



Department of  
Education

Dennis M. Walcott, Chancellor

# New York City Department of Education 2010-2011 Annual Recycling Report





## ACKNOWLEDGEMENTS

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# 1 Executive Summary

For the 2010-2011 school year the NYC Department of Education (NYC DOE) put in place processes and procedures to meet the requirements of the Local Law 41 of 2010 on recycling in public and private schools and we are pleased to report that the NYC DOE is in compliance with this statute.

- In 2009, the NYC DOE hired Ms. Ozgem Ornektekin as the Director of Sustainability to oversee all aspects of the Department's Sustainability efforts. This position reports directly to the CEO of the Division of School Facilities.
- The NYC DOE created the Sustainability Initiative to shape recycling, energy conservation, ecology and green curriculum policies and set vision, mission and goals.
- The NYC DOE Recycling Working Group has created the 2010-2011 School/Building Recycling and Waste Prevention Plan template, to assist Principals and Sustainability Coordinators in the preparation and submission of Recycling Plans. The NYC DOE Recycling Working Group includes representatives from the Division of School Facilities/Sustainability Initiative, the NYC DOE Office of Compliance Services, the NYC DOE Division of Academics, Performance and Support (DAPS), the NYC DOE Office of SchoolFood and Nutritional Services (SchoolFood), the New York City Department of Sanitation Bureau of Waste Prevention, Reuse and Recycling (DSNY BWPRR), the Custodial Engineering Union (Local 891), the United Federation of Teachers (UFT), GrowNYC and the U.S. Environmental Protection Agency Region 2 (EPA).
- The NYCDOE Division of School Facilities (DSF) created an automated online process for Principals to appoint Sustainability Coordinators and create recycling plans.
- 97.39 percent of Principals appointed a Sustainability Coordinator and created a recycling plan for their school by November 12, 2010, with a required implementation deadline of December 31, 2010.
- Based on the results of the Annual Recycling Survey issued as required by the Local Law 41 of 2010, the NYC DOE was able to analyze and report on the range of implementation levels of the recycling plans at the schools.
- The NYC DOE Sustainability Initiative has identified the following next steps:
  - Continue to implement training programs for Custodian Engineers, Sustainability Coordinators and SchoolFood managers
  - Find partners for outreach films and recycling webinars
  - Seek outside funding or donation to get bins for the classroom recycling to create consistency
  - Work with the New York City Department of Sanitation (DSNY) to come up with meaningful metrics for each school, to measure progress based on diversion rate in addition to the surveys by Sustainability Coordinators
  - Request increased capacity for the GrowNYC Recycling Champions program, to get more schools recycling at an average 25 percent diversion rate.

## 2 Preface

The NYC DOE is the nation's largest school district with approximately 1,700 schools, 137,000 employees and 1.1 million students located in over 140 million square feet of real estate. The implementation of a fully effective recycling program has been a difficult task at the NYC DOE because of the size of the system, and significant budget cuts over the years. However, the NYC DOE has made the necessary changes over the last three years to improve the recycling program in schools and offices. In 2008, a newfound emphasis was placed on recycling, and numerous changes to the program were put in place. This report highlights the evolution of recycling at the NYC DOE and reports the recycling progress of school year 2010-2011.

## 3 New York City Local Law 41 (2010)

All NYC DOE-owned and leased buildings, including both offices and schools, are required to recycle paper, cardboard, bottles, cans, milk/juice cartons, foil and bulk metal by Local Law 19 of 1989 and Local Law 41 of 2010. All NYC agencies are required to recycle by Local Law 36 of 2010, which does not exclude the NYC DOE, even though the separate Local Law 41 of 2010 outlines specifically the requirements for recycling solely for the NYC DOE. There are redundancies between the two Local Laws, such as the requirement for the appointment of a lead agency Recycling Coordinator (LL 36 2010), and the appointment of a Sustainability Director and Sustainability Coordinators for each school (LL 41 2010), with different timelines and planning requirements. The NYC DOE fully complies with Local Law 41 requirements, and is thus fully compliant with Local Law 36.

Local Law 41 requires the following:

1. The NYC DOE Chancellor to appoint a Director of Sustainability to oversee the recycling program, set policies and goals for the agency, and submit an annual recycling report to DSNY.
2. Each Principal is to appoint a Sustainability Coordinator from the pedagogical staff, and to prepare and submit a recycling plan for each school.
3. All schools and offices located in NYC DOE buildings (both owned and leased) will prepare and submit a recycling plan that requires a separate bin with appropriate labeling for recycling paper, and that all school cafeterias and common areas where food is consumed will have a separate bin for bottles, cans, milk/juice cartons and foil.
4. Each Principal or their Sustainability Coordinator is required to submit an annual survey to the NYC Department of Education Director of Sustainability, reporting on the school's progress on recycling activities.

### 3.1 Director of Sustainability

The NYC DOE hired Ms. Ozgem Ornektekin in October 2009 as the first Director of Sustainability to oversee the Department's recycling, energy conservation, ecology and green curriculum initiatives, and to create a cohesive agency wide Sustainability Initiative under the leadership of the CEO of DSF. The NYC DOE has

fulfilled its mandate to appoint a Director of Sustainability under the Local Law 41. The NYC DOE also has a Deputy Director of Recycling, Mr. Michael Grobshteyn, to assist all NYC DOE schools in the field when requested, and to coordinate with DSNY's Operation team on daily basis.

### **3.1.1 Vision, Mission and Goals of the Sustainability Initiative at the NYC DOE**

The Sustainability Initiative's vision is: To lead current and future generations to a sustainable future, and the mission is: To have NYC DOE to be the nation's leader in the operation of sustainable school facilities and integrated sustainability education. The following are the specific goals of the Sustainability Initiative, which includes recycling:

- Energy: Reduce GHG emissions from buildings and operations by 30 percent by 2017
- Recycling: Double annual recycling rate by 2013
- Curriculum: Provide sustainable curriculum resources to Principals and teachers
- Ecology: Participate in Citywide PlaNYC initiatives

### **3.1.2 Chancellor's Regulation A-850**

The NYC DOE has always had a policy in place to recycle (Chancellor's Regulation A-850) which underwent multiple revisions over the years, the last one being in 2009 to better identify the role of the coordinator, and to require Principals to appoint Sustainability Coordinators from their teaching staff instead of appointing their Custodian Engineers to the task (<http://docs.nycenet.edu/docushare/dsweb/Get/Document-47/A-850%20Final.pdf>). This was an important change because the recycling at schools and offices does not solely hinge on the Custodian Engineer or Building Manager who is required to collect the trash and recyclables from classrooms and offices, since they have no control over what has been put in each of the bins throughout the day by students and staff. A successful recycling program at schools and office buildings depends on the committed participation of everyone in the buildings with shared responsibility: staff, teachers, students and administrators have to discard their refuse in the appropriate bin throughout the day; facilities staff (Custodian Engineer/Building Manager staff) to collect and set out the refuse properly for pick-up; and the Department of Sanitation to pick-up the refuse and recycling properly and on schedule. If all three groups work in harmony and coordinate properly, the recycling program is effective.

Furthermore, the 2009 version of Chancellor's Regulation A-850 created a reporting structure which is currently being changed to reflect the organizational changes within the NYC DOE, and this revised regulation will be forwarded to the Panel for Educational Policy in the 2011-2012 school year. The incorporated changes will also better align the regulation with the Local Law 41 and its reporting requirements.

### **3.1.3 Clear Bag Policy**

In collaboration with DSNY and Local 891, DSF started a Clear Bag Policy in September 2010, to encourage recycling and to assist with the prevention of illegal dumping on school grounds. Custodian Engineers/Building Managers on school truck routes set out two piles of clear bags: one for refuse, and one for recycling (type of recycling depends on the day of the week). The EZ Pack dumpster and compactor collection schools also use clear bags, and usually the school community sees only recycling clear bags on the curb as the refuse gets picked up with special trucks.

### 3.1.4 Department of Sanitation Collection Program

NYC DOE Schools receive collections by DSNY under one of the three services:

#### School Sanitation truck curbside collection:

Cardboard/paper (Monday, Wednesday, Thursday), bottles/cans/juice-milk cartons/foil (Tuesday, Friday), and regular refuse (every school day). About 800 school buildings are on this type of collection. DSNY uses the Dual Bin trucks (see Figure 1) that takes refuse on one side and recyclables on the other side on the same truck.



