

Trash On the Lawn Day in Action



Acknowledgements

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About Northeast Resource Recovery Association (NRRA) Founded in 1981, NRRA provides a clearinghouse for current, up-to-date information and a source of technical and marketing assistance in the general areas of waste reduction and recycling. The NRRA is a member driven organization made up of over 400 municipalities, individuals, and businesses in New Hampshire, Vermont, Massachusetts, Connecticut and Southern Maine. NRRA is a non-profit 501(c) organization. NRRA's School Club assists schools in implementing, maintaining and improving recycling programs. To learn more visit www.nrra.net.

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(Cover pictures courtesy of Milford Middle School, Milford, NH)



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TOLD Rental Bin Agreement

NRRA has three TOLD Rental Bins available to NH, VT and MA schools to host their own Trash On the Lawn Day event. This program is sponsored by the NRRA’s School Recycling CLUB and made available through generous grant funding from USDA Rural Development. The goal of this program is to make this fun and educational event accessible to rural areas that might not otherwise have access to The CLUB’s programs. It is also available to schools who want to conduct their own school waste audit in a cost-effective manner.

In the spirit of recycling and to ensure that we are able to continue to offer this program to schools in the future, we ask that you help us by properly maintaining the TOLD bin and contents while they are in your possession.

Here are some basic rules we ask you to adhere to:

1. Make sure your bin arrives in good order and is not damaged. Check the contents for damage as well. Contact NRRA immediately if you find damage. Keep the box for return shipping of your bin. See prepaid label in the back of this manual.
2. Remove the TOLD Teacher Manual from the bin for review and to help guide you in organizing your event. Store your bin in a secure area until your event.
3. NRRA does not require a deposit for the use of the TOLD Rental Bin. However, if the TOLD Rental Bin and contents are not properly cared for and/or if there is any damage as a result, NRRA reserves the right to charge a minimum fee of \$50. An additional fee may be charged if damage to the bin and contents exceeds \$50.
4. Prepaid postage and insurance have been provided by NRRA. The estimated value is \$200.

By signing below, you certify that you agree to follow these rules. Thank you for your cooperation and for doing your part to increase recycling. Good luck with your school waste audit!

X _____
Signature

Expected Return Date

Printed Name Title

School/Community Group/Affiliation

Condition of Bin & Contents Upon Return

NRRA Staff - Out Pick Up or Shipping Date

NRRA Staff – In Return Date



TOLD RENTAL BIN CONTENTS



TOLD Teacher Training Manual with all instructions (Please view video at: **TBD**)

Large, heavy-duty black bags for trash bins (10)

Large, medium weight white or clear bags for recycling bins (10)

Glad FlexForce bags for food waste buckets (prevent leaking) (10)

Signs and clamps to attach them to the bins:

- Trash (2) Use black bags for trash
- Plastic (2)
- Paper (2)
- Cardboard (2) Can tape together with Paper if low volume
- Aluminum (1)
- Steel/Metal (1) Can tape together with Aluminum if low volume
- Compost for food waste buckets (2)
- Glass/Electronics (1) Set aside for adult handling; suggest using a box
- Special Collections (1 each): small boxes; low volume
 - TerraCycle
 - Crayola (markers & highlighters)
 - Milk Cartons
 - Juice Boxes
- Blanks (2) for your own collections (such as straws); just label a piece of tape and attach to sign

Scales & batteries (AAA)

Clipboard w/Field Data Sheet & pens (black/blue/red)

Solar calculator

GreenWorks cleaning wipes in airtight recloseable bag

First aid kit

SCHOOL PROVIDES:

Trash Cans (6-8)

5 gal. buckets (1-2)

Cardboard boxes for smaller collections

Tarps (1 large or 2 medium)

Table/Chairs (1 each, more as needed)

Aprons for special helpers, recycling club, etc.

