



## Sustainable Jersey for Schools Non-Mandated Materials Recycling Submission Template

### Winslow Township Middle School

Please complete the following questions for your Sustainable Jersey for Schools Non-Mandated Materials Recycling submission. One template may be submitted for all school initiatives, but the template should clearly outline each of these materials for each question. Make sure to include information for all material(s) sought for points on this template. A maximum of four materials may be submitted.

#### Non-Mandated Material(s) Submitted:

1. Describe the research behind establishment of the non-mandated material recycling initiative, including school personnel involved. Describe any coordination with the local green team.

**Markers:** Nicole Stallard, Stella Nwanguma, Green Team, Board of Education

**Ink Cartridges:** Tricia Deal, Stella Nwanguma, Suzanne Glemser, Green Team, Board of Education

**Soda Tabs:** Nicole Stallard, Stella Nwanguma, Green Team, Board of Education

2. Describe the costs associated with the recycling initiative and how the collection program came into existence. How was the account established with the collection company and who is responsible if the current lead leaves? What costs are associated with the collection?

**Markers:** There was no out of pocket cost for the district on the marker collection. We created our own collection boxes and Crayola provides the shipping label for the markers. We were also able to use a recycled box to ship them in.

**Ink Cartridges:** There was no out of pocket costs for the district with the ink cartridges collection. Ink Cartridges are ordered in the budget for use in machines and once the cartridges are exhausted they were brought to a location in the school and used a box that was from an order that was large enough to fit them. Ricoh provided shipping labels to ship materials back to the company.



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**Soda Tabs:** There were no additional costs for the district on the soda tab collection. We utilized recycled or our own created containers for collections. Unfortunately due to Covid-19 we were unable to do our final collection or shipment.

3. Describe how the material is collected and its end market (outside the school district). How many collection bins are needed? Where is the material collected/stored? If working with a municipal green team, who is responsible for transportation of the material?

**Markers:** The markers are being collected from students and staff who bring them in from home and then from classrooms as well. There are bins set up in each homeroom. The bins consist of recycled boxes or bins that teachers have labeled and identified for collections. Nicole Stallard collects, counts and ships these materials to Crayola. Crayola provides a pre-paid label for shipping.

**Ink Cartridges:** Used ink cartridges and toner are collected and saved in the middle school main office. They are collected monthly and weighed and sent into Ricoh by weight. Tricia Deal collects, weighs and ships these materials to Ricoh. Ricoh provides the pre-paid shipping label.

**Soda Tabs:** The soda tabs are being collected from students and staff who bring them in from home. There are bins set up in each homeroom. The bins consist of recycled small boxes or bins that teachers have labeled and identified for collections. Nicole Stallard collects, and handles the exchange with the Ronald McDonald House.

4. List the materials used to inform the school community (teachers, staff, parents, students) about the non-mandated materials recycling initiative, how they were used and who they were distributed to. Add/remove rows from the chart if necessary.

<u>Non-Mandated Material Recycled</u>	<u>Name of Educational &amp; Promotional Materials</u>	<u>Description of Distribution</u>
Markers	E Flyer Letter	District Email School Website Posting Parent Teacher Conferences



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Ink Cartridges	E Flyer	District Email School Website Posting
Soda Tabs	E Flyer Letter	District Email School Website Posting Parent Teacher Conferences

5. Describe how the non-mandated materials recycling initiative is evaluated. How is the weight of material collected and who is it sent to? How is this information tracked over time? How is the effectiveness of the program assessed in relation to removing these materials from the waste stream? Have presentations been made during school board meetings to update administrators on the collection initiative?

**Markers:** The markers are collected and counted then shipped with the printed label provided by Crayola. Crayola recycles all parts of the marker and converts it to energy and other compounds. We did not get to do our final collection/count for the year due to Covid and therefore reports are not available.

**Ink Cartridges:** The ink cartridges are weighed using a shipping scale and sent to Ricoh. Ricoh keeps track of the weight and shipping for each account and reports can be generated yearly with recycling information. These reports Measure the impact of the recycling efforts and CO2 reduction over time, and use the data for compliance reporting as well as identify departments within the district that are recycling and how much. Though this year due to the closing, reports are not available.

**Soda Tabs:** The soda tabs are collected and counted then turned over to the Ronald McDonald House. The Ronald McDonald House recycles the tabs and utilizes them to help out patients in various ways. We did not get to do any counts



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Complete the chart below tracking your tonnage over time (from the most recent date you have data available). Add/remove rows from the chart if necessary.

	TONNAGE/AMOUNT RECYCLED				
<b>Non-Mandated Material Recycled</b>	<u>Year 1</u> <u>2019-20</u> <u>20</u>	<u>Year 2</u> <u>20XX</u>	<u>Year 3</u> <u>20XX</u>	<u>Year 4</u> <u>20XX</u>	<u>Year 5</u> <u>20XX</u>
Markers	17lbs				
Ink Cartridges	6lbs				
Soda Tabs	no final count yet due to Covid				