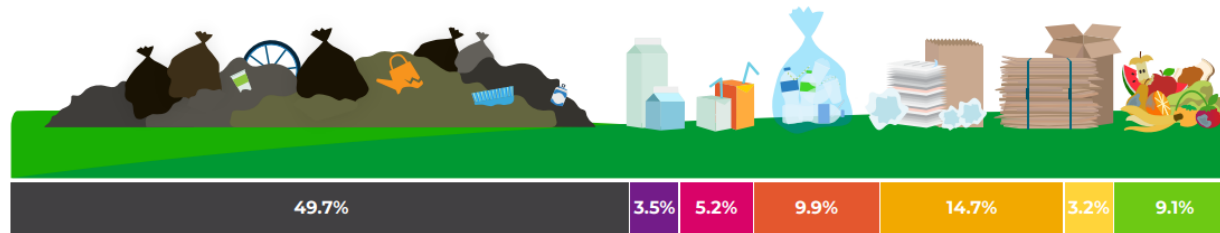


Why have a waste management program?

Every small change we make now will create a better tomorrow. The City of Lethbridge requires all residential and commercial enterprises to adhere to a waste management program that includes the management of recyclable and organic materials. The link to their brochure is [here](#). If Lethbridge School Division does not comply with these regulations, additional fees and fines will be incurred. Beyond complying with municipal regulations, **recycling is simply the right thing to do for our environment**. Schools generate a lot of waste, from paper and other classroom materials used daily, to food and snacks in classrooms, cafeterias, and canteens. Recycling is critical to our planet now and in the future given the finite amount of available natural resources on our earth.

The chart below from EcoSchools Canada, [Best Practices for Waste Management, a guide for school communities in Canada](#), illustrates the type of waste streams typically found in schools. The data collected from a study of 40 Ontario schools in 2019-2020, illustrates that almost 50% of what was being sent to the landfill could have been recycled or composted.



Students already learn about environmental sustainability as part of the Alberta science curriculum. With schools generating a significant amount of waste each day there are many learning opportunities for our students. Learning about the impacts of recycling on our environment promotes ethical citizenship and the belief that the smallest of actions matter. As recyclers we can make a difference to our environment. Creating awareness and changing our waste management practices in schools is an opportunity for our students and staff to have a positive impact on our future.

Who is responsible for the waste management program?

All staff and students at Lethbridge School Division have a valuable role to play in reducing waste by participating in the Lethbridge School Division Waste Program. School administrators, teachers, support staff, caretakers, and students working together will make waste management easier and effective. The goal of the program will be to develop a culture of responsible waste management in our school communities.

How do we build a culture of waste management?

An efficient and effective waste management program requires that all students and staff are involved. The Division will support infrastructure and division wide communication strategies. Schools will be responsible for tailoring the day-to-day practices to their school community. Some of the following practices will assist in developing a culture of waste management at our schools.

1) Communication and Program Engagement

- A Division wide communication strategy will be developed to communicate the recycling program. This could include how to videos. Schools are encouraged to create student videos and PowerPoint presentations to support the program in the school to meet an age-appropriate audience.
- Signage and images will be created near bin areas to support appropriate sorting of materials. Signage and images should be tailored to represent the general waste at schools.
- Schools will support communication about the program in newsletters, announcements, and handouts to encourage proper reduction and diversion of materials. A linkage to waste management required by the City of Lethbridge in our homes should be made to support good habits at home and school.
- Schools should utilize the science curriculum to engage students and support waste management initiatives.
- Waste Audits led by students can prompt further learning. Students can form research questions about waste generation and disposal and use the waste audit to investigate the research topic.
- Schools are encouraged to develop a Green Team or eco clubs with staff and students to create engagement, develop strategies for developing in school communication, and supervision of sorting and transfer activities.

