

# School Waste Sorting Annual Refresher

Ensure your waste sorting program is fully prepared for the new school year by revisiting it annually. Use this checklist to confirm your site has all the necessary tools and resources in place. Keep track of notes and ideas to make continuous improvements for the next year.



## Inventory and Preparation

- ❑ **Take inventory of your current supplies.** Locate and count number of liquid collection containers, strainers, recycling, trash, and organics containers, dollies, lids, signage, liners, and cleaning supplies.
- ❑ **Assess potential needs.** Refer to enrollment lists and diversion goals to estimate the number of stations or additional bins or supplies needed.
- ❑ **Submit supply requests.** Provide orders to your site's purchasing entity ahead of time.
- ❑ **Set up stations and take photos.** Provide photos to custodians and support staff along with training resources and expectations.
- ❑ **Update the [Planning Worksheet](#).** Review or add notes to the worksheet to help plan and communicate program information.

## Communication

- ❑ **Review procedures with food service staff and custodians.** Use the [Planning Worksheet](#) and go over management protocols for liquids, recyclables, trash, organics, and trays in the kitchen and indoor and outdoor waste sorting areas.
- ❑ **Review procedures with support staff.** Explain expectations for meal dismissal patterns, attention grabbing, correction, and supporting or rewarding students.
- ❑ **Plan a training day.** Schedule a date to review procedures and training materials with staff and students. City of Woodland offers several training resources through its school resource page.
- ❑ **Enlist Volunteers.** Reach out to families, PTA/PTOs, upper grade students, universities, or other community members to help with waste monitoring for 2-3 weeks.



## General Management

- ❑ **Review current waste laws.** Visit [envirowoodland.org](http://envirowoodland.org) to download the most recent recycle and organics guides, or use the Woodland Waste Wizard to explore waste disposal options.
- ❑ **Plan and update incentives.** Identify student rewards for proper waste sorting. Update any communication materials for staff and students. Add other programs like poster contests or waste reduction challenges.
- ❑ **Schedule deep cleanings.** Work with your custodian and/or student groups to have a weekly or biweekly deep cleaning of equipment to prevent mold and odors.
- ❑ **Conduct waste audits.** Perform a schoolwide waste audit (there are several resources available online) to help raise awareness among staff and students.
- ❑ **Promote the program.** Message student families, include reminders in morning announcements, involve students in creating educational displays, and celebrate accomplishments regularly to keep students engaged and involved in the process.



**Organics container with only food and napkins**



**Recycling container with empty milk cartons, plastic bottles, and small cardboard boxes**

## IMPLEMENTATION RESOURCES

Resources and training materials to support your mandatory waste program.



scan or [click here](#)

## FREE K-12 CURRICULUM

A locally relevant, hands-on waste curriculum guide with NGSS-aligned activities.



scan or [click here](#)

## LEARNING RESOURCES

Environmental education websites designed for students and educators.



scan or [click here](#)



**For questions or more information** (se habla español):

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