Waste Reduction Plan Template SY 24-25

Per Administrative Procedure 2810, each facility is required to submit a completed and signed Waste Reduction Plan by September 30th each year. All items pertain to this current school year.

School or Site Name: _____

Below, list actions completed this school year.					
	ALL Classrooms	ALL Offices	ALL Breakfast Areas	ALL Lunch Areas	ALL Copier / Printer Areas
Recycling bins present and clearly labeled.					
Recycling bins are next to trash cans.					
Recycling and trash posters are above bins.					

Below, please describe your site's plan to reduce solid waste sent to the landfill.

- List at least two recycling or solid waste reduction goals for your school/site this year.

- What additional solid waste reduction actions will your site complete? (Activities/lessons, special events, Reduce/Reuse/Recycle actions, etc.)

___ Waste-Free Lunches
___ Stack food trays to reduce space and bags
___ Reuse scrap paper / both sides of paper
___ School Recycling Assembly
___ Active Student Green Team/Environmental Club
___ Share Table
___ Composting
___ Recycling PA Announcements
___ Student Recycling Lessons

___ Flatten boxes to reduce space in the recycling bins/dumpsters
___ Student Monitors routinely help others correctly sort waste items
Other/Explain:

- How will your team monitor bins and address mistakes? How can students help?

- How will your team communicate program updates and celebrate successes with your school community?

This school year we have:

☐ Completed the Annual Recycling Checklist.

☐ Informed all staff and students of the recycling procedures, their roles and responsibilities, and our Waste Reduction Plan.

☐ Yes / ☐ No - Did your students conduct the waste audit? (See K-5 Science Curriculum Week 3)

Principal / Facility Administrator Name	Principal / Facility Administrator Signature	Date
Building Supervisor Name	Building Supervisor Signature	Date
Recycling Coordinator Name	Recycling Coordinator Signature	Date

Recycling Coordinator Email Address: _____

To Submit: Scan the signed and completed form and email to sara.campbell@pgcps.org.

For information on recycling and waste reduction visit www.pgcps.org/recycling.