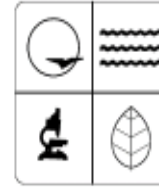


Simple Steps for Schools and School Districts

Thanks for Choosing Environmental Excellence! The following suggestions not only help improve the environment but may also result in increased revenue for your school. **In compiling this list we have incorporated a wide variety of suggestions, knowing that what makes sense for one school may not be practical for another.** We hope you will consider implementing the steps that seem right for your school. The dashed lines are provided for your convenience in separating the sections of this document for distribution throughout your building. If you are interested in more information about recycling, waste reduction, or other environmental issues, or if you have suggestions for other Simple Steps for Schools, please contact us at **(314) 962-4100** or **info@ceegr.org** or visit our web site at **www.ceegr.org**.



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Missouri Department
of Natural Resources



Printed on Recycled Paper.

Frequently Asked Questions

- Will recycling positively affect student learning?

Yes, recycling gives students a variety of hands-on learning activities such as quantifying data, studying the science and economics of waste management issues, and organizing the collection of recyclables.

- Can recycling be cost-effective?

Recycling can both save money and, in the case of certain materials, generate income for the school.

- Can recycling serve as a public relations tool?

Targeted media releases highlighting the school's recycling, waste reduction, and energy conservation efforts can result in high level of support for those efforts within the community.

School and District Policy

- Form an Environmental Leadership Team within your school or district to encourage and support recycling and other environmental initiatives. For more general information about recycling and waste reduction, refer to the Resources section of this brochure.
- Identify and eliminate district barriers to recycling, waste reduction, or energy-efficiency (e.g., eliminate mandates for the purchase of virgin paper).
- Reap the financial rewards of waste reduction. A number of services throughout the area make it possible for schools to earn income and lower trash hauling costs by recycling paper, aluminum cans, textiles, and printer cartridges. Refer to the Resources section of this brochure for more information.
- Publicize your school's or district's waste reduction efforts in newsletters, your web site, and media releases. Community support can be enhanced by targeted public relations outreach.
- Establish and communicate a process for staff and students to report environmental problems and/or make suggestions for improving environmental stewardship. This process should include a review mechanism so that problems and suggestions are not forgotten.
- Once your environmental program is in place, nominate your school for an Environmental Excellence Award. These awards are presented annually by Choose Environmental Excellence - Gateway Region to individuals, schools, businesses, and organizations throughout the metropolitan area that have taken exemplary steps toward becoming more environmentally responsible.

Reusing

- Use recycled or rebuilt toner and printer cartridges for printers and copiers.
- Purchase remanufactured business furniture. Donate used furniture to charities or sell to used-equipment dealers.
- Rent equipment that is used infrequently.
- Reuse foam peanuts, bubble wrap, and other packing material.
- Use re-refined motor oil in school vehicles.
- Return or reuse wooden pallets.
- Use rechargeable batteries instead of disposables and recycle those batteries when their useful life is over.

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Buy Recycled - Buy Smart

- In Missouri, order a copy of the **Missouri Recycled Products Guide** by calling (573) 526-5555 or visiting www.dnr.mo.gov/eiera/MMDP%20Recycled%20Products%20Directory.htm. In Illinois, find a **Recycled Products Shopping Guide** by visiting www.illinoisbiz.biz/com/recycling/illinois_recycling.html.
- Purchase office and shipping supplies with as high a post-consumer recycled content as possible.
- Order supplies in bulk to reduce packaging waste.
- Purchase products that are packaged in containers that can be recycled locally.
- Purchase recycled or rebuilt toner and printer cartridges.

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In the Office

- Earn revenue for your school by establishing a paper recycling program and encouraging participation. Paper, envelopes, colored paper, catalogues, magazines, and newspaper can all potentially be recycled. Refer to the Resources section of this brochure or contact us for assistance in identifying a recycler that will pay your school for its recyclable paper.
- Learn what types of office paper are not recyclable in your area and limit use of those materials.
- Encourage the use of e-mail and voice mail communication to minimize printed copies of memos.
- Circulate or post memos, documents, and reports instead of distributing individual copies.
- When printing reports, memos, newsletters, etc., use recycled paper whenever possible. Take credit by putting the recycling logo in the footer of your document.
- Proof and edit documents on the computer.
- Place a receptacle near each printer for papers that have printing on one side only. Use these "second sheets" for printing draft copies of documents.
- Make double-sided copies whenever possible.
- Reuse office supplies, such as file folders and manila envelopes.
- Use scrap paper for informal notes and phone messages.
- Keep your school's mailing list current and eliminate duplicate mailings.
- Consider adding "*or Current Resident*" to mailing addresses for mass mailings of a general nature.
- Earn revenue for your school by recycling inkjet and toner cartridges. Refer to the Resources section of this brochure or contact us for assistance in identifying a recycler that will assist you in establishing a program and pay your school for its recyclable cartridges.

