Appendix 3:
Waste Reduction Plan Template SY 22-23

Per Administrative Procedure 2610, each facility is required to submit a completed and signed Waste Reduction Plan each year. Principals will designate the Recycling Coordinator(s) from the education staff. All items pertain to this current school year.

School or Site Name: CMIT North ES

<table>
<thead>
<tr>
<th>Below, select actions completed this school year.</th>
<th>ALL Classrooms</th>
<th>ALL Offices</th>
<th>ALL Breakfast Areas</th>
<th>ALL Lunch Areas</th>
<th>ALL Copier / Printer Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling bins present and clearly labeled.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Recycling bins are next to trash cans.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Recycling and trash posters are above bins.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Below, please describe your site's plan to reduce solid waste sent to the landfill.

- List at least two recycling or solid waste reduction goals for your school/site this year.
  1. Increase recycling program to include Crayon and Marker Recycling.
  2. Promote waster free lunch days.
  3. Participate Trick or Trash Recycling Program.

- What additional solid waste reduction actions will your site complete? (Activities/lessons, special events, Reduce/Reuse/Recycle actions, etc.)

  ✓ Waste-Free Lunches
  ✓ Stack food trays to reduce space and bags
  ✓ School Recycling Assembly
  ✓ Active Student Green Team/Environmental Club
  ✓ Flatten boxes to reduce space in the recycling bins/dumpsters
  ✓ Student Monitors routinely help others correctly sort waste items

Other/Explain:
• How will your team monitor bins and address mistakes? How can students help?
  Grade level lunch captains will monitor as students are recycling and correct/assist students.
  Go Green Club can collect/check recycling in classrooms.

• How will your team communicate program updates and celebrate successes with your school community?

  Through the use of our school newsletter, class dojo stories and social media.

This school year we have:

☑ Completed the Annual Recycling Checklist (from the Recycling Guidebook).
☑ Informed all staff and students of the recycling procedures, their roles and responsibilities, and our Waste Reduction Plan.

Dr. Tenika Fryson
Principal / Facility Administrator Name

[Signature]
Principal / Facility Administrator Signature

10/28/22
Date

Dr. J.

ERIC DERIV
Building Supervisor Name

[Signature]
Building Supervisor Signature

10/18/22
Date

Michaela Moon & Benora McCain
Recycling Coordinator Signature

Recycling Coordinator's Email Address: mmoon@cmitelementary.org

To Submit: Scan the signed and completed form and email to sara.campbell@pgcps.org.

For information on recycling and waste reduction visit www.pgcps.org/recycling and view the Recycling Guidebook.