Gloves for students and teacher/helpers

Paper towels

Clorox wipes

Hand sanitizer

Mop/Hose/All-purpose cleaner for tarps

TOLD PLANNING MEETING OVERVIEW

Gather up a group of stakeholders a week or two in advance of your event –

- Recycling/Environmental Club
- Custodians (their help is vital!)
- School volunteers/parents
- Teachers/Administrators/Staff

Pass out the Pre-Meeting Agenda

View the PowerPoint if time allows – It's only about 30 minutes

<https://attendee.gotowebinar.com/recording/513725211613828611>

Set Goals

Set Date, Time and Location of TOLD

Pre-TOLD assignments (See Press Alert Template, Sample Schedule, Teacher Tips)

Set TOLD event assignments (See Introductory Comments, Weigh Station Instructions, Field Data Sheet, Data Entry Form, Trivia Questions, photographer/videographer)

Bring the TOLD Tool Kit & Manual to review what the school needs to provide (See Materials List – pg. 5)

T.O.L.D. Trash On the Lawn Day



How to Plan and Perform a School-wide Waste Audit



Why Trash On the Lawn Day?

- Leadership development
- Service to your school community
- Grow your environmental club
- Learn about important environmental issues
- Collect baseline data regarding waste generation and management
- Use data to target improvements on campus
- Great addition to your college application and resume



<https://attendee.gotowebinar.com/recording/513725211613828611>

TOLD PLANNING MEETING AGENDA

DATE: _____

Introductions – primary contact _____

Pass around pictures of the Manual Cover Page or past TOLDS you have held or visited; basic description of event or show NRRRA's TOLD PowerPoint Webinar (see pg. 2)

Goals this year – special collections? Markers, pouches, etc.

Select location:

- Close to water hose for cleanup
- Close to recycling & trash dumpsters
- Bad weather alternate location indoors or raindate plan

Set time: 9 am to 1 hour before last bell if possible

Assignments – Pre-Event:

- Publicity (NRRRA Press Alert Template - pg. 8)
- School posters, bulletins, PA announcements & special invitations to dignitaries
- Someone responsible for reminding Facilities to pull trash the day before (no bathroom or medical waste)
- Contact waste hauler, Transfer Station or Waste Mgmt. District to determine what is allowed and what is banned. Town rules may differ from school rules. Also try to get total trash vs. recycling tonnage for the prior year to compare to the national average. (Great trivia question for your students.)

Assignments – Day of Event:

- Staff or students for pictures (must have consent to publish)
- Student helpers for set up – 8-9am
- Student helpers throughout the day (emcee, trivia, sort helpers, tour guide, data weighers, data recorders)
- Student helpers for cleanup – 2 pm?

Final data to NRRRA to produce table and interpret results for announcement to school.

Final Press Release to papers w/pictures (All pictures must be approved by the Principal)



TOLD PLANNING MEETING SIGN UP SHEET



SCHOOL: _____

DATE: _____

NAME (PLS. PRINT)

EMAIL

PHONE

NAME (PLS. PRINT)	EMAIL	PHONE



TOLD MATERIALS LIST SCHOOL PROVIDES:



TRASH: Make sure the custodian has saved all trash from the previous day (NO bathroom or nurse's station waste); you'll need about 2-3 bags per group

Large Tarp or 2 Small Tarps (if using 2, make sure to tape them securely to each other to prevent tripping)

- Weights for corners if done outside (horseshoes work well)
- Duct tape for edges if inside (with custodian approval). Bright green works well-highly visible to avoid tripping

6-8 Metal Frames or Trash Cans (to hold trash/recycling bags) You may want to collect individual samples to show: plastic bottles w/caps to show recycling triangle; clean, dry paper/cardboard; aluminum lids from applesauce, milk/juice cartons, etc.

1-2 5-gal. buckets for food waste and liquids

1 Box for glass & electronics

Optional Signs & Boxes: Signs are provided for special collections for TerraCycle, markers/highlighters for Crayola, Milk Cartons and Juice Boxes; blank signs have been provided for special collections such as straws or plastic ware (to focus on eliminating), etc.

Weigh Station: Table, chairs

Gloves for all & optional **aprons** for special helpers. You might want to consider surgical masks for allergy sensitive students.

