



GARBAGE AND RECYCLING PROCESS OVERVIEW

Procedures

1. Locking of Bin Doors

All outdoor bin doors, garbage and recycling, must be kept locked and should not be propped open for the day. (The District has suffered arson damage to open bins and the community has also placed personal garbage into District bins.)

2. Recycling of Materials

All schools have items identified that are "recycle blue bin" compliant, as per the Central Okanagan Regional District Waste Management program. The District provides recycling blue bins and recycling posters to the school site for use. Regular transfer of recycling to the outdoor recycling bins by custodial staff, or designate. All recycling is to be in clear recycling bags and tied in preparation to be placed in the outdoor bins. Operations will pick up the recycling from the outdoor bins weekly, or as required.

3. Garbage Must be Bagged and Tied

For health and safety reasons, please ensure that all garbage placed in bins is bagged, and that the bags are tied closed. A particular health concern is refuse from emptied vacuum cleaners. Placing garbage directly into bins without bagging first creates odour problems and attracts wasps and other insects. All used mechanical system air filters should be bagged and tied. Recycling should not be included in the garbage waste stream.

4. Glass Products Placed in District Garbage Bins

4.1 Fluorescent Tubes - contain a phosphorous coating that can cause respiratory or skin irritations. The potential for injury from flying shards of glass is a serious concern. Fluorescent lamps are to be placed into the shipping boxes that come with the new lamps and referred through the Head Custodian for recycling. Place tape around the box for extra support. Write the number of used fluorescent tubes inside. The Head Custodian will submit a work order for pick up and recycling.

4.2 Broken Glass, Windows - The school is to ensure the area with a broken window or glass is clearly identified as a safety hazard to keep public, staff and students away from the hazard. Contact the Operations Department to address the broken glass. Operations, typically custodial, will clean up the glass and place in a cardboard box for safety. Operations, typically the glazier, will make the location safe, secure and remove all broken glass from site for disposal at the Operations yard until final repair is completed. NO Glass is to be placed into the garbage or recycling.

5. Industrial Education Shop Materials

Do not place large, heavy items in garbage bins as it can be a safety issue with materials hanging up. Upon request, purchasing will send a metal or wood recycling bin to the school site. The school will contact Central Stores for pick up of the bin, as required. Schools will be responsible for the cost of the bins.

6. Styrofoam Products

Styrofoam will be placed in clear recycling bags and stored on site. The school will contact, via the work order system, Central Stores for pick up.

7. Batteries

Each school site has a battery recycling bin, brown in colour. As required, the school or site will contact Central Stores, via work order, to pick up the battery bin.

8. Organic Waste

Organic waste is managed on a school base level. At this time, organics are included in our garbage waste removal stream.

9. Textbooks and Binders

The school site is to contact Central Stores to request a separate "book bin" to place the textbooks and binders. Once full, contact Central Stores for removal.

Relevant Board Policy: N/A

Developed by: Director of Operations

Date Agreed: September 1, 2003

Date Amended: June 3, 2011, April 1, 2019

Related Documents: