



LOWER MERION SCHOOL DISTRICT

RECYCLING PROGRAM



Why Should We Recycle?

Advantages of Recycling

Every time we recycle it contributes to:

- Conserving our natural resources, such as timber, water and minerals
- Reducing the amount of air and water pollutants
- Reducing greenhouse gas emissions
- Reducing our overall carbon footprint
- Reducing solid waste pollution and the need for landfills
- Saving energy needed for manufacturing and mining
- Preventing habitat destruction and species extinction
- Reducing soil erosion associated with logging and mining
- Reducing average waste disposal and purchasing costs incurred by the School District
- Supporting new jobs in the recycling industry

What Can We Recycle in Lower Merion School District?

The following describes the most commonly used and/or generated materials which are currently recycled as part of our School District's program. Note that materials are listed as either "acceptable" or "not acceptable". You will also find instructions as to the appropriate storage container and/or the procedures to follow for recycling. Remember that recycling is not only mandatory (PA Act 101) but more importantly, the "right thing" to do for our environment. For further information about our program, please contact the District's Recycling Coordinator at schultr@lmsd.org or ext. 1982.

| Material | Acceptable | Not Acceptable | How to Recycle |
|------------------------|---|---|---|
| Cans | Aluminum, steel and bi-metal cans, clean foil and pie plates | N/A | Place into yellow bins marked for "Cans, Plastic, and Glass Only" |
| Glass | Clear, brown, and green glass bottles | Caps on bottles, blue glass, ceramic dishes and mugs, light bulbs, other types of glass | Place into yellow bins marked for "Cans, Plastic, and Glass Only" |
| Plastic Bottles | Plastic #1 to #7 bottles | Plastic bags, plastic cutlery, shrink wrap, gift/credit cards, motor oil containers, garden hose, other plastic containing oil. | Place into yellow bins marked for "Cans, Plastic, and Glass Only" |
| Mixed Paper | All paper products: white and colored paper; newspapers, cardboard, magazines, junk mail, notebooks, text books, etc. | Paper plates, napkins, tissues, hand towels, used pizza boxes or coffee cups, wax coated cartons (milk, juice, etc), NO SYTROFOAM | Place into blue bins marked for "Mixed Paper" |
| Scrap Metal | All types of metal | Non-metals | Contact the Operations Dept. to schedule a pick up. |
| Motor Oil | Used motor oil from School District vehicles and equipment | N/A | Contact the Operations Dept. to schedule a pick up. |

What Can We Recycle in Lower Merion School District? (Continued)

| Material | Acceptable | Not Acceptable | How to Recycle |
|--|---|---|--|
| Batteries | AA, AAA, C, D, 9-volt, Nickel-Cadmium, Nickel-Iron, Nickel Metal Hydride, Lithium Iron, Alkaline, and Mercury-Free Zinc Carbon | Wet Cell Batteries – Must be handled separately by the Operations Dept. (These are not to be stored in building containers) | Place into designated cans marked for "Batteries" |
| Used Toner and Toner Cartridges | Most types found | N/A | Return to Manufacturer or contact Operations Dept. |
| Used Color Printer Cartridges | Most types found | N/A | Return to Manufacturer or contact Operations dept. |
| Electronic Equipment | Computers, Copiers, Printers, Television, Audio/Stereo Equipment, VCRs, DVD players, Video Cameras, Desk Telephones, Fax/Copy Machines, Lab Equipment | N/A | Contact Information Systems (Technology) Department. |
| Chemical Waste | Including but not limited to: Lab Chemical Waste, Degreasers, Cleaning Products, Office Waste & Surplus Chemicals, Solvents, Stains, Strippers, Varnish/Wood Preservatives, Antifreeze, Latex/Oil Based Paints, Brake & Power Steering Fluids, Propane Cylinders, Mercury Thermostats | If in doubt, contact the Operations Department Office. | Contact the Operations Department. |
| Surplus Furniture/Equipment | Including but not limited to: office/classroom chairs, stools, desk, wood/metal cabinets, file drawers, tables, shelves, bookcases, storage carts | If in doubt, contact the Operations Department Office. | Contact the Operations Dept. See "Furniture Recycling" below for further |