Figure 1: Department of Sanitation Dual Bin Truck

**Sanitation EZ pack (dumpster collection):** 390 school buildings receive EZ pack collection. Depending on the DSNY route, regular refuse dumpster collection occurs once or twice a week, cardboard/paper or bottles/cans/juice-milk cartons/foil collection occurs once or twice a week, depending on the size of the school.

**School's roll-on- roll-off compactor collection:** This type of service is for larger schools, and requires that the compactor is installed under DSNY specifications by the School Construction Authority. Collection is scheduled by the Custodian Engineer by calling the DSNY Collection Office when the compactor reaches 80 percent of its capacity (determined by a green light on control panel). DSNY service is rendered in 24 hours. There are approximately 15 school buildings on this service.

## 3.2 Sustainability Coordinators

### 3.2.1 NYC DOE Compliance Requirements for Appointing Sustainability Coordinators

The Office of Compliance Services has been collaborating with the DSF/Sustainability Initiative to measure compliance with the appointment of sustainability coordinators as part of the implementation of Chancellor's Regulation A-850 and Local Law 41. Data are obtained from the DSF/Sustainability Initiative through the web application (See Figure 4, page 9) to measure compliance levels. The Office of Compliance Services has assigned Compliance Officers (CO) to work with principals throughout the year on compliance areas; and this is an area where support has been provided to schools from COs, DAPS and networks on one-on-one basis. OCS receives data weekly and daily prior to the deadline and COs outreach to schools to ensure schools are consistently compliant with the required mandates as indicated above. There has been a consistently high compliance level (hovering around 97 percent) since the Office of Compliance Services began tracking this area over the last three years. Schools failing to comply with this requirement are held accountable as part of their Principal's Performance Review (PPR).

Figure 2 (page 8) shows the questions that the Office of Compliance Services has tracked and monitored from school years 2009 through 2011. For the 2011 school year, the Director of Sustainability collected the

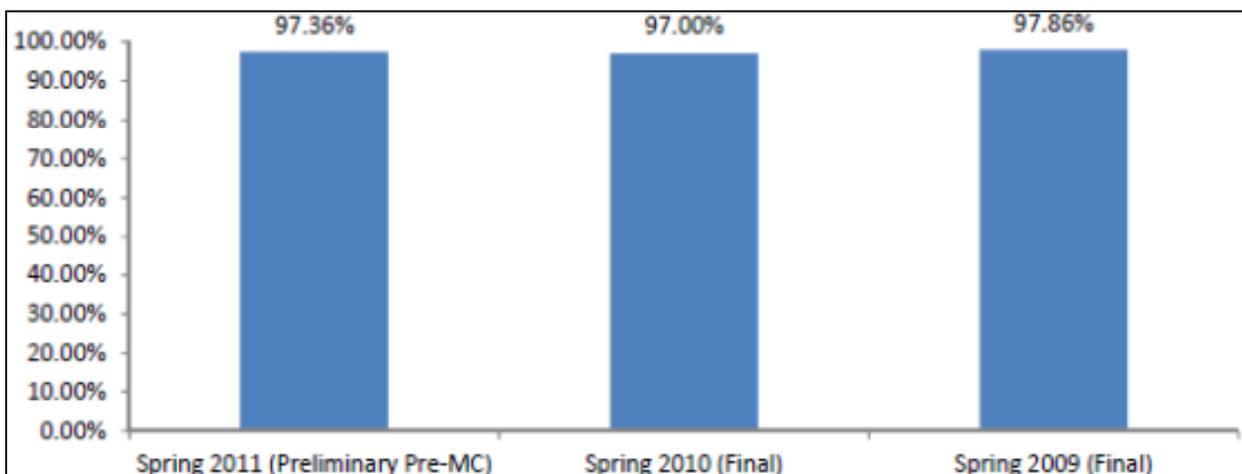
recycling program information from the measured schools by the deadline of November 12, 2010. The Office of Compliance Services reported a 97.39 percent citywide compliance level for the recycling program for the 2011 school year.

**Figure 2: NYC DOE Compliance Questions from 2009 to 2011**

Period	Question
Spring 2011 (Preliminary Pre-MC)	Did you submit a Recycling Plan in accordance with Chancellor’s Regulation A-850 and Local Law 19 to the Division of School Facilities (DSF) by November 12, 2010?
Spring 2010 (Final)	Did your school appoint a School Sustainability Coordinator from your administrative or school staff and enter that information into SharePoint?
Spring 2009 (Final)	Did your school appoint a School Recycling and Waste Reduction Coordinator from your administrative or schools staff and enter that information into SharePoint?

Figure 3 below shows the compliance levels per year since the first time the recycling question was added to the Compliance Checklist. The Early Childhood Education Centers, Charter Schools and Head Start Program Principals are not tracked and monitored by the NYC DOE Office of Compliance Services – therefore are not included in the Citywide percentages represented in Figure 3 below. The Director of Sustainability reached out to all Charter Schools via e-mail and collected the Charter School Sustainability Coordinator information for Charter Schools located within the NYC DOE buildings if they submitted the information.

**Figure 3: NYC DOE Recycling Question Compliance Level (from DOE Office of Compliance)**



### 3.2.2 Sustainability Coordinator Appointment Process

In order to comply with the Chancellor’s Regulation A-850 and Local Law 41, the NYCDOE Sustainability Initiative created a web application that allowed each Principal to go online and appoint a Sustainability

Coordinator and report it to the Director of Sustainability every fall semester. Below (Figure 4) is the screen shot of the 2010-2011 School Year web application to appoint Sustainability Coordinators.

**Figure 4: Sustainability Coordinator Appointment and Recycling Plan Web Application Screen**

The screenshot shows a web application interface for appointing Sustainability Coordinators and submitting a Recycling Plan. The page is titled 'Recycling Plan Application' and is dated 'Tuesday, September 14, 2010'. It features the logos for the Department of School Facilities (DSF) and The NYC DOE Sustainability Initiative. The interface is organized into three steps:

- Step 1:** Includes fields for Building ID (text input), School Number / Location Code (dropdown), School Name (text input), District (text input), and Borough (text input).
- Step 2:** Includes fields for Principal First Name (text input), Last Name (text input), and a dropdown menu for 'What type of recycling plan would you like to submit as required by the Chancellor's Regulation A-850 and Local Law 19?'.
- Step 3:** Includes fields for School Sustainability Coordinator First Name (text input), Last Name (text input), E-mail (text input), and Telephone (text input).

A 'Submit Recycle Plan To DSF' button is located at the bottom of the form.

The roles and responsibilities of the School Sustainability Coordinators are drafted with the UFT and outlined below and posted on the NYC DOE Sustainability Initiative website (<http://schools.nyc.gov/sustainability>):

- Develop and implement a site specific Sustainability Plan which shall at a minimum include School Recycling and Waste Reduction Plan
- Ensure that students are following and practicing Recycling Rules
- Be the conduit for sustainable curriculum development initiatives
- Utilize the Energy Star Portfolio Manager in assisting with energy conservation programs at the school

Sustainability Coordinators can be teachers, Assistant Principals, school administrative staff, Parent Coordinators, Librarians, Guidance Counselors, etc., but they cannot be Principals or Custodian Engineers.

Schools that reside in campus buildings (multiple schools in one building) can appoint the same Sustainability Coordinator for multiple or all schools, if the Principals all agree. Each Principal still has to go online and appoint the Sustainability Coordinator, even if it is the same person for all schools, for Principal Compliance rating purposes.