Cleanup Materials: Broom and dustpan, general purpose tarp cleaner, mop, hose, paper towels, hand sanitizer

TOLD SAMPLE SCHEDULE

08:00 – 09:00	SET UP
09:10 – 10:00	GROUP 1 (40-50 students recommended)
10:10 – 11:00	GROUP 2
11:10 – 12:00	GROUP 3
12:00 – 12:30	LUNCH BREAK
12:30 – 01:20	GROUP 4
01:30 – 02:20	GROUP 5 (if needed)
02:20 – 03:00	CLEAN UP & PACK UP

NOTES:

- Larger Groups should have alternate activity as they wait their turn – i.e., recycling trivia, recycling game, etc.
- Recommend smaller groups for elementary students

TRASH ON THE LAWN DAY (TOLD) WHAT TO EXPECT

DATE: _____

TIME: _____

ORGANIZER: _____

Trash On the Lawn Day is a day-long event for students to evaluate how well they are doing at recycling in their school. The custodians will gather a day's trash (from the day before) for the event. This will be common waste from throughout the school, but nothing from the bathrooms or nurse's station.

Tarps will be laid outside (or inside, if poor weather), labeled bins are set up and gloves will be handed out to the students and staff who want to participate. (Setting up, helping with the event and cleaning up are great activities for your Recycling Club students.) Groups of students (usually 1-2 classes) will be brought out to the sorting site, throughout the day.

After a brief introduction, trash will be weighed and recorded, then spread on the tarps for groups of 5-6 students to sort into the labeled bins. Special collections for straws, food waste or fundraising items might be included. As the bins fill up, bags will be weighed into their sorted categories and set aside. If students are squeamish about sorting trash, there are other activities such as monitoring the bins, weighing the bags, recording the data and litter pick up. Also, we encourage the students to develop their own recycling game, trivia or activity to occupy the larger group while other students are sorting. You may have a student who would like to emcee this activity.

Classes will visit the sorting area throughout the day. Everything should be cleaned and packed up at the end of the day. Student helpers are welcome to assist the organizers and custodians. After your data is submitted to NRRA, a report will be created and sent to the school so results can be announced to the students.

TEACHER TIPS:

Students should be reminded the day before the TOLD event to wear older clothes, jeans and outerwear suitable for the predicted weather; no open-toed shoes, flip-flops or heels. Be prepared to have students wipe their shoes before entering the school (the tarps can get messy).

Teachers can assist with handing out the gloves. Teachers are welcome to participate in the sort or assist in coaching the students.

Leading up to the event, teachers may want to incorporate recycling topics into their daily assignments. Students could be encouraged to make posters or set up a bulletin board about recycling. They might be allowed to make daily announcements with recycling facts and figures.

Some schools may set up a competition between classes or groups on projected waste figures, poundage, etc.

Contact: Title Phone: Email:	School Address City, ST ZIP Website:	SCHOOL NAME & LOGO
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PRESS ALERT – 01/01/19 - **TEMPLATE**

Hello:

This Press Alert is to let you know that **SCHOOL NAME** will conduct a Trash On the Lawn Day (TOLD) event on **Day, Date & Time**.

Trash On the Lawn Day is a thought-provoking hands-on learning project for students that assesses a school’s waste management policies and opportunities for improvement, while fostering student leadership.

Student leaders organize a waste sort of an entire day’s worth of trash. After being weighed, the trash is sorted into categories, weighed again and recorded by the students to produce a report showing how much could have been diverted from the waste stream.

Please make note of the following information:

DAY, DATE & TIME
School Name
Street Address
City, ST ZIP
Phone

Invitations have been sent to local press representatives. We hope that you are able to cover this student recycling event and photo opportunity. Please allow time to check in at the school office.

Weather Or Not: This event is usually done outdoors but may be moved indoors due to inclement weather. Please dress accordingly.