Other School District Recycling Programs & Related Services Provided

(Contact Operations Department for specific details/questions)

- **Furniture Recycling** - Furniture and office equipment no longer serviceable or needed by a school or department will be first made available to other schools or department. Please contact the Supervisor of Custodial, Safety, and Security at ext. 1972 or the Grounds Foreman at 2xt. 1982 for further information or to set up an appointment to view surplus furnishings and make arrangements for removal/transport. The Operations Department will make provisions for disposal, re-sale, or donation of surplus furnishings as needed.
- **Leaf Recycling** (Composting)
- **Brush Removal/Recycling**
- **Composting** (School Yard/Clean Cafeteria Waste)
- **Light Bulb Recycling**
- **Light Ballast Recycling**
- **Wet Cell Battery Recycling** (District owned Vehicles, Emergency Lighting, Alarm Systems, Industrial Batteries)
- **Wooden Pallet/Skid/Misc. Wood Recycling**
- **Cell Phone Recycling** (School District Issued Equipment)
- **Appliance Recycling** (School District owned Washers, Dryers, Stoves, etc.)
- **Waste fuel recycling**, such as old District Gasoline, Kerosene, Diesel Fuel and Fuel Oil
- **Recycling via Shredding** (Sensitive District Document Disposal)
- **Construction Waste** (Generated from Building Renovations/Construction Activities)
- **Waste Audits** (Random Site Inspections)
- **Recycling/Refuse Container and Dumpster Replacement** (As Needed)

A Special Note about Electronic Equipment Recycling

United States Environmental Protection Agency regulations mandate that computer and electronic equipment must not be placed in dumpsters or sent to a municipal landfill for disposal. Computer and electronic equipment contains hazardous materials such as lead, silver, mercury, and chromium. These materials can be found in circuit boards, batteries, and color cathode ray tubes (CRTs). For example televisions and CRT monitors, on average, contain four pounds of lead. Mercury from electronics has been cited as a leading source of mercury in municipal waste. In addition, brominated flame-retardants are commonly added to plastics used in electronics. If improperly handled, these toxins can be released into the environment. Supporting environmental health and safety, and working in conjunction with the Montgomery County Solid Waste Authority we want to ensure that the computer and electronic waste generated by the School District is handled in an environmentally responsible manner. This equipment must be recycled through Information Systems (Technology) Department. Contact the Information Systems office at ext. 1925 to have your school or department's out-of-service computer and electronic equipment removed and recycled.

Current School District Recycling Procedures

Avoiding Contamination

Properly Dispose of Recycling Material

By now you know that Lower Merion School District participates in a comprehensive recycling program! Most importantly, recyclables need to be placed in the appropriate collection bins. Follow these basic guidelines below to avoid contaminating the District's recycling stream:

- All cardboard is broken down, set aside, and then collected by custodians who will place it in the recycling dumpster outside. Boxes that are not broken down or flattened take up space and increase the cost of recycling as more trips are needed to remove recyclables. Do your part and "Break Down" cardboard boxes.
- All mixed paper is collected in blue containers. Blue containers are to be in every classroom, office, lounge, copy room, etc. Custodial staff collect and bag mixed papers and deposit the bagged materials in the recycling dumpster outside the building.
- Commingled items (cans, glass, and plastic) are collected in yellow containers. Yellow containers are strategically placed throughout the schools, grounds, tennis courts and on athletic fields as needed. Yellow containers shall be outfitted with lids that have a small hole in them (to reduce any temptation for contamination with regular refuse). Custodial staff will collect and bag commingled items and deposit them in the outside recycling dumpster. Note recycling commingled materials mirrors what student do at home.
- Recyclables must be placed in clear plastic bags (in appropriate containers) for proper collection, handling, and required waste audit inspections. Black or green plastic bags cannot be used to dispose of recyclables. They are for general waste only.
- Do not place non-recyclable items, trash, food scraps or other banned items in the recycling containers. This causes the disposal of other recyclable items that may have been properly placed in the containers.
- Clean out obvious food residue from plastics (i.e. yogurt containers). Otherwise we increase the potential for foul odors as well as the presence of pests (ants, cockroaches, mice, etc.) in our buildings.
- Remove bottle caps (Although helpful, it is not necessary to rinse out drink bottles)
- Remember; do not dispose of electronics, paints, or other hazardous wastes in any dumpsters or containers.