### **3.3 School/Building Recycling Plan**

The NYC DOE identified the need to have a multi-stakeholder working group that meets monthly, to discuss the recycling program at NYC DOE to track progress and identify areas for improvement. This recycling working group was formed in 2008 as a standalone group, which is now one of the four working groups under the NYCDOE Sustainability Committee that includes over 100 partners. The recycling working group consists of NYC DOE Division of School Facilities/Office of Sustainability, NYC DOE Office of Compliance Services, NYC DOE DAPS, Office of SchoolFood, DSNY Bureau of Waste Prevention, Reuse and Recycling, Local 891, the UFT, GrowNYC, and the EPA. This recycling working group created the basic recycling plan template as depicted in Figure 5 (page 11). Each school and office has to implement this plan, and it was incorporated into the Sustainability Coordinator Appointment web application process as detailed in Section 3.3.1

#### **3.3.1 2010-2011 School/Building Recycling Plan Submission Process**

Upon the submission of the name and contact information of the Sustainability Coordinator through the web application, the program sends an e-mail to the Principal to confirm the appointment of Sustainability Coordinator, with the 2010-2011 basic recycling plan as a .pdf attachment. The web application also sends an e-mail to the Sustainability Coordinator welcoming them, which also includes basic recycling plan. In the 2010-2011 school year, Principals had a choice between a basic and comprehensive sustainability plan. The basic plan is the template developed by the Recycling Working Group (see Figure 5, page 11). In order to create consistency of message, the basic recycling plan is same for each school and provides instructions on what and how to recycle, and how to set up school recycling. It outlines roles and responsibilities of the Principal, Sustainability Coordinator and Custodian Engineer with the understanding that the recycling at schools is everyone's responsibility. The 2010-2011 basic recycling plan contents and dates comply with the Local Law 41, and the plan requires signatures to be obtained by the Principal, Sustainability Coordinator and Custodian Engineer.

The 2010-2011 comprehensive sustainability plans (See Appendix A) included the basic recycling plan, as well as a template for schools to create a Green Team, and to set goals and action items for energy conservation, recycling, green curriculum, and ecology programs. The signed basic or comprehensive plan stays on file at each school, and copies are distributed or posted in public areas for the school community to see and follow.

Figure 5: NYC DOE School/Building Recycling Plan

<b>SCHOOL / BUILDING RECYCLING PLAN</b>		
Geographic District _____	Borough _____	
Building Code _____	School Code _____	
<b>PLAN TO BE FULLY IMPLEMENTED BEFORE DECEMBER 31, 2010</b>		
<b><u>MIXED PAPER &amp; CARDBOARD</u></b>		
<b><u>Recycling:</u></b>		
<ul style="list-style-type: none"> <li>• Each classroom, office, entranceway, and common area maintains a separate receptacle, container or bin appropriately labeled or decorated with recycling information for the collection of designated recyclable paper including: all white, colored, and glossy paper; any envelopes; smooth cardboard (small boxes, tubes, paper packaging); paper bags; pizza boxes (empty – no food scraps); newspapers, magazines, soft cover books, comic books, and catalogs; phone books; and corrugated cardboard (flattened boxes).</li> <li>• <b>NOTE:</b> Staples, paper clips, tape, or glue are acceptable. Spiral bindings, hardcover books, and soft paper (tissues, towels) are <b>NOT</b> acceptable.</li> <li>• Paper recycling receptacles are clearly marked "Mixed Paper ONLY" or labeled with a GREEN decal from DSNY (NYC Department of Sanitation). <u>Paper recycling receptacles are left unlined or lined with a CLEAR bag only.</u></li> <li>• All unused corrugated cardboard boxes are flattened, and either tied in a bundle or placed in CLEAR bags, and stored for pick-up in an area designated by the Custodian Engineer / Building Manager.</li> </ul>		
<b><u>Waste reduction:</u></b>		
<ul style="list-style-type: none"> <li>• Waste reduction efforts include double-sided printing, format changes (such as narrower margins, smaller fonts, or printing two-pages-per-sheet), and spellchecking before printing. Wherever feasible, paper materials are reused by staff, teachers, and students as scrap paper or for Arts &amp; Crafts projects; and corrugated cardboard boxes received through deliveries are reused as mixed paper recycling containers or other purposes.</li> </ul>		
<b><u>BEVERAGE CARTONS, BOTTLES, CANS, METAL &amp; FOIL</u></b>		
<b><u>Recycling:</u></b>		
<ul style="list-style-type: none"> <li>• School entrances (where feasible) and all locations where food and/or beverages are consumed (cafeteria and kitchen, other common areas, offices) maintains separate receptacles, containers or bins appropriately labeled or decorated with recycling information for the collection of designated metal, glass and plastic (MGP) including: milk &amp; juice cartons and drink boxes; plastic bottles &amp; jugs; glass bottles &amp; jars; and any metal or foil items.</li> <li>• MGP receptacles are clearly marked "Bottles &amp; Cans ONLY" or labeled with a BLUE decal from DSNY. Labeled lids may be cut with a circular hole to reduce contamination. <u>These recycling receptacles are lined with a CLEAR plastic bag.</u></li> <li>• All food and beverage containers are EMPTY, and rinsed if possible, prior to being placed in the designated recycling receptacle. A separate bucket to collect liquids may be placed next to MGP bins in the cafeteria, and emptied frequently.</li> <li>• <b>NOTE:</b> The following items are <b>NOT</b> acceptable: any plastics OTHER THAN bottles &amp; jugs; any glass OTHER THAN bottles &amp; jars (e.g. NO deli tubs, yogurt containers, Styrofoam, plastic toys or dinnerware; NO plate glass, mirrors, dishware, ceramics, or light bulbs).</li> </ul>		
<b><u>Waste reduction:</u></b>		
<ul style="list-style-type: none"> <li>• Wherever feasible, used plastics, bottles, cans, foil and other metal items are repurposed or reused by staff, teachers and students for Arts &amp; Crafts or other projects.</li> </ul>		
<b><u>E-WASTE</u></b>		
<ul style="list-style-type: none"> <li>• Disposal and recycling of owned computer and multifunctional machines is done through the PCS (Personal Computer Services) contract where the vendors (ASI or Dell) are responsible for proper disposal of broken or obsolete DOE equipment (PCs, laptops, printers, servers and monitors) as well as updating of DOE inventory databases. Each school is responsible for contacting its current specific vendor (ASI or Dell, regardless of the brand name of the equipment being disposed or recycled).</li> <li>• For BASIC plan subscribers, schools may dispose of their obsolete equipment twice a year (October and April) and must have at least 20 pieces for disposal. STANDARD plan subscribers may dispose their obsolete equipment at any time during the year as long as they have a minimum of 20 pieces.</li> </ul>		
<b><u>PRINCIPAL-APPOINTED SUSTAINABILITY COORDINATOR WILL:</u></b>		
<ul style="list-style-type: none"> <li>• Ensure that teachers and staff receive a copy of this plan.</li> <li>• Post this plan in the main office, cafeterias and on bulletin boards where appropriate.</li> <li>• Comply with the School Recycling Plan, Local Law 19, DSNY Recycling Rules and the Chancellor's Regulation A-850.</li> <li>• Promote recycling practices and support teachers in ensuring their students are following and practicing Recycling Rules.</li> </ul>		
<b><u>CUSTODIAN ENGINEER WILL:</u></b>		
<ul style="list-style-type: none"> <li>• Provide a copy of this plan to each of his/her employees and train them on recycling collection rules on this plan. Ensure all designated recycling and waste receptacles are lined with clear bags. Keep designated recyclable materials separated as they are collected from recycling receptacles throughout the building and placed into larger CLEAR plastic bags (as needed) for DSNY pick-up.</li> <li>• Ensure that school collects and disposes three separate streams in <u>separate</u> CLEAR plastic bags: (1) Mixed Paper, (2) Metal Glass and Plastic and (3) Garbage. DSNY will regularly collect each of the three streams separately at designated time and date for this school.</li> <li>• Comply with the School Recycling Plan, Local Law 19, DSNY Recycling Rules and the Chancellor's Regulation A-850.</li> <li>• The Sustainability Coordinator and Principal(s) are notified of any non-compliant rooms, areas or staff</li> </ul>		
DOE Director of Sustainability, Ozgem Ormektekin at: <a href="mailto:sustainability@schools.nyc.gov">sustainability@schools.nyc.gov</a> may be contacted for assistance with custodial, Sanitation, or school concerns as related to any recycling issues. DSNY school recycling info, decals, signage, and educational materials are available at: <a href="http://www.nyc.gov/recycle">www.nyc.gov/recycle</a> .		
Principal (print name) _____	Sustainability Coordinator (print name) _____	Custodian Engineer (print name) _____
Signature/Date _____	Signature/Date _____	Signature/Date _____

### 3.4 2011 NYCDOE Annual Recycling Survey

As required by Local Law 41, the NYC DOE Director of Sustainability created a school recycling survey (See Appendix B ) with the Recycling Working Group and sent it to all Sustainability Coordinators in May 12, 2011 with a due date of June 7, 2011. 1,081 Sustainability Coordinators, which include charter school Sustainability Coordinators, completed the survey with response level of 70 percent as displayed in Figure 6. Some of the campus schools designated one person for the whole building as the Sustainability Coordinator - therefore, that individual responded only once for the building and not for each school.