The School Recycling CLUB (The CLUB) is a program for all schools in the Northeast and is supported by NRRRA and NH the Beautiful. For students and teachers in grades K-12, The CLUB serves as a centralized organization to become more active in the world of recycling. The CLUB is a fun and innovative way to give kids encouragement, direction and networking possibilities for school recycling programs. For more information, <http://www.schoolrecycling.net/>

The Northeast Resource Recovery Association (NRRRA) is a proactive, non-profit cooperative working with its membership to make their recycling programs strong, efficient and financially successful. For more information, <http://www.nrra.net/>

(IF FUNDED BY NHTB, INCLUDE THIS) New Hampshire the Beautiful, Inc. (NHtB) has been a longtime supporter of NRRRA’s School Recycling CLUB and environmental education in NH. NHtB is a private non-profit charitable trust founded in 1983 and supported by the soft drink, malt beverage and grocery industries of New Hampshire. NHtB offers municipal recycling grants, recycling education grants (over \$2.5 million), recycling signs, anti-litter programs and technical assistance. NHtB is a unique organization that represents a voluntarily-funded alternative to expensive legislation intended to achieve the same end results. For more information, visit www.nhthebeautiful.org/.



TOLD MATERIALS LIST SET UP PROCEDURE



Make sure the custodian has saved all trash from the previous day (NO bathroom or nurse's station waste); you'll need about 2-3 bags per group (set to one side near weigh station)

Spread Large Tarp (if using 2, make sure to tape them securely to each other to prevent tripping)

- Weights for corners if outside (horseshoes work well; bricks or rocks)
- Duct tape for edges if inside (with custodian approval) Bright green works well

Set up 6-8 Metal Frames or Trash cans along the tarp

- Line 1 or 2 with large, heavy-duty black bags for trash (one on each end if 2)
- Line others w/ large, medium weight white or clear bags for recycling
- Recommend having samples of each category of recyclables to demonstrate (i.e., caps on or off, which plastic recycling number accepted, wet & dry paper/cardboard, banned items, etc.)

1-2 5-gal. buckets for food waste and liquids – Line with Glad FlexForce bags to prevent leaking when weighing (small buckets keep them manageable for weighing). Recommend using 2 clamps because food waste gets heavy and pulls the bag into the bucket.

Clamp Signs on each bin for each sorting category (2 clamps if windy). Signs provided: Trash (2), Plastic, Paper/Cardboard (2), Aluminum/Steel/Metal, Compost/Food Waste (2), Glass/Electronics (set aside-adult handling)

Optional Signs: Special collections for TerraCycle, markers/highlighters for Crayola, Milk Cartons and Juice Boxes. You can use boxes for small collections. Blank signs have been provided for other special collections – such as straws or plastic ware (to focus on eliminating) - use tape and a marker to label.

Set Up Weigh Station: Table, chairs, scales (must be on flat hard surface for accuracy), clipboard & pen, field data sheet, first aid kit

Hand out Gloves for all & aprons for special helpers- possibly surgical masks for sensitive students.

Run through introduction – mention allergies so teachers can screen students

Select bin monitors to make sure right items are going into their bin (very important!)

Weigh unsorted trash bag – have student weigh self, then weigh again holding the bag, subtract difference for bag weight, record on the data sheet (May want to do this a couple of times to ensure accuracy)

Dump trash (1 or 2 bags) onto tarp; pick up a couple different items for examples

Allow 5-8 students to sort, making sure to rotate them out so everyone has a turn

As sorted bins fill up, pull them out of the bin line, replace the filled bag with a clean bag and reclamp the sign; move bin back into line

Take the sorted bag to the weigh station; tell data recorder what category of sorted material you have (trash, paper, plastic, compost/food waste, etc.)

Weigh the bag as before but record the sorted material in a separate column and move the sorted bag well away from the unsorted – designate a separate area for sorted (Very Important).

- Sorted Recycling should all be in clear/white bags for easy identification
- Sorted Trash should all be in black bags

As each class completes their rotation, have them clean up the tarps with a broom and dustpan before the next group.

Check to see if any bins need new bags; don't let them get overfull or they will be difficult to weigh

Once all groups are done, weigh all the final sorted bags. Don't forget your special collections! Unsorted bag weight should equal sorted bag weight. Send the data to NRRA and we will produce a report based on current commodity values showing how much your school could have saved by recycling.

