



# Continue the Cycle

## 6 Tips to keep your new or improved recycling program going.

- 1. Assign a Recycling Leader.** At the beginning of each school year, make sure there is a staff member and/or staff/student team to lead recycling efforts.
- 2. Monitor Your Program and Make Adjustments.**
  - Note how full recycling and garbage dumpsters are on pickup day. If garbage levels have been reduced, call your hauler or the district (depending on who deals with garbage) and reduce the size of your dumpster or frequency of pickups to cut costs.
  - Take notice of contamination issues (recyclable materials in the garbage or garbage in recycling containers). See tip #3 to reduce contamination.
- 3. Continue School Wide Education.** Incorporate recycling education in teacher training and student assemblies. Periodically send out an email to remind staff about recycling and what materials can be recycled through the school's program. Use morning announcements to update students. (See "Communication Cycle" for more promotion ideas.)
- 4. Continue to Train and Praise Collection Staff and Students.** Whether janitors or students collect the recyclable materials, check with them 2 or 3 times per year. Find out if there are issues and recognize their efforts. Ultimately, their work can make or break the program.
- 5. Track Your Successes and Publicize!** When you have made adjustments, let students and staff know about their accomplishments. Calculate your recycling rate to determine the percentage of materials diverted from garbage dumpsters due to recycling. Instructions for calculating the rate are on the back of this sheet. To encourage continued success, publicize your recycling rate in parent and student newsletters, emails, assemblies and PA announcements.
- 6. Go To The Next Level.** Chances are there are more ways to reduce waste or to recycle additional types of materials such as printer cartridges. Observe what is still being thrown away and develop goals.

## Questions? Need Additional Assistance?

King County staff is available to answer your questions and provide more help.

Contact Dale Alekel, King County Solid Waste Division, at (206) 296-8457 or via email: [dale.alekel@metrokc.gov](mailto:dale.alekel@metrokc.gov)



**King County**

Department of  
Natural Resources and Parks  
**Solid Waste Division**

# Calculate Your School's Recycling Rate

Below are three easy steps to determine your school's recycling rate. Determine your monthly recycling quantity and garbage quantity, then use the final formula at the bottom of this sheet. For assistance, call Dale Alekel at (206) 296-8457.

## 1. Determine Recycling Quantity

**A: What is the size of your outdoor recycling container(s)?**

If you contract for recycling collection service, look for this information in your monthly invoices/reports, or call your collection service. **Container Size:** \_\_\_\_\_ **(A)**

**B: How often is your outdoor recycling container emptied each month?**

Check the reports from your recycling collection service. Or if you know your weekly collection (for example 2 times per week) use that estimate to calculate your monthly pickup (for example, 2 times per week, would be 8.4 times/month). **Container is emptied** \_\_\_\_\_ **times per month (B)**

**C: Calculate your monthly recycling quantity.**

Multiply "A" (the size of your outdoor recycling container) by "B" the number of times it is emptied each month. For example, if your eight cubic yard recycling container is emptied four times each month, you recycle 32 cubic yards per month.

	X		=	<i>Part 1 Answer</i>
<b>Container Size (Part A)</b>		<b>Number of times recycling container is emp- tied per month (Part B)</b>		<b>Monthly Recycling Quantity</b>

## 2. Determine Garbage Quantity

Follow the same steps above, but for garbage containers instead of recycling containers. If you contract for garbage collection service, look for this information in your garbage bills, or call your collection service

	X		=	<i>Part 2 Answer</i>
<b>Container Size (Part A)</b>		<b>Number of times garbage container is emptied per month (Part B)</b>		<b>Monthly Garbage Quantity</b>

## 3. Find Your Recycling Rate

**The recycling rate** is the amount of material collected for recycling as a percentage of the total solid waste generated (i.e., recycling quantity plus garbage quantity).

<i>Part 1 Answer</i>	÷	<i>(Part 1 Answer + Part 2 Answer)</i>	X	100	=	%
<b>Monthly Recy- cling Quantity (from part 1)</b>		<b>Monthly Recycling Quantity (Part 1) + Monthly Garbage Quantity (Part 2)</b>				<b>Recycling Rate</b>