



NINE-STEP RECYCLING CHECKLIST:

- ❑ Select a recycling coordinator and team. The team should include different types of building occupants, such as students, staff, parent volunteers, building service employees, lunch aides and PTA representatives
- ❑ File a SERT Action Plan by the last Friday of each September (MCPS Form 201-10)
- ❑ Review your school's data and find other helpful information at: www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/sert.shtm
- ❑ Determine recycling collection sites & collection method
- ❑ Determine the number of recycling containers needed:
 - Minimum of one bin for mixed paper in each classroom and office
 - Additional bins for bottles/cans where needed, including at all vending machines, multipurpose and eating areas
- ❑ Order recycling containers and lids from the MCPS warehouse. (Refer to the MCPS SERT web site for ordering information)
- ❑ Establish a system of communication and education for those involved in the implementation of the recycling programs, as well as for building occupants
- ❑ Make daily and weekly announcements regarding your schools recycling program to ensure compliance
- ❑ For more information or support materials, contact the MCPS SERT Office at 240-314-1090. Free containers (limited supply), container labels, posters, brochures and videos are available

