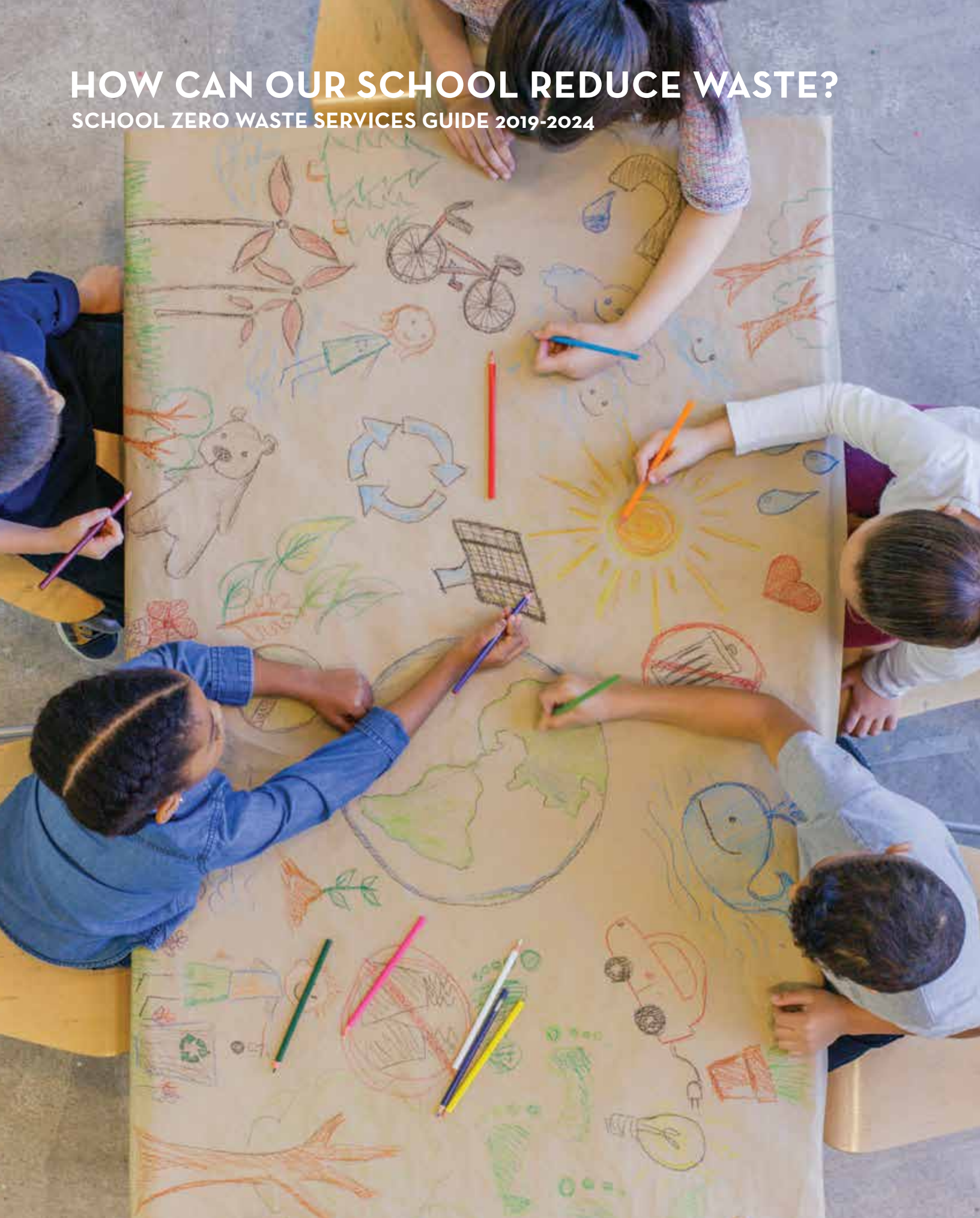


# HOW CAN OUR SCHOOL REDUCE WASTE?

SCHOOL ZERO WASTE SERVICES GUIDE 2019-2024





# CASTRO VALLEY SANITARY DISTRICT

(CVSan) is a local public agency committed to providing safe, efficient, and effective zero waste and wastewater services. CVSan works on behalf of residents to plan and implement programs designed to meet state and local mandates for waste diversion through education and best practices.