2) Reduce the amount of waste entering the school

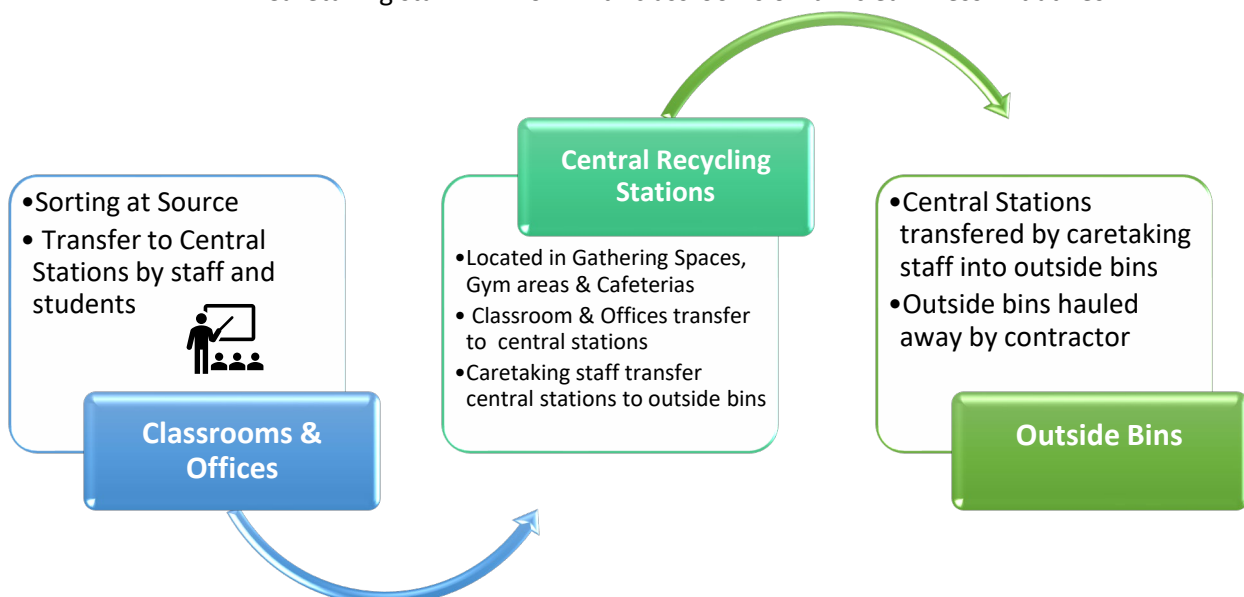
- Communication to our school communities, whenever possible, to reduce the amount of waste coming into the schools. For example, schools can encourage a “waste free” lunch by bringing lunches in reusable boxes, bringing reusable containers that may be returned home, and discouraging single use food and beverage containers and glass.
- Containers that are not recyclable such as glass or containers that require rinsing prior to recycling will be returned home (Pack-In/Pack out) unless the school has developed a rinsing protocol.
- Promote staff and students using refillable water bottles.
- Keep a box for scrap paper that may have been used on one-side and encourage the other side for notes and doodles.
- Repurpose some recyclable materials for creative art projects.

3) Key Infrastructure

- The Division is responsible for providing bins and liners to accommodate the streaming of waste (black bin), single stream recycling (blue bin), organics (green bins), and returnable containers for deposit, known as refundables, (Grey bin) to be strategically placed where it makes the most sense for the type of material that requires diversion.
- The Division is responsible for providing regular pick up of materials with a contracted hauler.

4) Sorting and Transfer of Waste

- Sorting of waste needs to take place at the source or at the time of waste generation to be the most effective. In classrooms waste is placed by students/teachers in the correct recycling bin, according to the type of waste.
- Careful planning and supervision of waste needs to occur to ensure that waste is placed in the correct recycling bin according to the type of waste. If waste is not placed in the correct container, e.g., Organics placed in error in the blue recyclable bin, then the bin is considered contaminated. Our goal is to limit the amount of contamination.
- For safety, no attempt should be made to re-sort contaminated waste.
- Schools may want to set up a bucket for transferring any liquids from containers prior to being placed in bins.
- Schools may want to create a rinsing station or alternatively will adopt a Pack-In/Pack-out process for items that are required to be rinsed prior to being placed in sorting bins.
- Responsibility for transfer of materials:
 - i. Schools will develop a program for student and staff responsibility for transferring classroom bins to central bin stations in the school. Schools will develop a schedule dependent on amount of waste working with caretaking staff.
 - ii. Office staff are responsible for individual transfer to a central bin. Scheduling dependent on volume of materials collected.
 - iii. Caretaking staff will be responsible for transfer of central bins to outside pick up bins.
 - iv. Caretaking staff will work with classrooms on bin cleanliness initiatives.



What waste needs to be managed?

Below is an illustration of the type and percentage of materials that are generated in elementary and secondary schools from the 2019-2020 Ontario schools survey conducted by [EcoSchools Canada](https://www.ecoschools.ca/).