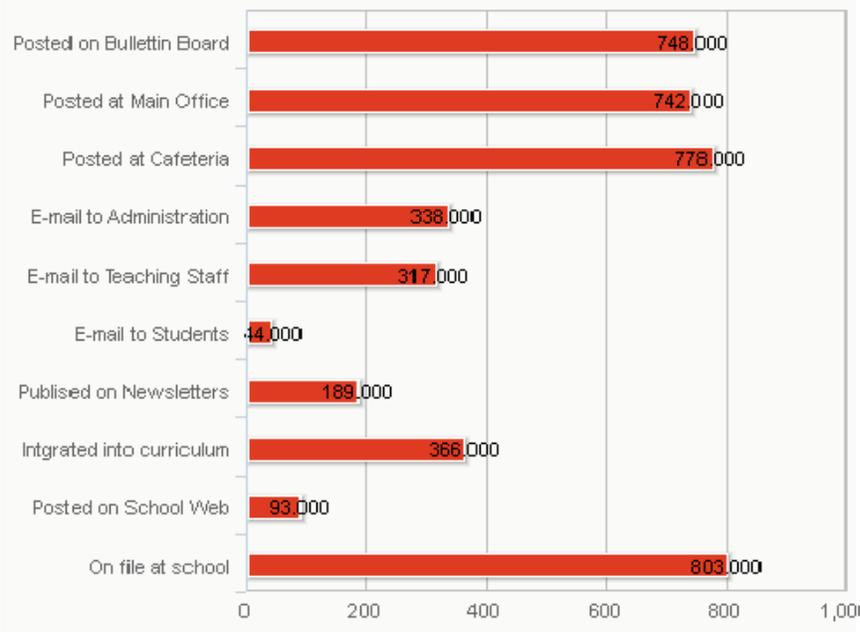
**Figure 6: 2011 NYC DOE Annual Recycling Survey Participation Metrics**



This was the first time that the NYC Department of Education has conducted a survey on recycling programs, and the respondent rate is expected to increase in the 2011-2012 school year. There were total of 10 survey questions (See Figures 7 through 16), and some of the questions allowed for multiple entries (which are indicated by each question to capture it correctly).

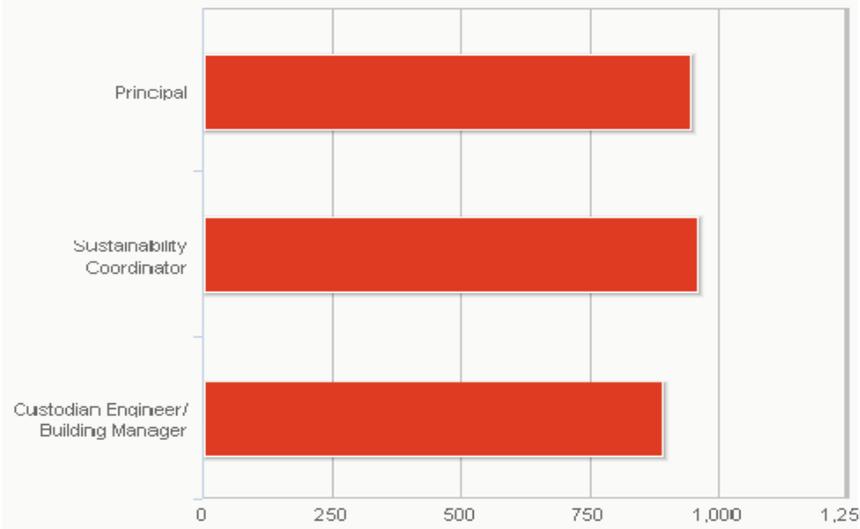
Responses to the first question as shown in Figure 7 (page 14) indicates that 803 Sustainability Coordinators kept the signed recycling plan on file at school as directed, while over 700 respondents also posted it on bulletin boards, main office and/or at the cafeteria. In order to keep the students involved and engaged, integrating recycling into day to day curricula has always been encouraged, and 366 Sustainability Coordinators were able to implement it. E-mails, newsletters and posting on the school's website were other methods being used by Sustainability Coordinators to communicate the plan to the school community.

**Figure 7: How was the FY 11 School Recycling Plan Communicated to the administrative staff, teachers and students at your school? (Respondents were allowed to choose multiple responses)**



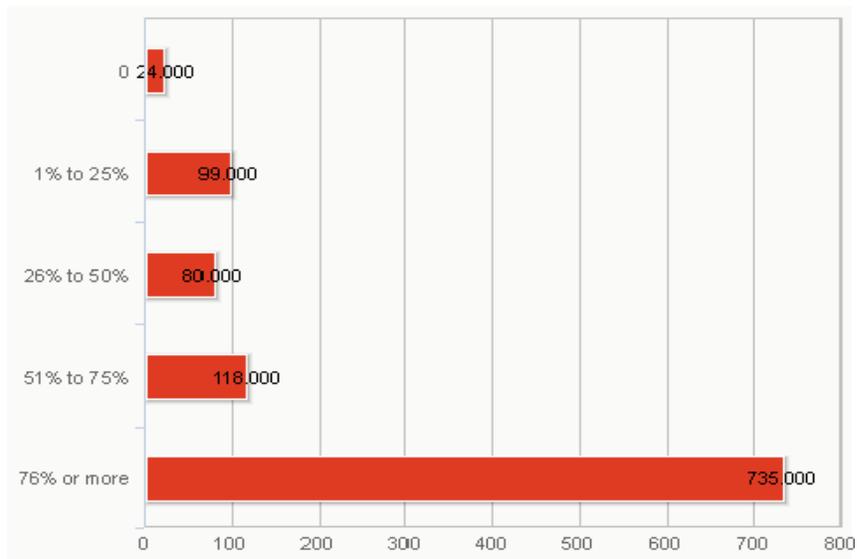
The second question on the survey (Figure 8) was to see if all the signatories signed the recycling/sustainability plans and from the responses below, Principals and Sustainability Coordinators as well as Custodian Engineers signed their plan. The number of Custodian Engineers that signed the plans is slightly less than the Sustainability Coordinators and Principals. Local 891 had a concern about the wording that became apparent after the dissemination of the plans, and some Custodian Engineers elected not to sign it. However that wording was changed in the 2011-2012 recycling plans and should no longer be an issue.

**Figure 8: Have the following stakeholders signed the school's FY11 Recycling/Sustainability Plan? (Respondents were allowed to choose multiple responses)**



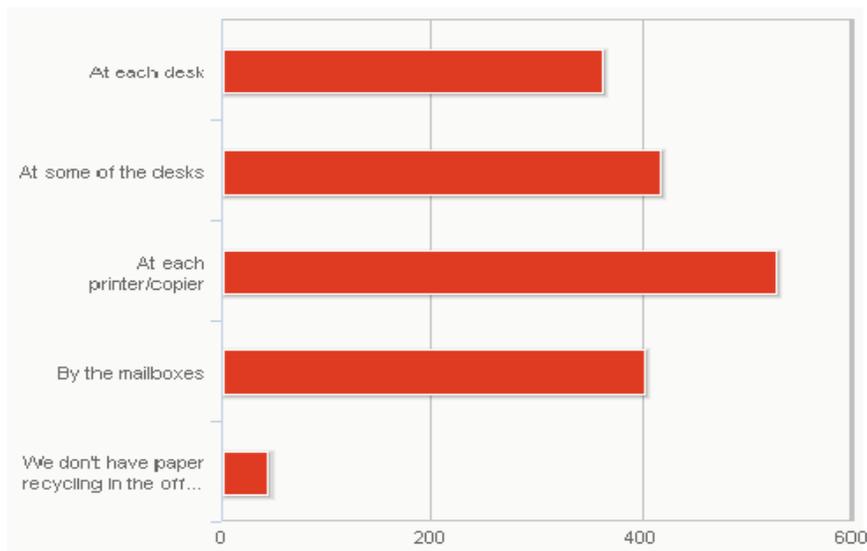
The NYC DOE wanted to have a sense of the implementation of recycling in classrooms, and asked the respondents to provide the percentage of classrooms that have bins for paper recycling (See Figure 9). Only 2 percent of the respondents (24 schools) said that they didn't have **any** bins for paper recycling, where 79 percent of the schools **had** bins in **more than 50 percent** of their classrooms.