## Alameda County Industries (ACI)

CVSan has a 10-year municipal solid waste (recycling, organics, garbage, and construction and demolition debris) collection and processing agreement with Alameda County Industries (ACI) from May 1, 2019 - June 30, 2029. ACI has provided collection services since 1997, and currently contracts with the Cities of Alameda and San Leandro. ACI's main office is located at 610 Aladdin Avenue in San Leandro and you can learn more at

[AlamedaCountyIndustries.com](http://AlamedaCountyIndustries.com).



## ZERO WASTE BY 2029



## WHAT IS ZERO WASTE?

Zero Waste means designing and managing products and processes to avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them. CVSan schools have been selecting their paths to Zero Waste by practicing the 4Rs (Reduce, Reuse, Recycle, and Rot). When possible, the best option is to prevent or reduce the amount of waste that is generated in the first place. The next best option is to reuse items.

CVSan schools play an important role in achieving Zero Waste by 2029.

## ON THE COVER

For a zero waste school like this, packing paper is reused

Crayons and pens are shared year to year



Earth is zero waste as there is no waste in nature

# CVSAN SCHOOLS PROGRAMS

For more than two decades, CVSan has been providing technical and financial assistance to design and improve waste reduction and recycling programs in Castro Valley schools. Learn about our programs and resources to help your school send less to the landfill.



## Green Ribbon Schools Program

Since 2007, this program has been rewarding schools for their sustainable waste reduction and recycling programs. Annual awards range from \$1,500 to over \$3,000 per school, per school year. Learn more on page 4 and at [cvsan.org/GreenRibbon](http://cvsan.org/GreenRibbon).



## Student Environmental Leader in Waste Reduction Scholarship

In 2013, CVSan developed this scholarship as a way to recognize students who are helping their school to reduce waste through the 4Rs: Reduce, Reuse, Recycle, and Rot. Read page 8 and visit [cvsan.org/StudentScholarship](http://cvsan.org/StudentScholarship) to learn more.



## Waste Audits

Since 2011, school waste audits have been identifying the amount and type of material being thrown away as garbage that could have been recycled or composted. Waste audits are an exciting learning activity for students, teachers, and parents. Flip to page 5 to learn more.



## Technical Assistance and Donation Requests

CVSan donates recycling containers, signs, bags, and recycled products to Castro Valley schools. Our staff can also provide technical assistance, such as a free site assessment of your school's potential to prevent waste, recycle, and compost. Learn more on page 6.



## 4Rs Field Trip and Speakers

CVSan has proudly offered the 4Rs field trip for third graders for almost two decades. CVSan speakers are also available to present engaging multimedia presentations to teachers and staff, after-school programs, and other school groups. Learn more on page 7 and at [cvsan.org/4RsFieldTrip](http://cvsan.org/4RsFieldTrip).



## Earth Day clean-up with Free Compost & Mulch

Each April since 2003, CVSan partners with schools, parks, and local organizations and government agencies at the Earth Day clean-up event. Over 500 volunteers participate, clearing plant debris, picking up litter, and beautifying Castro Valley. Sign up at [cvsan.org/ED](http://cvsan.org/ED).



# ZERO WASTE CHARACTERS

Say hello to our friends - Zero, Little Miss Reduce, Again!, Blue, and Green - who represent Zero Waste and the 4Rs (Reduce, Reuse, Recycle, Rot)! These lovable characters help educate students through signs, posters, a six-minute animated movie, and the award-winning activity book given to all third grade students at 4Rs field trips.



**Zero** shows us how to be more harmonious with nature by changing bad habits. Discarded materials in her path are redesigned to become resources for others to use. Zero shows us how to eliminate waste and how to conserve and recover all resources, instead of burning or burying them.



**Little Miss Reduce** plans ahead to make less waste from the start. She and her friends pick nutritious fruit for neighbors in need and host canning parties to make delicious jams and salsa from unusually shaped strawberries and tomatoes.



**Again!** is a reuse superhero who protects the planet from single-use products. She wears an infinity mask and has the power to see value in reuse. She teaches us how to fix broken things and buy things used instead of new.



**Blue** is a super recycler who transforms used paper, plastic, metal, and glass materials into new products. He gobbles up plastic with #1-7 on it, but foam gives him a tummy ache. Blue shows us how recycling helps protect the Earth and its natural resources.