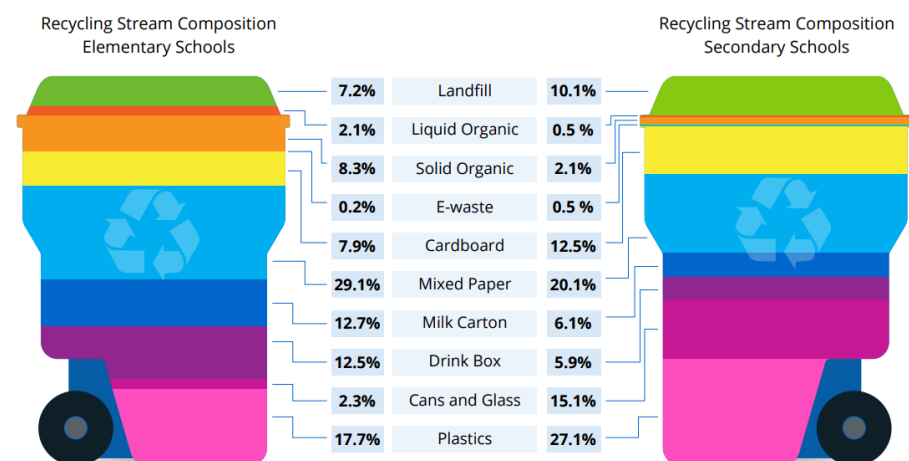


Figure 2: Composition of **elementary schools'** recycling streams from visual waste audits conducted by over 40 schools in Ontario during the 2019-20 school year.

Figure 3: Composition of **secondary schools'** recycling streams from visual waste audits conducted by over 40 schools in Ontario during the 2019-20 school year.

1) City of Lethbridge Mandatory Recycling

The City of Lethbridge dictates the type of materials that may be considered waste, recyclable, or organics. Lethbridge School Division will follow these guidelines with a few exceptions. A bin system will be used to assist with the sorting of materials.

A. Recyclables: Blue Bin



What can go in **blue bin**:

- **Hard Plastics:** Plastic food containers, such as yogurt containers, Peanut Butter containers, ice cream buckets, clamshell containers for food, such as baking goods. Any plastic container with recycling symbol #1 to 7

** Exception for schools: all containers brought to school by staff and students that require rinsing to remove contaminations will be sent home for rinsing and recycling** (unless the school decides to set up a procedure for rinsing these types of materials)



- **Paper and Cardboard:** Must be clean and dry. Includes newspapers, magazines, writing papers, cardboard food boxes that are clean and free of grease, paper egg cartons, other boxes.
- **Metal cans and foil:** Do not need to remove labels. Soup cans, canned vegetables, tuna cans, canned sauces, clean foil, clean pie plates, clean tin take-out food containers.
- **Beverage Containers:** Will accept beverage containers, but if they are returnable for refund, then they should be placed in returnable container (yellow). Includes juice pouches, milk cartons, plastic beverage bottles, and beverage cans.



What cannot be recycled in the Blue Bin:

- Glass. No glass is permitted. All glass will be returned home with the student if brought into the school.
- No plastic bags, plastic film, string, or rope
- No paper drink cups (they usually have a wax film on inside)
- No mixed packaging. Items that have more than one type of material. Eg. Hard cover books, single serve coffee packages, greeting cards, gift wrap
- No Styrofoam. Take out containers, cups, packing material.
- No shredded paper
- No electronics

B. Organics: Green Bin



What can go into the green bin:

- Food soiled products: Pizza boxes, Greasy paper bags, paper napkins and tissues, parchment paper
- Food scraps: cheese, eggs and their shells, coffee grounds, solid fat and cooking oils, fruit and vegetables, table scraps, bread and noodles, meat, fish, poultry and bones. All must be removed from original packaging.
- Some yard waste.
- Popsicle sticks, shredded paper (but not confidential material), wood shavings, sawdust in paper bags.



What cannot be recycled in green bin:

- Plastic bags (even biodegradable and compostable bags)
- Plastic containers (even biodegradable and compostable)
- Coffee pods
- Foam trays, foam packaging
- Fruit and vegetable stickers
- Hygiene products
- Animal waste



2. Refundable: Grey bins:

All beverage containers that are returnable for a deposit. Schools are still responsible for their beverage recycling programs that are already in place. The Division is not responsible for coordinating the handling of refundable containers with a deposit.

3. Waste: Black Bin:

All other items that do not belong in the Blue, Green, and Grey Bin, with the exception of construction materials and electronics.

4. Other Materials:

- Schools are encouraged to explore other recycling opportunities with organizations that recycle items such as wrappers, pens, pencils, markers, and batteries.
- Materials that required “confidential” shredding will still be placed into the Shredding Bins provided. This practice does not change under this program.