What if you do not see a recycling bin in your classroom or office?

Additional bins are available from the Operations Department. Lost, missing, or damaged recycling bins may be reported to the Head Custodian who can replace the missing bins.

A Word about Chemical Waste Management

The School District's chemical waste management program assures that proper handling and disposal procedures are used to protect the health and safety of the School District community and to comply with federal and state regulations governing hazardous and solid waste management. Types of chemical waste generated include, but are not limited to, unwanted lab reagent chemicals; waste mixtures generated from lab education; glassware/trash contaminated with chemicals; chemical spill cleanup debris; oils, paints; custodial cleaners, and pesticides. Do not move without prior consult with the Operations Department.

Photo Gallery

Classroom/Office/Lounge/Work Space Recycling Bins



Hallway/Lounge/Playground/Stadium/Loading Area Recycling Containers/Dumpsters



Example of Proper Recycling Procedures (Temporary Storage of Clear Bagged Recycled Materials held inside the Building and then placed outside in Recycling Dumpsters for pickup)



Photo Gallery (Continued)

Examples of Typical Compost Areas and Containers in Use in the School District



Examples of Typical Refuse ONLY Containers (Dumpsters) that are NOT to be used for Recycling Materials



Did You Know? Pennsylvania made recycling the law in July 1988 with Act 101, the Municipal Waste Planning, Recycling and Waste Reduction Act, thus making Pennsylvania the largest state in the nation to require recycling.

Frequently Asked Questions

Do I have to separate white and colored paper?

White and colored paper can be mixed together and put in blue bins labeled for "Mixed" paper. This includes paper with colored ink, blue or green-barred computer paper, and yellow legal paper. You can recycle accounting ledgers, blue prints, bond and ledger paper, all corrugated cardboard, cereal boxes (chipboard), computer printout paper, copier paper, envelopes (with or without windows), fax paper, index cards, all magazines and catalogs, manila or colored file folders, newspaper, sticky notes, and telephone books.

Do I have to remove staples before recycling blend paper?

No, staples and paper clips are fine however it is always helpful to remove them where possible. Things to watch out for are the black, plastic clips and rubber bands.

Are spiral notebooks and telephone books recyclable?

Yes, however the metal or plastic spiral piece needs to be removed first. The front and back covers and remaining paper can then be safely recycled. Better yet, use any leftover paper for scrap paper! This is a great end of the year project for students. Telephone books can go in "mixed paper" blue bins.

What does the "corrugated" in corrugated cardboard mean?

Corrugated means folded into ridges or waves. If you look at the edge of a cardboard box, you can see this folding action in the "ruffled" layer in the middle. We accept corrugated cardboard. Just remember to break cardboard boxes down because a container's capacity is increased tenfold when boxes are broken down.

Can I recycle pizza boxes with regular corrugated cardboard?

No, pizza boxes contain grease that inhibits the recycling process. If a box is clean and free of food and grease, it may be put in the cardboard receptacle. Many times, the lid of a pizza box will be clean and can be recycled. If a box is clean and suitable for recycling, it is a good idea to remove the lid because employees will assume a closed box contains food particles.