**Green** creates nutritious compost for the Earth out of plant debris, food scraps, and food-soiled paper. Green learns from his daughter, Little Miss Reduce, not to send food to the landfill because it releases methane and carbon dioxide (CO<sub>2</sub>) gas and adds to global warming.

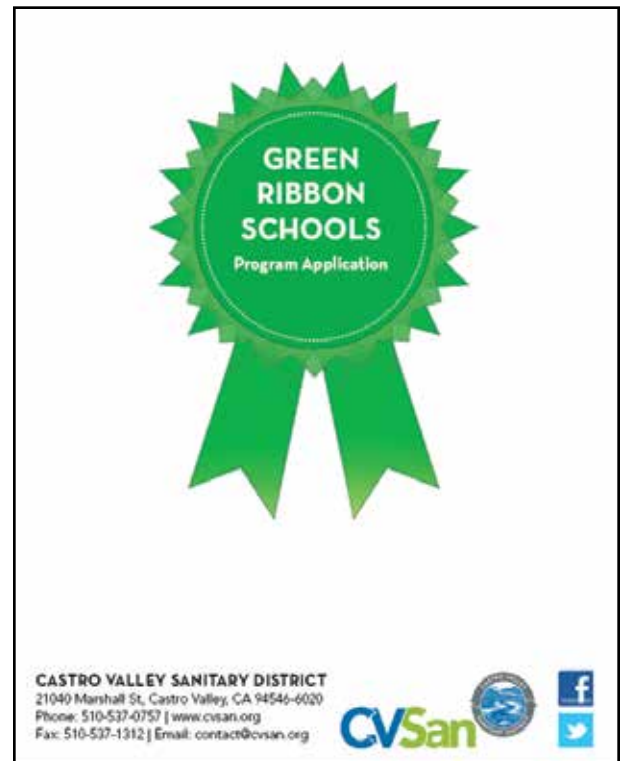


**Zero Waste Characters Movie**  
Our characters are movie stars! Travel with Zero, Little Miss Reduce, Again!, Blue, and Green through the 4Rs, a landfill, and to Zero Waste. You can view and share the movie anytime at [bit.ly/CVSanFieldTrip](http://bit.ly/CVSanFieldTrip).

# GREEN RIBBON SCHOOLS PROGRAM

Since 2007, CVSan's Green Ribbon Schools Program offers an incentive to schools to reduce waste and rewards them for their efforts. Certified Green Ribbon schools are rewarded with:

- A cash award for each year certification is achieved. Awards can range from \$1,500 to over \$3,000 per school, per school year. As of July 2019, over \$280,000 has been given out to schools.
- A reusable banner showing Green Ribbon Certification.
- Recognition at a CVSan Board of Directors meeting.
- Media promotion in CVSan publications and the Castro Valley Forum.
- Garbage cost savings from reducing your waste.



## TO BECOME A GREEN RIBBON SCHOOL:

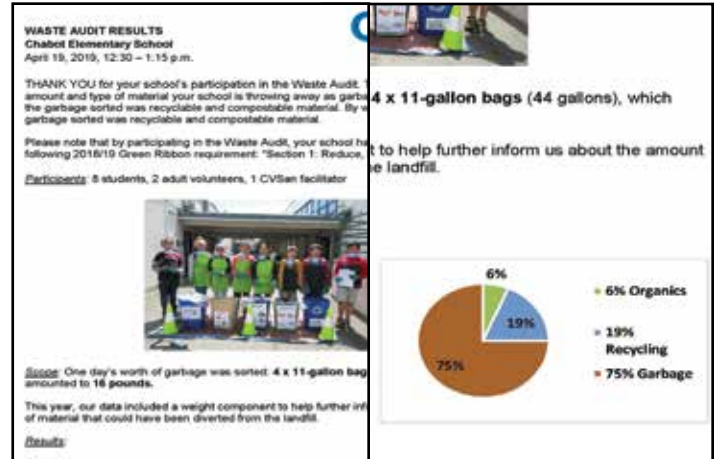
1. Obtain a Green Ribbon Schools Program application at [cvsan.org/Green Ribbon](http://cvsan.org/GreenRibbon).
2. Complete all program requirements.
3. Complete an application at [cvsan.org/GreenRibbon](http://cvsan.org/GreenRibbon). CVSan must receive completed applications by the deadline. Late applications will not be accepted.
4. CVSan will conduct a site visit at your school. After a successful evaluation, your school will become a Certified Green Ribbon school!