SCHOOL CLASS ROTATION SCHEDULE

<u>From</u>	<u>To</u>	<u>Activity</u>
_____	– _____	SET UP
_____	– _____	GROUP 1 _____
_____	– _____	GROUP 2 _____
_____	– _____	GROUP 3 _____
_____	– _____	LUNCH BREAK
_____	– _____	GROUP 4 _____
_____	– _____	GROUP 5 (if needed) _____
_____	– _____	CLEAN UP & PACK UP

NOTES:

- 30-40 Students per group recommended
- Larger Groups should have alternate activity as they wait their turn – i.e., trivia, game, etc.
- Recommend smaller groups for elementary students
- Could possibly use the Lunch Break for an additional group

TOLD INTRODUCTORY COMMENTS – _____

WELCOME: Welcome to Trash On the Lawn Day. My name is _____ and I represent _____ . With me today is/are _____ from _____ who are assisting with this event (+ any Special Guests).

WHY (SAMPLE QUESTIONS): (hand out gloves and help students put them on)

- Who can tell me why is it important to recycle?
- What happens to your trash at home?
- Have you heard about all the plastics that are building up in the ocean?
- What happens to the animals that live in the ocean?
- Do you know what composting is?

If we recycle everything we can and keep it out of the landfill, we save resources, protect the environment and help make a cleaner planet.

GOAL: Our goal today is to sort an average day's trash from your school (not including bathroom or medical waste). We're going to see how good you are doing your recycling, and look for ways to do better. Let's try to keep the trash on the blue tarps to make the custodians happy!

GLOVES: Everyone should put on a pair of gloves. (If latex or rubber gloves) Your hands may get a little sweaty inside and that is normal. When we are all done, there is a way of taking them off so your hands stay clean – simply peel them off from the wrist over the fingers.

BINS: Bins have been set up and labeled for this sort; monitors will be assigned to help you: (Show samples for each bin including questionable items like pencils, bottle caps, etc.)

- Paper – no paint or goo, no brown paper
- Plastic – anything with a recycling triangle and number; include caps if allowed (plastic bags should NOT go in the bin-take them to the grocery store for recycling)
- Metal – aluminum and steel cans, foil lids only; no foil drink pouches
- Compost (1-2 small buckets) – Food and liquids only, no containers or plastic wrap
- **OPTIONAL:** Milk Cartons & Juice Boxes – waxy cartons only, no straws, no foil drink pouches; dump liquids in the compost bucket
- **OPTIONAL:** Markers – All markers and highlighters (no pens or pencils) – these will be recycled to convert into clean fuel
- **OPTIONAL:** Bucket for glass, electronics (bring to adult for safe storage)

- **TRASH** – anything not sorted above; i.e., plastic bags, brown or icky paper, broken toys, pens, pencils, gum, etc.

WEIGH: We will first weigh the unsorted trash, dump it out onto the tarp and sort it into bins. When each bin fills up, the bin monitor will remove it and put in a new clear or black bag; the full sorted bag will be weighed and recorded at the weigh station. Sorted bags should be moved to a separate area so as not to be confused with unsorted. You may want to put up a sign for the “sorted” area.

RESULT: At the end of the day, we should have a pretty good idea of how much “trash” could have been recycled and diverted from the landfill.

ASSIGNMENTS: OK, where are our:

- **Helpers** (2-3) – from recycling club or class (aprons, gloves & nametags)
- **Weighers & Readers** (2) – (Recommend teacher or adult to supervise) Your job is to weigh the trash before and sorted bags after (weigh yourself, then weigh yourself with the bag and subtract to get the weight of the bag) (Do this a couple of times to ensure accuracy)
- **Recorder** (1) - Record the results on paper noting the category & weight (staff)
- **Bin monitors** (gloves & aprons if you have enough) to help students find the right bag or bin (it helps to have 1 or 2 teachers to help the monitors)
- **Sorters** to sort the trash from recyclables (Groups of 5 or 6 only) (**SORTING TIP:** Grab all like objects at the same time – all clean paper, all food waste, all milk cartons, etc.) We will change sorters every 10-15 minutes so that everyone that wants to will have a chance to sort
- **Litter Pickup** – if the wind comes up we may need people to collect the litter

EXAMPLE: Weigh & record 1 bag, dump it out on the tarp, go through a couple of examples from the pile; start the sort, adding bags as needed and coaching the students

OPTIONAL: Other possible activities – Trivia, Recycle Rally, games, songs, competition between classes, displays, etc.

