In 2007, Castro Valley Sanitary District developed the Green Ribbon schools program to help schools implement sustainable waste reduction and recycling programs. Each year, the application is reviewed and updated to keep it relevant and challenging at the same time. Over the years, activities have been removed to reflect waste reduction actions that are now commonplace in schools.

Although the activities are no longer listed in the application, they remain important waste reduction activities and are listed below as Standard Operating Practices (SOPs) for schools. For an expanded list of waste reduction and recycling activities, please see the current Green Ribbon application.

**SOPs for Schools**

- Eliminate the use of Expanded Polystyrene products (Styrofoam).
- Set-up voice mail for teachers to reduce paper message taking.
- Post notices in central locations, rather than placing notices in every teacher box.
- Circulate memos and periodicals rather than making individual copies.
- Post information regarding school recycling programs on your school’s website.
- Use used paper for scratch paper, drafts, note taking, etc.
- Reuse envelopes and file folders.
- Donate unwanted computers, furniture and/or rugs for reuse.
- Purchase used or refurbished equipment and/or furniture.
- Donate lost and found items to a local charity.
- Create a system for teachers to give away unwanted school supplies for use for next year’s students
- Celebrate “America Recycles Day” (November 15th) with a recycling event. Visit [www.americarecyclesday.org](http://www.americarecyclesday.org) for ideas.