out all the effort your school put into your certification project. Please respond to each question with as much detail as possible.

STEP ONE: BUILD YOUR GREEN TEAM

1. Please describe your Green Team. Please include the number of members, their roles in the school community, and any other details.
2. How often does your Green Team meet?
3. What general goal does your Green Team have in making your school greener and healthier this year?
4. Give us a brief description of your school.
5. If you have already certified as a Washington Green School, please share how you are maintaining your Lasting Change from previous environmental categories.

STEP TWO: ASSESS

Please complete the audit found within the [Waste & Recycling Classroom Supplement](#) and then answer the questions below.

6. Are waste reduction and recycling part of your school's culture?
 Yes No
7. If yes, please check those that apply:
 Recycling
 Composting
 Signage
 Regular monitoring
 Recycling bins in the classroom
8. Who picks up your garbage, recycling, and/or compost from the outdoor containers?



9. Where is the landfill where your garbage ultimately ends up? *Contact your local hauler to determine where the trash goes once it leaves your school.*
10. As far as you know, are there any local restrictions to waste disposal that you would like to mention? For example, does your school lack an arrangement for recycling pickups?
11. How much waste does your school throw away in one month in **ft³/month**?
You can contact the facilities manager at your school or your resource conservation manager at your district to determine the amount of waste generated. The volume of waste will depend on the size of your dumpsters and how often they are emptied. If your district uses gallons, please convert to cubic feet (ft³) for volume. The conversion is 1 gallon = 0.134 ft³.
12. What does your school pay for waste removal in one month in **\$/month**?
Contact your school's administration or trash disposal service to learn what fees are involved with trash disposal. These fees can include service, tipping fees and taxes.
13. What does your school pay for its recycling services **\$/month**?
14. Does your school or district purchase items made with recycled content (paper, toner cartridges, envelopes, etc.)?
 No
 Yes. Please describe:
Our school uses recycled paper in our copiers.
15. Do your cafeteria practices include:
 Serving food on reusable trays
 Using a share table for uneaten food
 Using condiment dispensers instead of packets
 Other. Please describe:

16. Waste Container Audit:
Please answer the following questions about your waste. You can do this by contacting someone in your school's main office or by going out to your school's waste containers and doing a visual check. Use the Classroom Supplement to help guide this exercise.



- A. On pickup day, how full are the following waste containers? If you have more than one container for each category, average the results.
- | | |
|-----------------------|--------|
| Dumpster(s): | % Full |
| Recycling Container: | % Full |
| Composting Container: | % Full |
- B. Based on these observations, do you think that you could reduce the size of your dumpster(s)? Please explain.
- C. How often are your waste containers picked up?
- | | |
|-----------------------|--|
| Dumpster(s): | |
| Recycling Container: | |
| Composting Container: | |
- D. Based on your observations, do you think that you could decrease your school's garbage pickup frequency? Please explain.

17. Visual Audit

Please answer the following questions by conducting a visual audit of your school's waste practices. Make sure to select a representative sample of the school. (e.g. main areas such as cafeteria, classrooms, gymnasium, teacher's lounge). Please use the Classroom Supplement to guide this exercise.

- A. What is the estimated contamination percentage for the following waste containers? (please average all of the results of your sample)
- | | |
|------------|----------------|
| Garbage | % contaminated |
| Recycling | % contaminated |
| Composting | % contaminated |
- B. What are the top 3 contaminants you observed most frequently in each waste container?
- | | |
|-------------|--|
| Garbage: | |
| Recycling: | |
| Composting: | |
- C. Based on your observations, do you think that your school could benefit by tackling a contamination issue? Please explain.



STEP THREE: MAKE A LASTING CHANGE

18. Describe *in detail* what actions your Green Team took to address your Lasting Change goals. What did students do? **How many students, Green Team members and beyond, were actively involved in this project?** For assistance, please see exemplar report cards [here](#).
19. What challenge(s) did you face while implementing your Lasting Change? What kind of solutions were you able to develop to address the challenge(s)?

STEP FOUR: VERIFY YOUR IMPACT

The purpose of the verification step is to determine to what extent your Lasting Change is having an impact on your waste situation at school.

20. Did your Green Team reach the goal set in Step 1?
21. Please elaborate on key factors in achieving this goal or reasons that you did not achieve the goal.
22. After implementing your Lasting Change, how much waste does your school throw away in one month in ft³/month?
23. After implementing your Lasting Change, what does your school now pay for waste removal in \$/month?
24. Based on your observations, could your school reduce the size of its garbage dumpsters? Please explain.
25. Based on your observations, could your school decrease its garbage pickup frequency? Please explain.
26. After implementing your Lasting Change, what is the estimated contamination percentage for the following in-school waste containers?
- | | |
|------------|----------------|
| Garbage | % contaminated |
| Recycling | % contaminated |
| Composting | % contaminated |
27. What circumstances may have influenced your Lasting Change results?



28. How do you plan to maintain your Lasting Change?
29. What changes could your school make in the future to maintain your Lasting Change?
30. What are some takeaways or lessons learned from this process that you have yet to discuss in the questions above?

STEP FIVE: SHARE YOUR STORY

31. In order for your sustainability efforts to become a part of your school's identity, the entire community has to be aware and involved. How did you share your certification project within your school AND within the greater community?
32. What do you consider to be the greatest success that you've seen as a result of your action project?
33. What do you consider to be the greatest challenge you faced when completing the certification process?
34. Your community should know about the exceptional work you've done to become a Washington Green School! For example, we may help you get the word out by sharing a press release of your certification story with a local news outlet. We'll need a few things to make that happen:

The name of your local paper where we can send the press release:

A brief synthesis of how your Green Team has made a positive impact on your school:

A quote from a member of the school community or Green Team about why this certification project was important:

STEP SIX: CERTIFY AND CELEBRATE

35. Please give your Report Card a careful final review to make sure that all of your information is complete and correct. We will follow up with you in about two weeks with a review of your Report Card and information about celebrating your success!