



## SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-8918  
http://www.scdsb.edu.on.ca

# MEMO

**Date:** January 23, 2008

**Subject:** updated **Guideline** for the **SCDSB RECYCLING** program!

### General Information:

- ▶ **As of Feb. 4, 2008, recyclable products can be placed in any blue box container in the school - there is no need to sort by category anymore.**
- ▶ **As recycling is implemented/expanded within a school, it is imperative that these efforts become the responsibility of the school population as a whole. The responsibility should not be placed on the custodial staff alone. Consult your Dearness Conservation School Team (Principal, DC Contact Teacher, Head Custodian) for ways in which they could help (example: get the conservation class/club to promote recycling by creating and posting reminders, doing class presentations and/or morning announcements, etc...).**
- ▶ Refer to the "School 2005-6 Fire Code Compliance Memo" (dated Aug.31,2005) item number 6, for storage location requirements.

### NOTE

Recyclable products ***must be*** bagged and sealed in clear plastic bags according to the following details in this guideline. **If the recyclables are contaminated with food waste or other non-recyclable items, the recycling center does not accept them.** (Clear bags are provided by our warehousing Dept.)

## What is recyclable?

### Clear & Coloured Glass Containers

- Need to be empty (rinsed when possible).
- Labels can be left on.
- Remove lids.
- Place containers and lids in the blue box.
- Do not include ceramic items, drinking glasses, mirrors, glass panes, window panes, or light bulbs.
- For safety purposes, broken glass should not be bagged for recycling.



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### **Metal Containers and Empty/Dry Paint Cans**

- Food and beverage cans need to be empty(rinsed when possible)and lids pushed down inside.
- Remove lids from paint cans and place both the lid and dry empty paint can inside the blue box.
- Also includes cardboard cans such as frozen juice cans, snacks - chip and nut cans, powdered drink mixes, refrigerated dough cans.
- The entire cardboard can is recyclable with the exception of the pull-off plastic strip and the peel-off aluminum seal

### **Empty Aerosol Cans**

- Discard plastic caps in garbage.

### **Aluminum**

- Cans, plates, trays and foil.
- Cans do not have to be crushed.

### **Plastics #1, #2, #4, #5 and #6**

- Look for the recycling symbol. The number will be within it. Example:
- Need to be empty(rinsed when possible).
- No motor oil containers.



### **Plastic Bags (New!)**

- Includes grocery, bread, produce and frozen vegetable bags, dry cleaning bags, outer wrapping for toilet tissue and other paper products, and rinsed milk bags.
- Please place all plastic bags in one untied plastic bag for recycling.

### **Polystyrene Foam (New!)**

- Includes clean take-out containers, foam meat trays, foam egg cartons, foam plates and cups, **white foam packaging used to pack tv's, computers, stereos, etc.**
- Ensure material is broken down to a 2'x3'x1' size.
- Place the foam loosely in your blue box or in a clear plastic bag beside your blue box.
- Do not include foam peanuts, dirty foam or treated foam with fire retardant for thermal insulation.



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### **Polycoat Containers**

-Products include cartons for milk and juice.

### **Aseptic Containers**

-Products include packaged milk, juice, soy beverages, liquid meal replacements, sauces, whipping cream and wine.

-"Aseptic" packages are more commonly referred to as juice boxes or "drink" boxes.

-Remove straws.

### **Paper**

-Construction paper, newspapers & inserts, magazines & glossies, catalogues, junk mail, phone books, office papers, gift wrap (non-foil), greeting cards, paper bags (non-treated), etc.

### **Cardboard and Boxboard**

-Cereal, shoe, detergent, cracker, toothpaste, moving, paper rolls, paper egg cartons.

-Flatten to a 30" x 30" size, remove plastics, residue and liners.

-Do not include waxed cardboard.

-For PIZZA purchases - arrangements **must** be made with the Pizza Company for same day pick-up of empty Pizza cardboard.

### **Books**

\_\_\_\_\_-Should be boxed by subject and stored separately (as specified in APG #3020 which can be viewed at <http://www.scdsb.edu.on.ca/intranet/forms/APG/TextbookDisposal.pdf>).

-School Principals should coordinate a separate pick-up through the Warehouse Foreman, Yves Cote, 673-5620 ext.401.

### **Hazardous Waste**

\_\_\_\_\_-Should be stored in a secure area.

-School Principal is to call Warehouse Foreman(Yves Cote, 673-5620 ext.401) to coordinate pick-up.

Feel free to contact Mark Gervais(ext.424) or Yves Cote(ext.401), should you require any additional information.

**Please post this MEMO on the School Bulletin Board.**