



Exterior Blue Bin

RECYCLING PROGRAM

For educational institutions
(Northwest schools, CCNB and UMCE)
Roadmap
By the NWRSC Solid Waste Service

BLUE BINS: Sorting at the source is recommended. **The in class medium blue bins are to be used solely for collecting paper and cardboard.** Print the poster designed to facilitate the use of blue bins, which you will find at www.csrno.ca under *Schools, Educational Sheets* (poster for blue bins in schools). **Place this poster on the wall above blue bins in classrooms and offices.**



In Class Blue Bin

SORTING

- Sorting helps to **reduce risks** of paper and cardboard **contamination**.
- Sorting **facilitates the collecting process**.
- Sorting **avoids confusion** for those responsible of emptying the bins (janitors, environmental committees).

ADDITIONAL CONTAINERS

In order to facilitate and optimize the collecting and sorting processes, we recommend that you create **a space for recycling**, where you will place recycling bins as well as trash bins.

- **Redeemable containers:** If the use of redeemable containers (bottles, cans, juice boxes) is permitted in the classroom, place a small bin next to the paper and cardboard bin and **clearly indicate it will be used for collecting redeemable containers**. This will help ensure that redeemable containers are not found in the paper and cardboard bin.
- **Batteries:** If you are participating in the battery recycling program, a small reusable container (such as a margarine container) that you will have clearly labeled can be placed in each classroom. Name a student that will be responsible, when the container is full, of **emptying its contents in the green bin** (usually placed at the **reception**) so that the batteries can be collected as part of the NWRSC program. When the green bin is almost full, call 263-3470 or 1-800-561-0456, and an employee of the NWRSC will come pick it up (free).



- **Composting:** If your school is participating in a composting program and students are allowed to eat fruits and vegetables in class, place a clearly labeled container to collect organic material (compost). The organic material can be **transferred daily to the compost bin** according to your school's procedure.



- **Trash:** Lastly, **place the trash bin next to the recycling containers** so that you can dispose of the material that cannot be recycled (e.g. coffee cups, liquids, tissues, trombones, coil binding, granola bar wrappers, pens, caps, straws). The location of the trash bin is important, as it can help **reduce risks of contaminating** recyclable material.

COLLECTING INSTRUCTIONS

- **Unwanted materials:** If there are a few unwanted materials in the blue bin designed for collecting paper and cardboard (e.g. an orange peel, a tissue or an empty cup), the contents of the bin can still be recycled and deposited in the exterior blue bin. However, if a cup of coffee or another liquid has been emptied in the blue bin, the paper and cardboard will be contaminated and therefore, unable to be recycled. **A certain degree of contamination is accepted (except if the paper and cardboard is soiled by a considerable amount of liquid).** You will have to judge according to the situation.

- **Bin contents placed in bag:** Inside the school, place contents of blue bins (paper and small cardboard pieces) in bags so that pieces don't get caught in the wind and dispersed on the school grounds upon pick up. This will also prevent obstruction of drainage holes on the bottom of the exterior bins and keep water from soiling the paper.



- **Cardboard boxes:** To maximize space in exterior bins, **unfold cardboard boxes**. If boxes remain folded, exterior bins will have to be emptied more often, which would result in additional transportation needs (pollution) and costs. Remember that the NWRSC recycling truck is not designed like a garbage truck; it cannot compact materials to reduce their volume.



- **Metal and non-redeemable plastic containers:** If your institution wishes to recycle metal (tin cans, aluminum plates), milk containers (cartons and plastic) and non-redeemable plastic containers (n° 1 to 7, except n° 6), it can do so by **communicating with the NWRSC Solid Waste Service** for details and procedure. Call **263-3470 or 1-800-561-0456**.