# SCHOOL WASTE AUDITS

A waste audit identifies the type of materials found in the garbage which could have been recycled or composted. For example, we find paper and plastic in the garbage that could have been recycled in the blue bin. Waste audits are an exciting learning activity for students, teachers, and parent volunteers to see firsthand what they can recycle or compost, instead of send to the landfill.



**Safety Is Number One** – CVSsan takes extra precautions to make sure all waste audits are conducted safely. CVSsan staff members inform schools about proper attire, including long pants, long sleeves, and closed-toed shoes. CVSsan provides proper personal protective equipment, such as aprons, masks, and gloves.

**Waste Audit Data and Improvements** – CVSsan staff compile the data from the waste audit, create a report of the findings, and suggest strategies to help reduce waste in the future. Waste audit results are presented to school staff. They are an important part of improving waste reduction programs.



**Contact CVSsan to Schedule** – Schedule your school waste audit by emailing [contact@cvsan.org](mailto:contact@cvsan.org) or by calling us at 510-537-0757. During the waste audit, CVSsan staff, along with ten students and two parent volunteers from your school, will sort one day's worth of garbage to determine what could have been recycled or composted. Waste Audits are mandatory for all Green Ribbon Schools.

**Tip** – Avoid scheduling the waste audit after an event at the school, after a minimum school day, or during field trips. These special circumstances will misrepresent the waste generated at your school.

# DONATIONS, ASSISTANCE, AND CUSTODIANS

Schools are an important part of CVSan's goal to reduce materials sent to landfills. CVSan supports Castro Valley Schools in a number of ways.



**Donation Requests** – CVSan donates containers, signs, and trolleys, which can be customized to fill the needs of individual schools. Containers are available for classrooms, offices, the cafeteria and other common areas.

Do you have an upcoming event or cleanout? Contact CVSan for free debris boxes for recycling, organics, compost, and mulch, as well as signage to identify what goes where. A request form is available at [cvsan.org/DRForm](http://cvsan.org/DRForm).



**Technical Assistance** – CVSan helps schools to determine what containers they need and to set up recycling and composting stations on campus. Trainings and presentations can be scheduled to reinforce zero waste concepts. Plus, working with CVSan on reducing waste at your school can even save money!



**Salute to School Custodians!** – School custodians go out of their way to help schools reduce waste. In part thanks to the extra efforts of custodians, schools in Castro Valley have very high recycling and composting rates, also called diversion rates. CVSan supports custodians in these efforts.



**Annual Custodian Luncheon** – Every year since 2012, CVSan acknowledges school custodians at the CVSan Custodian Recognition Luncheon. All Castro Valley school custodians and school administrators are invited to this event, which recognizes the great work that Castro Valley school custodians do to reduce waste and increase recycling and composting. At each event, awards are given out to the top custodians of the school year.



# 4RS FIELD TRIPS

For more than two decades, CVSan has proudly offered its 4Rs Field Trip Program for third graders. Students arrive at CVSan offices where they learn about the 4Rs (Reduce, Reuse, Recycle, and Rot), how to properly sort materials, and they get to make their own recycled paper! This fun-filled two hour field trip is offered free to Castro Valley schools.

Free bus transportation may also be coordinated. All field trips start at 9:00 a.m. and end at 10:45 a.m. For more information and to register your class for the 4Rs field trip, please visit [cvsan.org/4RsFieldTrip](http://cvsan.org/4RsFieldTrip).



## REFRESHER ASSEMBLY AND OTHER PRESENTATIONS

CVSan started school refresher assemblies in 2011 as a way to inspire and educate students on what goes where (in recycling and organics), zero waste, and protecting the environment. CVSan has given hundreds of refresher assembly presentations at the start of new school years to large groups of students (and sometimes entire schools) to get them excited about reducing waste.