WRAP-UP: (5 mins. before end) Ask the students:

- what surprised them
- how could we reduce food waste
- what did you see the most of in the trash
- what can you do differently in the classroom to reduce waste
- do you have any questions or comments

TOLD WEIGH STATION INSTRUCTIONS

STAFFING & PROCEDURES: (Students can be rotated in so each gets a turn)

- **1 STUDENT TO WEIGH** EACH BAG OF TRASH BEFORE SORTING – WEIGH SELF ALONE, THEN WEIGH HOLDING BAG, USING CALCULATOR, SUBTRACT SELF WEIGHT TO GET NET WEIGHT OF BAG
- **1 STUDENT TO READ SCALES** DURING WEIGHING WHILE OTHER STUDENT GETS ON AND OFF SCALES; IT'S HELPFUL TO DO THIS A COUPLE OF TIMES FOR ACCURACY
- **1 STUDENT TO RECORD DATA** – COUNT EACH BAG, RECORD WEIGHT AND CODE BY HAND ON TO FIELD DATA SHEET PROVIDED; THERE ARE 2 COLUMNS – ONE FOR UNSORTED AND ONE FOR SORTED (PLEASE BE LEGIBLE!)
- MOVE WEIGHED TRASH BAGS OVER TO TARP FOR SORTING
- AFTER THE SORTING BEGINS, THE SORTING BINS WILL FILL UP; TAKE OUT THE FULL BAGS AND REPLACE WITH A NEW BAG AS NEEDED
- BRING FULL SORTED BAGS TO WEIGH STATION; FOLLOW WEIGHING PROCEDURE ABOVE TO GET NET WEIGHT; MAKE SURE DATA RECORDER KNOWS WHICH CODE TO USE (I.E., PLASTICS, COMPOST, ETC.)
- MOVE SORTED BAGS TO A SEPARATE AREA SO THEY ARE NOT CONFUSED WITH UNSORTED BAGS; **NOTE:** YOU WILL HAVE SOME TRASH AFTER SORTING; THESE MUST ALSO BE WEIGHED AND SEPARATED WITH THE OTHER RECYCLABLES FOR REPORTING PURPOSES; KEEP SORTED TRASH WELL AWAY FROM UNSORTED TRASH TO AVOID CONFUSION
- WHEN ALL BAGS HAVE BEEN SORTED AND GROUPED INTO PILES BY TYPE, YOU MAY WANT TO TAKE PICTURES FOR A VISUAL RECORD TO GO WITH YOUR FINAL REPORT FROM NRRRA. SEE PROCEDURE TO SUBMIT DATA (Pg. 19).



FIELD DATA SHEET



SCHOOL: _____

DATE: _____

UNSORTED		
BAG #	WEIGHT	CODE

SORTED		
BAG #	WEIGHT	CODE

CODES					
A	Aluminum	G	Glass	S	Steel/Metal
CB	Cardboard	PL	Plastic	TF	Terracycle/Fundraiser
FD	Food/Compost	PPR	Paper	TR	Trash

TRIVIA

HOW LONG DOES IT TAKE TO DECOMPOSE IN A LANDFILL (MIX THEM UP)?

(From US Bureau of Land Management - <http://www.blm.gov/education/Int/background/packing.htm>)

BANANA	3-4 WEEKS
PAPER BAG	1 MONTH
COTTON RAG	5 MONTHS
WOOL SOCK	1 YEAR
CIGARETTE BUTT	2-5 YEARS
LEATHER BOOT	40-50 YEARS
RUBBER SOLE (OF A BOOT)	50-80 YEARS
TIN CAN (Soup can)	80-100 YEARS
ALUMINUM CAN	200-500 YEARS
PLASTIC 6-PACK RING	450 YEARS
PLASTIC JUG	1 MILLION YEARS
STYROFOAM CUP	UNKNOWN/FOREVER
GLASS BOTTLE	UNKNOWN/FOREVER

HOW MANY TIMES CAN IT BE RECYCLED (MIX THEM UP)?