**Figure 9: What percentage of classrooms has separate, appropriately labeled containers/bins for paper recycling? (Respondents could only choose a single response)**



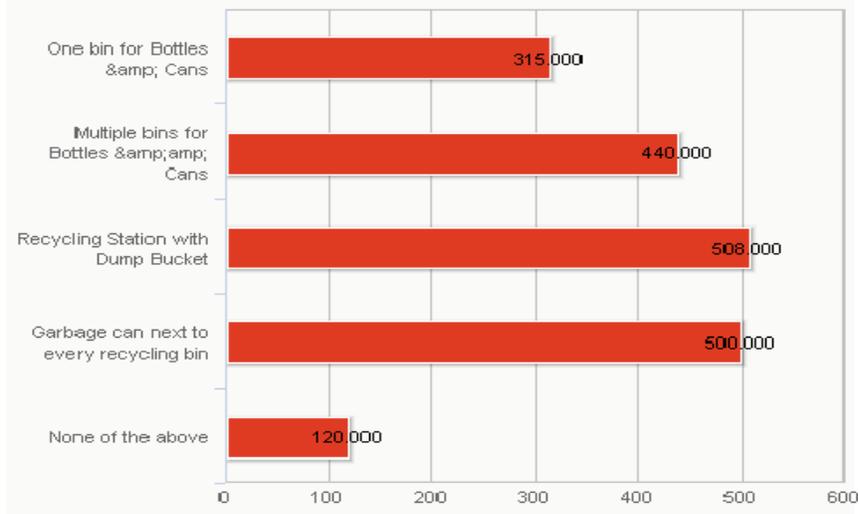
Paper recycling in office spaces was measured as shown in Figure 10, where only 45 respondents said that their school does not have paper recycling in offices. According to the responses, offices implement paper recycling in combination of locations by each printer/copier, at a desk bin or by the mailboxes.

**Figure 10: Where are the paper recycling containers/bins located in office areas? (Respondents were allowed to choose multiple responses)**



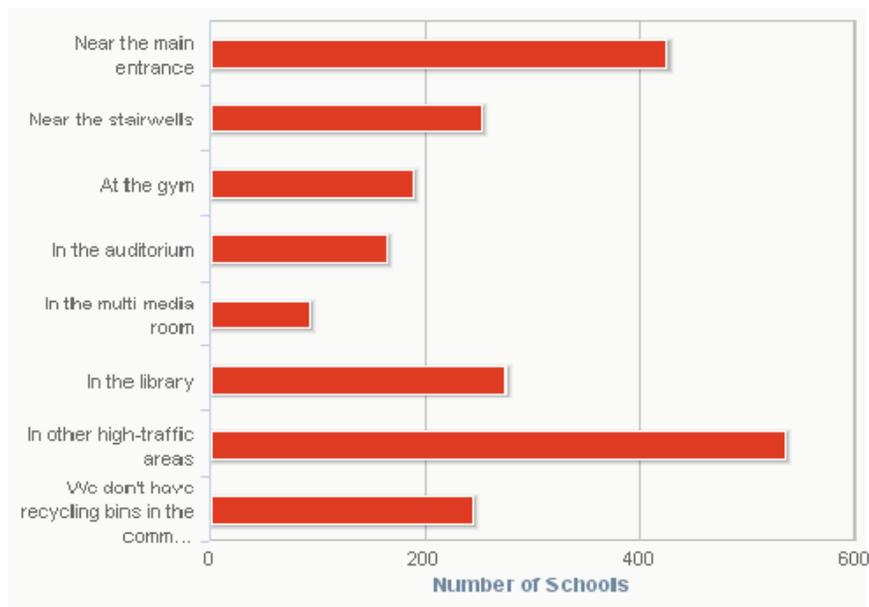
From the responses shown in Figure 11 on implementation of recycling in the cafeteria, schools are implementing some type of bottles/cans/juice-milk carton/foil recycling. However, 120 respondents said that there is not any recycling in the cafeteria.

**Figure 11: How does your school implement recycling in the cafeteria? (Respondents were allowed to choose multiple responses)**



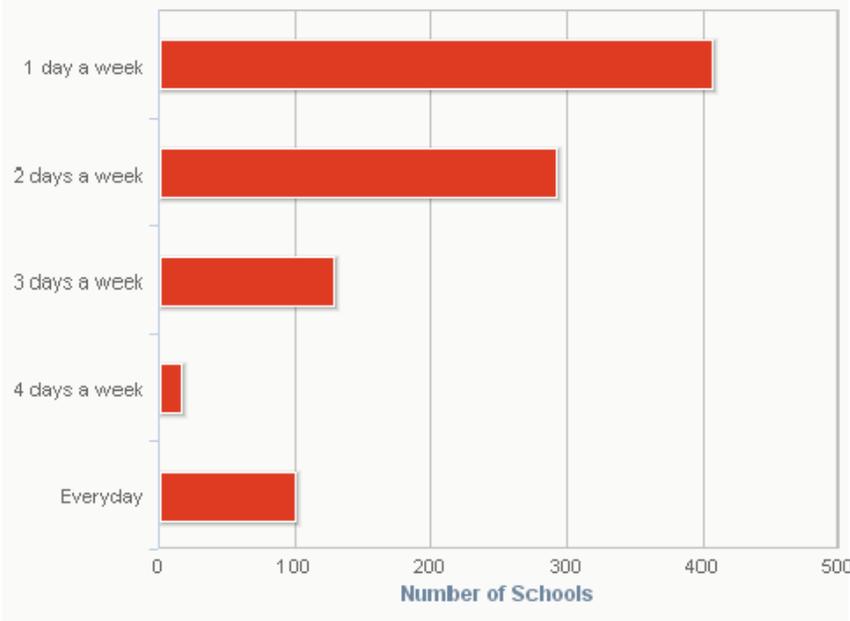
According to Figure 12, about 800 schools have common area recycling implemented in high traffic areas, or the specific areas shown below. Some schools may not have any recycling bins or containers for bottles, cans, foil and milk/juice cartons because of a no drinking or eating policy in common areas; because of code issues preventing the location of bins by the main entrance; or because of insufficient resources.

**Figure 12: Are there separate appropriately labeled recycling containers for bottles, cans, foil and milk/juice cartons in the following common areas? (Respondents were allowed to choose multiple responses)**

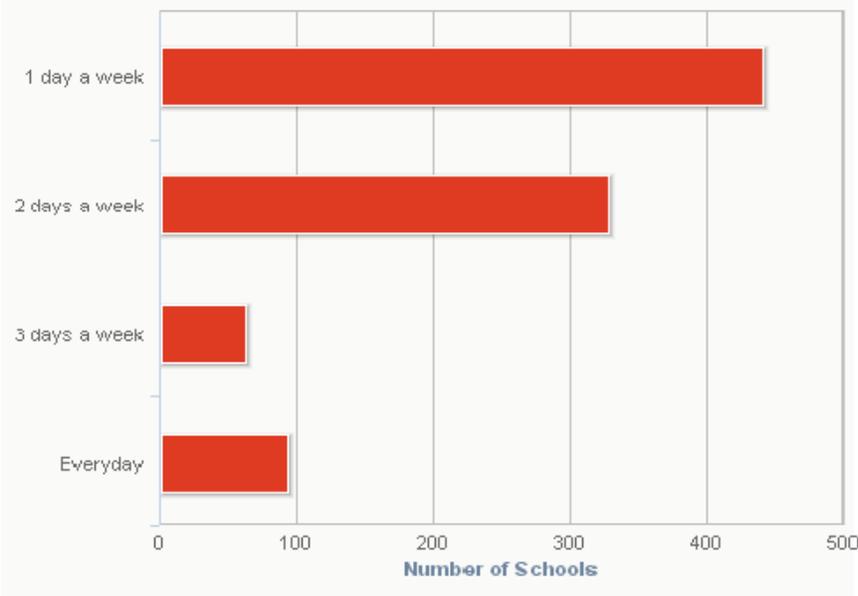


Figures 13 and 14 gauge the accuracy of information and knowledge on recyclable collections at schools. The paper recycling gets picked up by DSNY three times a week and bottles/cans/milk-juice cartons/foil recycling gets picked up twice a week from 800 schools by dual bin trucks. The results show that the NYC DOE Sustainability Initiative and Recycling Working Group need to do more outreach and training to get correct information to schools.