In addition to refresher assemblies, CVSan also offers presentations for staff and parent groups on a range of topics. Individual class presentations and sorting games (recycling, organics and garbage) are available too. **If your school is looking for a speaker, please visit [cvsan.org/CGO](http://cvsan.org/CGO) to fill out the request form.**



# CVSAN'S STUDENT SCHOLARSHIP

In 2013, CVSan developed the CVSan Environmental Leader in Waste Reduction Scholarship as a way to recognize students who are helping their school to reduce waste through the 4Rs: Reduce, Reuse, Recycle, and Rot. The scholarship fosters environmental stewardship and leadership by empowering students to take action and encourage environmental awareness within their schools.

## What does the application include?

While the scholarship is focused on waste reduction, the application includes sections for extracurricular activities, volunteer experiences, leadership activities, community involvement, awards or recognition received, employment experience, references, two letters of recommendation, participation in CVSan activities, and an essay with a description of environmental projects or leadership roles.

**For more information, such as who is eligible and to see an application and past scholarship winners, please visit [cvsan.org/StudentScholarship](http://cvsan.org/StudentScholarship).**



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# EARTH DAY CLEANUP AND MULCH/COMPOST GIVE-AWAY

Each April, CVSan partners with schools, parks and other local organizations and governments to clean up and beautify Castro Valley. Since 2003, CVSan has held the Earth Day Clean-Up where more than 500 volunteers clear plant debris, pick up litter, spread mulch, plant bay-friendly native plants and beautify Castro Valley's streets, parks, schools, and creeks.

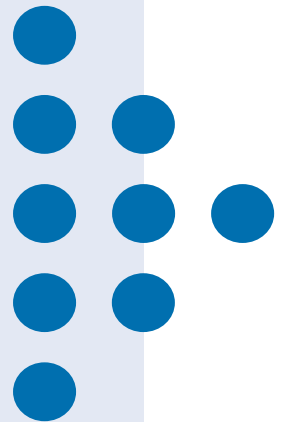


Earth Day is possible each year thanks, in part, to our generous sponsors such as Alameda County Supervisor Nate Miley and Karin Johnson's Specialty Cakes, which helps provide free breakfast and coffee. Other important event sponsors include Pete's ACE Hardware, Hayward Area Recreation and Park District, East Bay Regional Park District, and Alameda County Public Works Agency.

For Earth Day at your school, CVSan can provide publicity materials, registration help, tools and supplies, mulch, compost, plants and more. **For more information, and to register your school for Earth Day, please visit [cvsan.org/ED](http://cvsan.org/ED).**

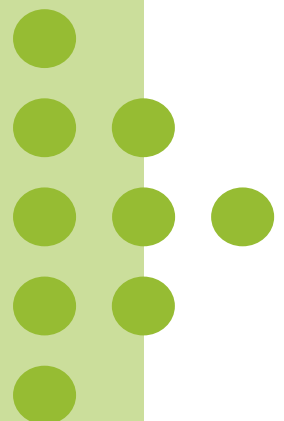
# WHAT GOES IN THE BLUE RECYCLING CART/BIN?

Under California's Mandatory Commercial Recycling Law and Alameda County's Mandatory Recycling Ordinance, all commercial businesses are required to sort their recyclables from garbage. Businesses that generate food scraps and food-soiled paper, such as restaurants and grocery stores, are also required to sort organic material. Recycling and organics service must be sufficient to handle the amount of material being separated from garbage.



# WHAT GOES IN THE GREEN ORGANICS CART/BIN?

Businesses and institutions that generate "significant" quantities of organic material such as grocery stores and restaurants must have a green cart or bin. Violators of the ordinance may be subject to citations and fines of \$100, \$200 or \$500 for first, second, or additional violations within a year. Facilities may be subject to higher fines. Call ACI at (510) 483-1400 to set up organics service.







Shelf stable (foil-lined) cartons



Aluminum foil products  
& metal containers



Scrap metal  
(up to 2 ft. & 40 lbs.)