(From Earth911.com - <https://earth911.com/business-policy/how-many-times-recycled/>)

Aluminum Can	Forever
Steel	Forever
Glass	Forever
Food waste & Organics	Forever
Paper	5-7 times
Plastic	1-2 times

More Trivia Questions

3 R's of the Common Core (NRRA Curricula)

What kind of things do we throw away? In Class? In the Cafeteria?

What is waste? (Things we don't use or want anymore)

What are resources? (Things we use, need or value)

Name 1 thing that is waste. (plastic bags)

Name 1 thing that is a resource. (aluminum cans)

Name 1 thing you throw away that could be a resource instead of waste. (food)

Packaging – Styrofoam egg carton vs. paper egg carton

Why do we have to take the trash away? Where does it go?

Teaching Toxics (NRRA Curricula)

What happens when we pour something down the drain?

Where does water from your school go? (septic/sewer)



TOLD DATA REPORTING PROCEDURE



At the end of the event, collect all data sheets. Confirm that all data has been recorded and cross checked against the final number of sorted bags. Re-weigh any questionable bags if needed. Make sure all data is legible and confirm with data collector as needed. Unsorted weight should equal sorted weight.

Information that must be included in the initial report are:

- School Name, Contact Person, Date of TOLD Event
- Final Data must be submitted on the NRRA Field Data Sheet. You will find an example of this in the TOLD manual; copy as needed.
- How much pre-sort trash was originally collected for separation (i.e., number of bags and weight of bags)
- Sorted bags by type (i.e., paper, plastic, remaining trash, etc.) and weight of each bag

All TOLD data needs to be clearly reported and emailed directly to The School Recycling CLUB at theclub@nrra.net or faxed to 603-736-4402 for further processing.

Once we have your data, we will enter it into a summary report based on the current commodity values. (See next page for Sample Report.) You will receive a copy of this report which will show the value of your sorted materials and projected annual savings. This data may be used in your final Press Release. (See Template on page 21).

We encourage you to share the final TOLD report with all event participants, school administration, business manager, school district and any other interested parties such as your Transfer Station or Waste Management District. The results can be announced over the PA, posted on a bulletin board and social media, or in the school newsletter.

Feel free to contact us with any questions!



c/o Northeast Resource Recovery Association
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Phone: 603.736.4401 Fax: 603.736.4402
E-Mail: theclub@nrra.net Web: www.schoolrecycling.net

Sort	Daily	Yearly	\$\$ Value	Yearly Cost
Bags Sorted:	17	3,230	\$ (0.040)	\$ (1,421.20)
Total Weight Unsorted	187.00	35,530.00		
Average Weight				
Contents				
Trash	93.50	17,765.0	\$ (0.040)	\$ (710.60)
Compost (inc. liquids)	32.58	6,190.8	\$ 0.025	\$ (247.63)
Cardboard	22.67	4,306.7	\$ 0.043	\$ (172.27)
Plastics	14.17	2,691.7	\$ 0.000	\$ (107.67)
Paper	12.75	2,422.5	\$ 0.020	\$ (96.90)
Steel Cans/Metals	9.92	1,884.2	\$ 0.020	\$ (75.37)
Aluminum Cans	1.42	269.2	\$ 0.000	\$ (10.77)
Glass	-	-	\$ (0.015)	\$ -
Total	132	100%		

Daily Trash (in # of Bags)	0
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\$ (286.38) Should Cost (Fully sorted)
 \$ 1,134.82 TOTAL YEARLY POTENTIAL SAVINGS

Bag Weights:	Weight
1	8
2	7
3	6
4	1
5	20
6	5
7	6
8	20
9	10
10	3
11	20
12	10
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
TOTAL WEIGHT UNSORTED	116

Contact: Title Email:	School Address City, ST ZIP Website:	SCHOOL NAME & LOGO
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PRESS RELEASE – 01/01/19 - **TEMPLATE**

SCHOOL Hosts Trash On the Lawn Day

CITY, ST – SCHOOL NAME students were focused on recycling rules as they conducted a school waste audit, known as Trash On the Lawn Day (T.O.L.D.), on **DAY, DATE**. **ORGANIZERS** trained **XXX** students how to identify and pull recyclables from a sampling of typical school trash. The **SCHOOL NAME** Recycling Club students assisted throughout the day, coaching and asking trivia questions while their classmates took turns sorting.