**Figure 13: How many days a week does the Department of Sanitation pick up paper recycling from your school? (Respondents could only choose a single response)**

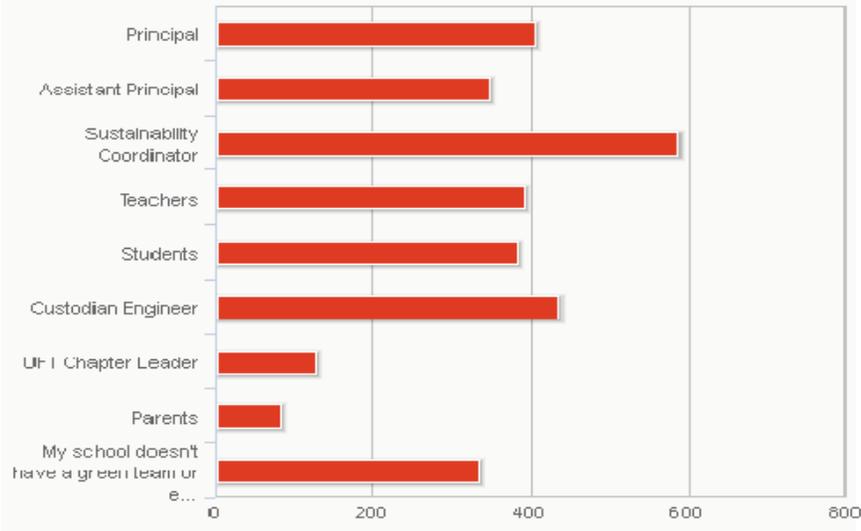


**Figure 14: How many days a week does the Department of Sanitation pick up bottles, cans, foil and juice/milk cartons recycling? (Respondents could only choose a single response)**



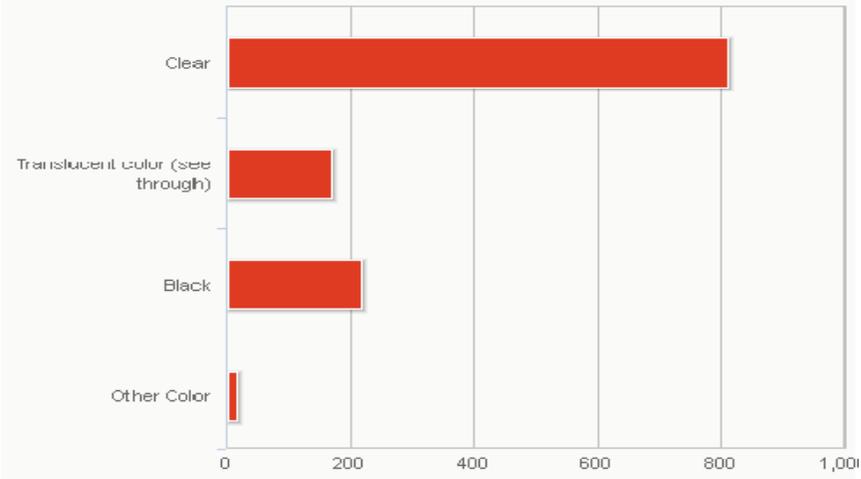
The NYC DOE Sustainability Initiative and the DOE Sustainability Committee believe that it takes a team, and buy in from all stakeholders at the school community to make sustainability efforts successful. Based on the data from Figure 15, almost 600 schools have a Green Team that includes the Sustainability Coordinator, and about 300 schools do not have any Green Teams or environmental clubs.

**Figure 15: Who makes up your school's Green Team or environmental club? (Respondents were allowed to choose multiple responses)**



The question highlighted in Figure 16 was asked to see how well the clear bag policy has been implemented at the schools in 2010-2011 school year. Over 800 respondents said that their school is using clear bags. The NYC DOE is looking into which schools might still be using black bags, even though it is not possible to purchase them through the NYC DOE purchasing system for Custodian Engineers/Building Managers.

**Figure 16: What color bags does your school use for garbage? (Respondents were allowed to choose multiple responses)**



## **4 Recycling & Waste Reduction Programs, Training, Outreach and Recognition**

### **4.1 Recycling & Waste Reduction Programs**

#### **4.1.1 GrowNYC Recycling Champions Program**

The GrowNYC Recycling Champions program was created to provide NYC schools with the tools needed to integrate a sustainable recycling program into every school day. Under this program a dedicated Recycling Champions Coordinator visits the participating schools, creates programming and assemblies, and helps schools implement practices that are customized for the school's culture and needs. Participating schools are chosen from a cohort where there is a lagging recycling program, but a dedicated administration. Working with the school's Sustainability Coordinator, goals are established for the recycling program along with a 2-3 month timeline for meeting the goals. In the 2010-2011 school year, the Recycling Champions Coordinator worked with 17 schools (grades K-12) in 10 campus buildings throughout NYC's five boroughs, and reached to 8,013 students and 643 classroom teachers. At the end of the year, the 17 Recycling Champions schools had an average 25 percent recycling rate which is 10 percent higher than the NYC residential recycling rate of 15 percent.

#### **4.1.2 Trayless Tuesdays**

This program is implemented by SchoolFood, where schools use paper boats instead of styrofoam trays on Tuesdays. SchoolFood created a special, relatively dry menu for Tuesdays in order to use the boats and have them recycled as paper. As per DSNY Bureau of Waste Prevention, Reuse and Recycling, the boats are recyclable as paper as long as they are clean and dry. This program can potentially reduce the cafeteria tray waste by 20 percent annually.

### **4.2 Training**

#### **4.2.1 Sustainability Coordinator Training**

The first annual Sustainability Coordinator Training was held in the 2010-2011 school year, in three sessions (May 20<sup>th</sup>, May 23<sup>rd</sup> and June 6<sup>th</sup>), and hosted by the UFT with the support of the NYC DOE Sustainability Committee Members. Coordinators were given presentations and resources on topics related to Recycling, Energy Conservation, Ecology and Green Curriculum. The agenda for the Sustainability Coordinator Training is included in the Appendix C. The DSNY Bureau of Waste Prevention, Reuse and Recycling team and the GrowNYC Recycling Champions Coordinator provided the recycling portion of the training. Over 400 Sustainability Coordinators were trained in the three sessions.

#### **4.2.2 Custodian Engineer Training**

All the Custodian Engineers are required to take an annual safety training, and the Sustainability Initiative was able to add 30 minutes of recycling training to this existing class. The DSNY Bureau of Waste Prevention, Reuse and Recycling and GrowNYC Recycling Champions Coordinator provided the training for all the Custodian Engineers in summer of 2010, as well as make up class in December 2010.

### 4.2.3 SchoolFood Personnel Training

The DSNY Bureau of Waste Prevention, Reuse and Recycling provided recycling training for the SchoolFood Managers as well as materials in February 2010.