All plastics #1-7  
(except foam)



Glass containers



Clean paper & cardboard



Food-soiled cups &  
paper containers



Paper towels, plates,  
& napkins



Refrigerated cartons  
& egg cartons



Food scraps

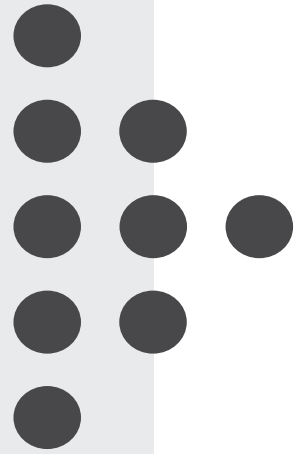


Yard trimmings, uncoated wood  
& chips, cactus & palm



Shredded paper  
in paper bags

# WHAT GOES IN THE GRAY GARBAGE CART/ BIN?

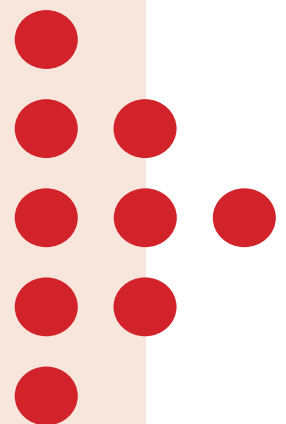


## WHERE DO BANNED AND HAZARDOUS ITEMS GO?

Banned and hazardous items should not be placed in the blue, green, or gray bins or carts. Such items contain harmful components and are not safe to place your bin, cart, or the landfill. Words such as danger, warning, caution, poisonous, and flammable can mean a product is toxic and should not be placed in carts or bins.

Every April and August CVSan hosts banned and hazardous waste collection events at which we distribute free compost. Schools and customers can drop off banned and hazardous items such as e-waste, household hazardous waste, and unwanted pharmaceuticals and sharps. At the April events, we also collect sensitive documents for shredding. To receive these services, bring a utility bill including the address of a school that is within CVSan's service area. For more information, visit [cvsan.org/RecyclesDay](http://cvsan.org/RecyclesDay).

The Alameda County Household Hazardous Waste program has cost-effective solutions for businesses that generate small quantities of hazardous waste and/or universal waste. Businesses must set up an account before waste can be accepted. Call **1-800-606-6606** or visit [household-hazwaste.org](http://household-hazwaste.org) to apply.







Foam



Glassware & ceramics



Diapers & hygiene products



Pouches, straws & utensils



Non-fluorescent light bulbs  
(See below for fluorescent disposal options)



Hoses & wire



Treated wood  
(painted & stained)



Cat litter & non-vegetarian  
(cat, dog, etc.) pet feces



Rubber bands & strapping

## HOUSEHOLD HAZARDOUS WASTE



**Paint:** additives, latex paint, oil paint, shellac, solvents, stain, thinners



**Adhesives:** caulk, cement, epoxy, mortar, putty, stucco, wood glue



**Drugs:** old, expired, or unneeded prescription and non-prescription drugs



**Sharps:** injectors, lancets, needles



**Garden:** ant traps, fertilizers, gopher bait, herbicides, pesticides, rat poison, sprays



**Misc.:** acids & caustics, bleach & cleaners, fluorescent & LED bulbs, household batteries, pool & photo chemicals

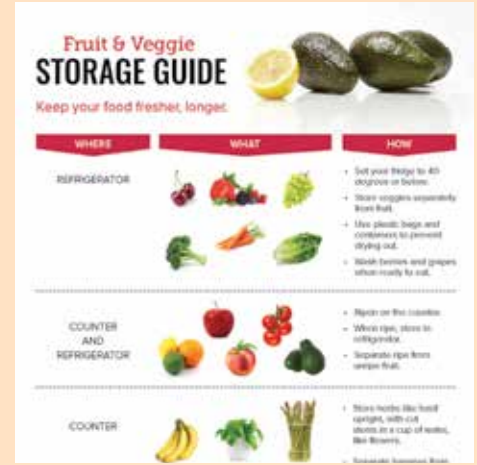
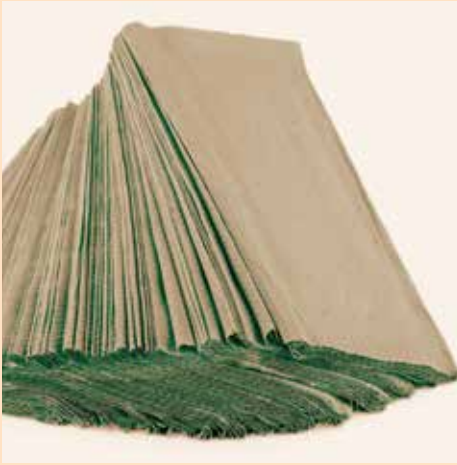


**E-Waste:** computers, phones, printers, radios, TVs, other consumer electronic devices with circuit boards



**Auto:** additives, antifreeze, batteries, fuel, motor oil, oil filters, waxes

# THE 4Rs: REDUCE & REUSE



## REDUCE TO CONSUME LESS & MAKE LESS WASTE.

### Take Only What You Need.

Rather than taking many napkins or paper towels, just take what you need. Then you won't be left over with napkins or paper towels you will have to throw away.