Each group of students was given several bags of trash which were weighed, sorted, then weighed again. When sorting was completed the students had a visual record of how much waste could have been diverted from the landfill. **(MENTION SPECIAL COLLECTIONS IF ANY.)** When the sort was over, the students saw opportunities for better recycling. The students asked lots of questions and learned that diverting recyclables and reducing food waste saves energy, natural resources and landfill space.

Many thanks to **(NAMES OF ORGANIZERS, CLUBS, HELPERS)** who organized this event. They set up the schedule, organized the classes and supervised the student helpers throughout the day. Special thanks to **(CUSTODIAN’S NAME)** and his staff, who were very helpful with logistics, set up and especially clean up. This event would not have been possible without the support and assistance of **(PRINCIPAL NAME)**, who was instrumental in overseeing this all-day event.

The School Recycling CLUB (The CLUB) is a program for all schools in New England and is supported by NRRA and NH the Beautiful. For students and teachers in grades K-12, The CLUB serves as a centralized organization to become more active in the world of recycling. The CLUB is a fun and innovative way to give kids encouragement, direction and networking possibilities for school recycling programs. For more information, visit www.schoolrecycling.net.

The Northeast Resource Recovery Association (NRRA) is a proactive, non-profit organization formed in 1981 that works with its membership to make their recycling programs strong, efficient and financially successful. For more information, visit www.nrna.net.

(IF FUNDED BY NHTB, INCLUDE THIS) New Hampshire the Beautiful, Inc. (NHtB) has been a longtime supporter of NRRA’s School Recycling CLUB and environmental education in NH. NHtB is a private non-profit charitable trust founded in 1983 and supported by the soft drink, malt beverage and grocery industries of New Hampshire. NHtB offers municipal recycling grants, recycling education grants (over \$2.5 million), recycling signs, anti-litter programs and technical assistance. NHtB is a unique organization that represents a voluntarily-funded alternative to expensive legislation intended to achieve the same end results. For more information, visit www.nhthebeautiful.org/.

ALL PHOTOS MUST BE PRE-APPROVED BY SCHOOL PRINCIPAL

(Please send a copy to NRRRA to include in the monthly newsletters!)

PHOTO 1: Use these boxes to describe and credit photos

PHOTO 2:

PHOTO 3:



TOLD RENTAL BIN RETURN CHECKLIST



All returned items should be clean and in good working order per TOLD Rental Bin Agreement.

- TOLD Teacher Training Manual with all instructions
- Large, heavy-duty black bags for trash bins (unused)
- Large, medium weight white or clear bags for recycling bins (unused)
- Glad FlexForce bags for food waste buckets (prevent leaking) (unused)
- Large clamps (12)
- Medium clamps (24)
- Signs (19 total):
 - ___ Trash (2)
 - ___ Plastic (2)
 - ___ Paper (2)
 - ___ Cardboard (2)
 - ___ Aluminum (1)
 - ___ Steel/Metal (1)
 - ___ Compost for food waste buckets (2)
 - ___ Glass/Electronics (1)
 - ___ TerraCycle (1)
 - ___ Crayola (1)
 - ___ Milk Cartons (1)
 - ___ Juice Boxes (1)
 - ___ Blanks (2)
- Scales & unused batteries (AAA)
- Clipboard
- Pens (~ 16, black/blue/red)
- Solar calculator
- GreenWorks cleaning wipes – Please secure in airtight bag to prevent leakage!
- First aid kit

- Before final packing, remove shipping label from the back of this manual to return your bin to NRRA**