## 4.3 Recognition and Outreach

### 4.3.1 DSNY Golden Apple Awards

NYC DOE schools participate in the Department of Sanitation annual Golden Apple Awards every year. There were not eligible entries for all competitions at all grade levels in the 2010-2011 school year. The winning schools for different categories are listed below and also available online at:

[http://www.nyc.gov/html/nycwasteless/downloads/pdf/goldenapple11/GA11-winners\\_chart.pdf](http://www.nyc.gov/html/nycwasteless/downloads/pdf/goldenapple11/GA11-winners_chart.pdf)

- TrashMasters! Super Recyclers (Elementary Schools)
  - Citywide and Brooklyn Borough Winner - PS/IS 192 (Magnet School for Math and Science Inquiry)
  - Brooklyn Borough Runner up – PS 124 (Silas B. Dutcher)
  - Queens Borough Winner – PS 76Q (William Hallet Magnet School for Health and Wellness)
- TrashMasters! Reduce and Reuse Challenge
  - Elementary School: Citywide and Manhattan Borough Winner – PS 89 (Liberty School)
  - Intermediate School: Citywide and Brooklyn Borough Winner – John Ericsson MS 126 (Magnet School for Environmental Engineering)
- Golden Shovel Awards for Master School Composter
  - Elementary School: Manhattan Golden Shovel Award – PS 89 (Liberty School)
  - Elementary School: Queens Golden Shovel Award - P992Q @208
  - Intermediate School: Brooklyn Golden Shovel Award – John Ericsson MS 126 (Magnet School for Environmental Engineering)
- TrashMasters! Team Up to Clean Up
  - Elementary School: Citywide and Staten Island Borough Winner – PS 57 (Hubert H Humphrey)
  - Intermediate School: Citywide and Manhattan Borough Winner – IS 52 Inwood (School of Environmental and Applied Sciences).
- New York Restoration Project “Rose Award” – PS 57 (Hubert H. Humprey), Staten Island

### 4.3.2 Green Schools Resource Fair with Green School Alliance in April 2011

The DSNY Bureau of Waste Prevention, Reuse and Recycling and GrowNYC provided recycling training for the Sustainability Coordinators that attended the Green Schools Resource Fair, where both DSNY Bureau of Waste Prevention, Reuse and Recycling and GrowNYC Recycling Champions had information booths for all attendees. Over 1,000 people attended the event.

### 4.3.3 Video: Green Grades: NYC Schools Recycle

This video was released during 2010-2011 School Year to highlight best practices at NYCDOE schools; it was a joint effort by the NYCDOE Sustainability Initiative and the GrowNYC Recycling Champions. The video was

made possible by one of our NYCDOE parents, Pamela French, who is a filmmaker. The link to the video is at <http://www.youtube.com/watch?v=ZwUOL8orpc>

#### **4.3.4 Grand Falloons Circus Programs by US EPA**

The US EPA had sponsored dozens of schools to host Grand Falloons Circus - an assembly show for elementary students to teach them about where things come from, and how recycling works.

## **5 Next Steps for Recycling in NYC DOE Schools**

**Training:** Based on the results of the survey, the NYC DOE recycling efforts need to be increased in cafeteria and common areas for bottles/cans/foil/milk-juice cartons. With the exception of 24 buildings, all schools have some level of paper recycling implemented which can be improved significantly with proper training. The NYCDOE Sustainability Initiative will continue to implement and improve the recycling training for the Sustainability Coordinators, Custodian Engineers and SchoolFood Managers and staff.

**Outreach Materials:** The NYCDOE Sustainability Initiative and the Recycling Working Group partners may not be able to address all of the shortcomings at once, or train everyone in person. Therefore, the NYCDOE Sustainability Initiative has requested an Official Recycling Webinar from the DSNY Bureau of Waste Prevention, Reuse and Recycling that can be disseminated to all schools. The NYC DOE Sustainability Initiative will also find ways to create another film to showcase best practices in cafeteria recycling, and how some schools successfully implement it in NYC Schools.

**Official Recycling Metrics:** The NYC Department of Education requests from DSNY to issue recycling rates for each school, in order to create a baseline and be able to measure progress in future reports. NYC DOE's goal is to double its recycling rate by 2013 from FY10 levels, but the DSNY Bureau of Waste Prevention, Reuse and Recycling has not yet provided NYC DOE with an official rate for FY10 and FY11.

**GrowNYC Recycling Champions Program:** The NYC DOE has found this program very successful and would like GrowNYC to expand it to more schools in the future.

**END OF 2010-2011 RECYCLING REPORT**

## **6 Appendices**

APPENDIX A: 2010-2011 School Sustainability Plan Template

APPENDIX B: 2011 NYC DOE Annual Recycling Implementation Survey

APPENDIX C: 2010-2011 School Sustainability Coordinator Training Agenda

**APPENDIX A: 2010-2011 School Sustainability Plan Template**



**Department of  
Education**

*Joel I. Klein, Chancellor*

## SCHOOL SUSTAINABILITY PLAN

## TABLE OF CONTENTS

1. SCHOOL GREEN TEAM CONTACT INFORMATION
2. DEPARTMENT OF EDUCATION AGENCY SUSTAINABILITY GOALS
3. LIST OF CURRENT SUSTAINABILITY PRACTICES
4. SCHOOL SUSTAINABILITY GOALS AND ACTION ITEMS
5. SCHOOL BUILDING RECYCLING PLAN (TO BE FILLED OUT, SIGNED AND TO BE KEPT ON FILE AT SCHOOL)

**1. SCHOOL GREEN TEAM CONTACT INFORMATION**

Name	Title	Phone	Email
	Principal		
	Sustainability Coordinator		
	Teacher		
	Student		
	Custodian Engineer		
	Parent		
	UFT Chapter Leader		

**2. DEPARTMENT OF EDUCATION AGENCY SUSTAINABILITY GOALS**

In order to continue to be the leader in sustainable education and operation of sustainable facilities, DOE plans to increase annual recycling rate by 2013, to reduce green house gas emissions by 30% by 2017 from DOE buildings and operations, to provide sustainable curriculum resources to principals and teachers, to participate in citywide PlaNYC initiatives and to set up programs to increase water efficiency.

**3. LIST OF CURRENT SUSTAINABILITY PRACTICES**

Green Team Action Items	Responsible Party	Progress to date

**4. SCHOOL SUSTAINABILITY GOALS AND ACTION ITEMS**

**ENERGY CONSERVATION**

2010 - 2011 School Year Goal:     % energy reduction

Green Team Action Items	Responsible Party	Timeline

**RECYCLING**

2010 - 2011 School Year Goal:     

Green Team Action Items	Responsible Party	Timeline

**ECOLOGY (PlaNYC Initiatives)**

2010 - 2011 School Year Goal:     Participate in Million Trees/School Garden/School Yards to Playgrounds

Green Team Action Items	Responsible Party	Timeline

**GREEN CURRICULUM**

2010 - 2011 School Year Goal:     (indicate Grade Level(s) and Units)

Green Team Action Items	Responsible Party	Timeline

# SCHOOL / BUILDING RECYCLING PLAN

Geographic District \_\_\_\_\_

Borough \_\_\_\_\_

Building Code \_\_\_\_\_

School Code \_\_\_\_\_

## **PLAN TO BE FULLY IMPLEMENTED BEFORE DECEMBER 31, 2010**

### **MIXED PAPER & CARDBOARD**

#### ***Recycling:***

- Each classroom, office, entranceway, and common area maintains a separate receptacle, container or bin appropriately labeled or decorated with recycling information for the collection of designated recyclable paper including: all white, colored, and glossy paper; any envelopes; smooth cardboard (small boxes, tubes, paper packaging); paper bags; pizza boxes (empty – no food scraps); newspapers, magazines, soft cover books, comic books, and catalogs; phone books; and corrugated cardboard (flattened boxes).
- NOTE: Staples, paper clips, tape, or glue are acceptable. Spiral bindings, hardcover books, and soft paper (tissues, towels) are NOT acceptable.
- Paper recycling receptacles are clearly marked "Mixed Paper ONLY" or labeled with a GREEN decal from DSNY (NYC Department of Sanitation). Paper recycling receptacles are left unlined or lined with a CLEAR bag only.
- All unused corrugated cardboard boxes are flattened, and either tied in a bundle or placed in CLEAR bags, and stored for pick-up in an area designated by the Custodian Engineer / Building Manager.

#### ***Waste reduction:***

- Waste reduction efforts include double-sided printing, format changes (such as narrower margins, smaller fonts, or printing two-pages-per-sheet), and spellchecking before printing. Wherever feasible, paper materials are reused by staff, teachers, and students as scrap paper or for Arts & Crafts projects; and corrugated cardboard boxes received through deliveries are reused as mixed paper recycling containers or other purposes.