Do I need to sort glass by color?

No. Remember however lids must be removed. Certain kinds of glass including ceramics, dishware, mirrors, light bulbs, blue glass, and drinking glasses are a different type of glass than beverage and food containers and cannot be recycled.

Do I have to worry about removing labels?

No. Labels are acceptable on bottles and cans.

Do bottles need to be clean and empty?

Bottles are preferred as cleaned and emptied before being placed in the recycling containers. Clean containers also attract fewer pests. However, if they are not clean/empty, they will still be recycled as there are manual sorting lines after the automated machinery that separate any bottles or cans out.

Are plastics such as yogurt containers recyclable?

Yes. They should be rinsed out to keep the possibility of increased pest activity to a minimum.

Where and what are the numbers 1-7 for plastic recycling?

The numbers 1-7 refer to the different types of plastics acceptable for recycling. The numbers can be found on the bottom of the plastic container.



What can I do with Styrofoam?

Styrofoam cannot be recycled; however, some of it can be reused. For example, Styrofoam packing peanuts are collected and redistributed so that they can be reused for shipping purposes. Styrofoam block material is not accepted.

Recycling and Waste Reduction Resources

Informational Links

One goal of every member of the Lower Merion School District community (students, staff, parents, and visitors) could be to consciously reduce the environmental impact of his or her activity. Below is a list of additional resources to assist you in our achieving that goal!

- **Montgomery County Solid Waste Authority link:**
www.wsaemc.org/
- **Township of Lower Merion Refuse & Recycling Information:**
<http://www.lowermerion.org/Index.aspx?page=138>
- **Household Hazardous waste link:**
<http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/RecyclingLinks.htm>
- **PA Dept. of Environmental Protection link:**
<http://www.depweb.state.pa.us/>
- **Pennsylvania Resources Council, Inc. link:**
<http://www.prc.org/>
- **Recycler's World link:**
<http://www.recycle.net/>
- **Pennsylvania's State Recycling Association link:**
<http://www.proprecycles.org/>
- **US Dept. of EPA – Pollution Prevention Index: Great Links!!**
<http://www.epa.gov/p2/subjectindex.htm>
- **Pollution Prevention Resource Exchange link:**
<http://www.p2rx.org/index.cfm>
- **Computer Equipment links:**
Dell Computers link:
<http://content.dell.com/us/en/corp/cr-dell-earth-recycling.aspx?c=us&cs=19&l=en&s=corp&redirect=1>
HP Computers link:
<http://www.hp.com/hpinfo/globalcitizenship/environment/recycling/product-recycling.html>
- **Recycling HP Inkjet or LaserJet Supplies/Cartridge links:**
Inkjet:
<http://www.hp.com/hpinfo/globalcitizenship/environment/recycling/product-recycling.html>
LaserJet:
<http://www.hp.com/hpinfo/globalcitizenship/environment/recycling/product-recycling.html>
- **Recycle 4 Fundraising link:**
http://recycle4fundraising.clientrecycling.com/buyback_list.aspx
- **How to Compost .org link:**
<http://www.howtocompost.org/>
- **US Composting Council link:**
<http://compostingcouncil.org/>

Here is some additional information regarding our recycling:

- Lower Merion School District Refuse & Recycling Procedures: [PDF](#)
- Allied Waste Recycled Product Destinations and Uses: [PDF](#)
- Lower Merion School District Green Council link: <http://greencouncilmsd.org/index.html>
- Pennsylvania DEP Act 101 “Municipal Waste Planning, Recycling, and Waste Reduction Act” link: <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/facts/act101.htm>

Questions regarding recycling issues may be addressed to the District’s Recycling Coordinator at schultr@lmsd.org or ext. 1982. Please feel free to contact us with any ideas or suggestions!



* Special thanks to the California Integrated Waste Management Board for use of the “Learn to Recycle” graphic.