**Share Extra Food.** Food sharing at school is a great way to reduce wasted lunchtime food and feed hungry students. To learn more, check out the guidelines on food share tables published by the U.S. Department of Agriculture at [www.fns.usda.gov/use-share-tables-child-nutrition-programs](http://www.fns.usda.gov/use-share-tables-child-nutrition-programs).

**Store it Right.** Does it go in the refrigerator, on the counter or in the pantry? Answering this question for produce can extend the life of your favorite fruits and veggies and prevent wasted food. Find more tips from the Stop Food Waste Campaign Fruit and Veggie Storage Guide at [www.stopfoodwaste.org/resources](http://www.stopfoodwaste.org/resources).



**No Thank You.** Skip the straw when ordering a beverage at a restaurant. Carry your own bag when shopping. Say, "no thank you" to plastic utensils, sauce packets, and other giveaways and use what you have at home or bring your own when traveling.

**Participate in CVSsan's Zero Waste Week.** Every February CVSsan hosts a week-long event to help residents learn more about reducing waste and living Zero Waste lifestyles. Event workshops vary annually. Visit [cvsan.org/ZeroWasteWeek](http://cvsan.org/ZeroWasteWeek) to learn more.

**Find ways to Select Your Path to Zero Waste.** Reducing your use is easy with CVSsan's Zero Waste website, [SelectMyPath.org](http://SelectMyPath.org). Visit for tips and articles on how to reduce waste in every aspect of your life – from travel, to childcare, to cooking.





## REUSE TO USE AGAIN.

### Support local businesses that practice reuse.

CVSan has created Reuse Maps that highlight Castro Valley businesses that practice reuse by selling reused items, repairing items, or by providing other reuse services. Visit [cvsan.org/ReuseMaps](https://cvsan.org/ReuseMaps) to see the complete list of businesses and shop local.

**Attend a Fixit Clinic.** Fixit Clinic events are designed for residents to bring in their broken items and learn how to repair the item themselves. Instead of ending up in the landfill, fixed items can be reused. Workspaces, specialty tools, and coaches are available for participants. For event dates, visit [cvsan.org/RepairWorkshops](https://cvsan.org/RepairWorkshops).



**Fix and Repair it Yourself.** iFixit.com can help you repair almost anything and get you the tools and parts you need.

**Visit our website.** At [cvsan.org/Reuse](https://cvsan.org/Reuse) you can find a list of local reuse organizations and businesses. Find great deals at thrift stores and reuse depots!

# THE 4Rs: RECYCLE & ROT



## RECYCLE TO PROCESS AND REMANUFACTURE A RESOURCE INTO NEW PRODUCTS.

**Drop-off items at a Recycles Day event.** Every April and August CVSan hosts collection events for residents to drop off e-waste, household hazardous waste, and other items for recycling or proper disposal. For this year's dates and a list of accepted items, visit [cvsan.org/RecyclesDay](http://cvsan.org/RecyclesDay).

**Attend a processing facility tour.** What happens to your organics, garbage, and recycling once it leaves your curb? Find out by attending a tour of ACI's processing facility and the Davis Street Transfer Station in San Leandro. For details and tour dates, visit [cvsan.org/DSTSTour](http://cvsan.org/DSTSTour).

## WHERE DO MY MATERIALS GO?







## ROT THE CONTROLLED BIOLOGICAL DECOMPOSITION OF ORGANIC MATERIALS.

**Lunch Line at School.** Having containers in a station or line at lunch is the best way to collect more organics. Keeping a smaller garbage container further supports students efforts to put more organics in the green bin and not the garbage. Students also make great food scrap recycling monitors. Monitors can also be teachers, or volunteer parents.

**Outdoor Containers** Ample coverage of stations and containers outside is very important. Keeping containers in stations helps reduce contamination of recycling or organics and helps reduce good materials from going into the garbage. Stacking paper trays on the side is a great way to save space in the organics.