### **BEVERAGE CARTONS, BOTTLES, CANS, METAL & FOIL**

#### ***Recycling:***

- School entrances (where feasible) and all locations where food and/or beverages are consumed (cafeteria and kitchen, other common areas, offices) maintains separate receptacles, containers or bins appropriately labeled or decorated with recycling information for the collection of designated metal, glass and plastic (MGP) including: milk & juice cartons and drink boxes; plastic bottles & jugs; glass bottles & jars; and any metal or foil items.
- MGP receptacles are clearly marked "Bottles & Cans ONLY" or labeled with a BLUE decal from DSNY. Labeled lids may be cut with a circular hole to reduce contamination. These recycling receptacles are lined with a CLEAR plastic bag.
- All food and beverage containers are EMPTY, and rinsed if possible, prior to being placed in the designated recycling receptacle. A separate bucket to collect liquids may be placed next to MGP bins in the cafeteria, and emptied frequently.
- NOTE: The following items are NOT acceptable: any plastics OTHER THAN bottles & jugs; any glass OTHER THAN bottles & jars (e.g. NO deli tubs, yogurt containers, Styrofoam, plastic toys or dinnerware; NO plate glass, mirrors, dishware, ceramics, or light bulbs).

#### ***Waste reduction:***

- Wherever feasible, used plastics, bottles, cans, foil and other metal items are repurposed or reused by staff, teachers and students for Arts & Crafts or other projects.

### **E-WASTE**

- Disposal and recycling of owned computer and multifunctional machines is done through the PCS (Personal Computer Services) contract where the vendors (ASI or Dell) are responsible for proper disposal of broken or obsolete DOE equipment (PCs, laptops, printers, servers and monitors) as well as updating of DOE inventory databases. Each school is responsible from contacting its current specific vendor (ASI or Dell, regardless of the brand name of the equipment being disposed or recycled).
- For BASIC plan subscribers, schools may dispose of their obsolete equipment twice a year (October and April) and must have at least 20 pieces for disposal. STANDARD plan subscribers may dispose their obsolete equipment at any time during the year as long as they have a minimum of 20 pieces.

### **PRINCIPAL-APPOINTED SUSTAINABILITY COORDINATOR WILL:**

- Ensure that teachers and staff receive a copy of this plan.
- Post this plan in the main office, cafeterias and on bulletin boards where appropriate.
- Comply with the School Recycling Plan, Local Law 19, DSNY Recycling Rules and the Chancellor's Regulation A-850.
- Promote recycling practices and support teachers in ensuring their students are following and practicing Recycling Rules.

### **CUSTODIAN ENGINEER WILL:**

- Provide a copy of this plan to each of his/her employees and train them on recycling collection rules on this plan. Ensure all designated recycling and waste receptacles are lined with clear bags. Keep designated recyclable materials separated as they are collected from recycling receptacles throughout the building and placed into larger CLEAR plastic bags (as needed) for DSNY pick-up.
- Ensure that school collects and disposes three separate streams in separate CLEAR plastic bags: (1) Mixed Paper, (2) Metal Glass and Plastic and (3) Garbage. DSNY will regularly collect each of the three streams separately at designated time and date for this school.
- Comply with the School Recycling Plan, Local Law 19, DSNY Recycling Rules and the Chancellor's Regulation A-850.
- The Sustainability Coordinator and Principal(s) are notified of any non-compliant rooms, areas or staff.

DOE Director of Sustainability, Ozgem Ornektekin at: [sustainability@schools.nyc.gov](mailto:sustainability@schools.nyc.gov) may be contacted for assistance with custodial, Sanitation, or school concerns as related to any recycling issues. DSNY school recycling info, decals, signage, and educational materials are available at: [www.nyc.gov/recycle](http://www.nyc.gov/recycle).

\_\_\_\_\_  
Principal (print name)

\_\_\_\_\_  
Sustainability Coordinator (print name)

\_\_\_\_\_  
Custodian Engineer (print name)

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

**APPENDIX B: 2011 NYC DOE Annual Recycling Implementation Survey**

## 2011 Department of Education Annual Recycling Implementation Survey

You received this survey because your Principal appointed you as the Sustainability Coordinator for your school for the 2010-2011 School Year. As part of Local Law 41 (2010), **each school's Sustainability Coordinator is required to complete an annual recycling survey.** The results of this survey will be included in the Department of Education Annual Recycling Report.

### General Information

Zip Code	<input type="text"/>
Number of Schools in the building	<input type="text"/>
Number of Classrooms at your school	<input type="text"/>

How was the FY11 School Recycling Plan communicated to the administrative staff, teachers and students at your school? Check all that apply.

- Posted recycling info on bulletin boards(s)
- Posted recycling info at the main office
- Posted recycling info at the cafeteria
- E-mailed recycling info to administrative staff
- E-mailed recycling info to teaching staff
- E-mailed recycling info to all students
- Published school recycling info in newsletters
- Integrated recycling education to curriculum at all grades
- Posted recycling info on the school webpage
- Signed Recycling Plan is filed at school

Have the following stakeholders signed the school's FY11 Recycling/Sustainability Plan? Check all that apply.

- Principal
- Sustainability Coordinator
- Custodian Engineer/ Building Manager

What percentage of classrooms has separate, appropriately labeled containers/bins for paper recycling? Choose one of the following options.

- 0
- 1% to 25%
- 26% to 50%
- 51% to 75%
- 76% or more

Where are the paper recycling containers/bins located in office areas? Check all that apply.

- At each desk
- At some of the desks
- At each printer/copier
- By the mailboxes
- We don't have paper recycling in the office areas

How does your school implement recycling in the cafeteria? Check all that apply.

- One appropriately labeled container/bin for bottles, cans, foil and milk/juice cartons
- Multiple appropriately labeled bins for bottles, cans, foil and milk/juice cartons
- Separate recycling station(s) with dump bucket for liquids beside labeled bins for bottles, cans, foil and milk/juice cartons
- Garbage cans next to every recycling bin
- None of the above

Are there separate appropriately labeled recycling containers for bottles, cans, foil and milk/juice cartons in the following common areas? Check all that apply.

- Near the main entrance
- Near the stairwells
- At the gym
- In the auditorium
- In the multi-media room
- In the library
- In other high-traffic areas
- We don't have recycling bins in the common areas

How many days a week does the Department of Sanitation pick up paper recycling from your school? Consult with the School Custodian Engineer or Building Manager if you are not sure. Choose one of the following options.

- 1 day a week
- 2 days a week
- 3 days a week
- 4 days a week
- Everyday

How many days a week does the Department of Sanitation pick up bottles, cans, foil and juice/milk cartons recycling? Consult with the School Custodian Engineer or Building Manager if you are not sure. Choose one of the following options.

- 1 day a week
- 2 days a week
- 3 days a week
- Everyday

Who makes up your school's green team or environmental club? Check all that apply.

- Principal
- Assistant Principal
- Sustainability Coordinator
- Teachers
- Students
- Custodian Engineer
- UFT Chapter Leader
- Parents
- My school doesn't have a green team or environmental club

What color bags does your school use for garbage? Consult with your School Custodian Engineer or Building Manager if you are not sure. Check all that apply.

- Clear
- Translucent color (see through)
- Black
- Other Color

Additional Comments

**END OF SURVEY**

**APPENDIX C: 2010-2011 School Sustainability Coordinator Training Agenda**



# NYC PUBLIC SCHOOLS SUSTAINABILITY COORDINATOR TRAINING

**MAY 20, MAY 23, AND JUNE 6, 2011  
8:00 AM - 3:00 PM**

**UNITED FEDERATION OF TEACHERS  
52 BROADWAY (B/T EXCHANGE PL & MORRIS ST)  
NEW YORK, NY 10004**



ENERGY



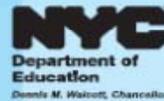
RECYCLING



ECOLOGY



CURRICULUM



[SCHOOLS.NYC.GOV/SUSTAINABILITY](http://SCHOOLS.NYC.GOV/SUSTAINABILITY)

## PROGRAM

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8:00 AM - 8:30 AM	REGISTRATION
8:30 AM - 9:20 AM	OPENING REMARKS
9:30 AM - 10:30 AM	ENERGY: HOW COULD SCHOOLS CONSERVE ENERGY?
10:35 AM - 11:35 AM	RECYCLING: WHAT AND HOW TO RECYCLE?
11:40 AM - 12:40 AM	CURRICULUM: HOW TO INCORPORATE SUSTAINABILITY INTO PROJECT BASED CURRICULUM?
12:45 PM - 1:30 PM	LUNCH
1:30 PM - 2:30 PM	ECOLOGY: HOW TO BRING NATURE TO THE SCHOOLS? WHAT IS THERE TO KNOW ABOUT WATER?
2:30 PM - 3:00 PM	CERTIFICATE OF COMPLETION & RAFFLE

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