**Classroom Stations.** The Green Ribbon program requires that each classroom have one green organics container and one blue recycling container. For classrooms that discourage eating and collecting food in the classroom, CVSan can provide signs that say "Pencil shavings and soiled paper only." Eye-level signage on the wall above the containers works best.



**Food scrap recycling at school.** CVSan offers free food scrap recycling containers and customized signs to all schools. To receive your containers and signs (or on-site compost bins), please visit [cvsan.org/DRForm](http://cvsan.org/DRForm) to fill out and submit our donation request form.

**Pick up compost at a Recycles Day event.** Along with dropping off items for recycling, CVSan residents can receive three bags of compost at CVSan's bi-annual Recycles Day events. The compost is created from materials processed out of our own green organics carts.

**Volunteer at CVSan's Earth Day event.** Since 2003, CVSan has hosted an annual Earth Day Clean-Up benefitting Castro Valley schools, parks, and public areas. Volunteers often remove litter and plant debris and spread new compost and mulch. Visit [cvsan.org/ED](http://cvsan.org/ED) to learn about volunteering.

# OTHER HELPFUL RESOURCES AND TIPS

## End of School Year Cleanout Tips

- Plan for extra volume for collection services. CVSan donates additional one-time recycling services, so please request a recycling roll-off box for items such as books, paper, and other recyclables at the end of the year. Please visit [cvsan.org/DRForm](https://cvsan.org/DRForm) to fill out a request.
- Find boxes at local shipping centers and stores.
- Don't forget reuse options/websites for things that are still usable. Do not dump! Visit [cvsan.org/Reuse](https://cvsan.org/Reuse) for more resources.



## Helpful Organizations and Websites for Additional Services

- East Bay Depot for Creative Reuse at [creativereuse.org](https://creativereuse.org)
- [recyclewhere.org](https://recyclewhere.org) to learn how to dispose of anything not accepted at the curb.
- StopWaste Schools at [stopwaste.org/recycling/schools](https://stopwaste.org/recycling/schools) for school waste reduction resources
- The Environmental Education Initiative at [californiaeei.org](https://californiaeei.org) for educational materials and trainings

You can also call CVSan at 510-537-0757 for help locating services, answers to questions, and for anything else you may need.



## IMPORTANT CONTACTS

For more information on Castro Valley's Zero Waste programs, contact:

### **CASTRO VALLEY SANITARY DISTRICT (CVSan)**

**510-537-0757**

Office Hours

**510-506-5821**

After Hours

[www.cvsan.org](http://www.cvsan.org)

Monday - Friday,  
7:00 – 11:00 a.m.  
and 12:00 – 4:00 p.m.

For service related matters, contact:

### **ALAMEDA COUNTY INDUSTRIES (ACI)**

**510-483-1400**

[www.alamedacountyindustries.com/cvsan](http://www.alamedacountyindustries.com/cvsan)

### **REPORT ILLEGAL DUMPING**

**Alameda County Public Works Agency**

**510-670-5500**

[www.acpwa.org](http://www.acpwa.org)

### **REDUCE**

**Select Your Path to Zero Waste**

[www.SelectMyPath.org](http://www.SelectMyPath.org)

**Stop Wasted Food**

[www.stopfoodwaste.org](http://www.stopfoodwaste.org)

### **REUSE**

**Repair Items**

[www.fixitclinic.org](http://www.fixitclinic.org)

**Donate Items**

[www.cvsan.org/Reuse](http://www.cvsan.org/Reuse)

### **RECYCLE**

**Dispose of Household Hazardous Waste**

800-606-6606

[www.household-hazwaste.org](http://www.household-hazwaste.org)

**Find a Beverage Container Recycling Center**

800-RECYCLE

[www.bottlesandcans.com](http://www.bottlesandcans.com)

### **ROT**

**Bay-Friendly Landscaping**

510-444-SOIL

[www.rescapeca.org](http://www.rescapeca.org)

**Buy Compost or Mulch**

Davis Street Garden Center

510-639-7342

[www.dsgardencenter.com](http://www.dsgardencenter.com)





**CASTRO VALLEY SANITARY DISTRICT**

21040 Marshall Street  
Castro Valley, CA 94546-6020  
510-537-0757  
[www.cvsan.org](http://www.cvsan.org)