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For Teachers

- Investigate grant opportunities for classroom waste reduction projects. Refer to the Resources section of this brochure for more information.
- Encourage students to recycle in the classroom and other areas of the school.
- Start an environmental club in your school or academic department.
- Attend a local workshop on incorporating environmental issues into your curriculum. Refer to the Resources section of this brochure for more information about organizations in the area that provide educator workshops.
- Organize intra-classroom recycling competitions. For older students, organize competitions by grade or academic department.
- Encourage students to bring lunches and snacks in reusable containers.
- Plan an environmental field trip to a local recycling facility, landfill, conservation area, state or county park, or the Gateway Center for Resource Efficiency. Refer to the Resources section of this brochure for contact information.
- Promote your students' environmental accomplishments in your class newsletter or volunteer to write an eco-column for the school newsletter or school paper.
- Establish a composting pile on the school grounds. Coordinate with Food Service personnel and the science or environmental club. Also coordinate with groundkeeping personnel about using the finished compost. Refer to the Resources section of this brochure for more information on composting.
- Celebrate Earth Day (April 22) and America Recycles Day (Nov 15) with special activities either in the classroom or school-wide.
- Combine learning with community service by conducting a fundraising program for an environmental organization. Refer to the Resources section of this brochure for some ideas.
- Research and establish a nature preserve on your school grounds that features native plants to attract bees and butterflies. Refer to the Resources section of this brochure for more information.
- Participate in water quality monitoring at a local stream. Refer to the Resources section of this brochure for information on groups that organize these activities.
- Encourage older students to consider internships with local environmental organizations.
- Find inexpensive project materials at the St. Louis Teachers' Recycle Center or Leftovers, Etc. Refer to the Resources section of this brochure for contact information.
- Refer to the Resources section of this brochure for more general information about recycling and waste reduction and resources for educators and students.

In the Library

- Donate surplus books and other educational materials to Kidsmart Tools for Learning or thrift shops. Refer to the Resources section of this brochure for contact information.
- Earn revenue for your school by recycling magazines, computer printouts and other recyclable paper and inkjet and toner cartridges. Refer to the Resources section of this brochure or contact us for assistance in identifying recyclers.
- Encourage students to proof and edit reports on the computer instead of making printouts.
- Place a receptacle near each printer for papers that have printing on one side only. Use these "second sheets" for printing draft copies of documents.
- Make double-sided copies whenever possible.
- Reuse supplies, such as file folders and envelopes.
- Use scrap paper for informal notes and phone messages.

In the Cafeteria

Food Service Policy

- Purchase food from local growers that practice sustainable farming. Purchase fresh fruits and vegetables in season.
- Provide bins for recyclable materials - aluminum, #1 and #2 plastic, and glass.
- Consider the use of metal or biodegradable flatware and reusable plastic or china dishes instead of disposable plastic and styrofoam.
- Use pump dispensers or larger size containers for condiments instead of individual serving packets.
- Limit the use of straws and use bulk straw dispensers instead of individually wrapped straws.
- Serve milk from self-service machines instead of individual cartons.
- Use soda fountains instead of individual containers. Reduce the price of beverages for employees who supply their own reusable cups.
- Encourage students, teachers, and staff to bring reusable lunch containers by organizing a waste-free lunch day contest.
- Compost leftover fruit and vegetable waste. Coordinate efforts with classroom teachers, the science or environmental club, and groundskeeping personnel. Refer to the Resources section of this brochure for more information on composting.
- Donate surplus or past-pull-date food items to food banks or shelters, if still edible.

Paper Products

- Replace folded paper towels with roll dispensers (which usually cost less and reduce the volume of paper needed) or air dryers.
- Buy unbleached kitchen paper products with recycled content. Unbleached products reduce the amount of dioxin released into the environment.
- Use cloth hats and aprons instead of disposable paper.
- Use newspapers to drain cooking grease instead of paper towels.
- Use a chalkboard or dry-erase board to post menu changes or daily specials.

Equipment

- Select a commercial conveyor-type dishwasher with an electric eye, so that water flows only when dishes are in the conveyor.
- Install manual pre-wash dishwashers to reduce total water usage.
- Install open-door buzzers for walk-in refrigerators.
- Disconnect lights or remove bulbs in dessert and salad refrigerators. These lights create heat and are usually unnecessary.
- Install timers on hood fans, exhaust systems, and hood lights.
- Use convection ovens instead of conventional ovens.
- Install grease traps in all waste traps.
- Clean grills and grease filters daily for greater heat transfer.
- Service all gas cooking equipment at least twice a year to maximize operating efficiency.
- Ensure that all refrigeration units are sealed properly in order to minimize leakage of environmentally harmful chlorofluorocarbons (CFC's).

In the Teachers' Lounge and Vending Areas

- Earn revenue for your school by recycling aluminum cans. Refer to the Resources section of this brochure or contact us for assistance in identifying a recycler that will assist you in establishing a program and pay your school for its recyclable aluminum beverage containers.
- Use china mugs and glasses instead of styrofoam cups.
- Bring lunches and snacks in reusable containers.
- Serve sugar and creamer from containers instead of individual serving packets.
- Purchase reusable coffee filters.

Saving Energy

- Call the US Environmental Protection Agency's **Energy Star Hotline** at 1-888-STAR-YES or visit www.energystar.gov for information on how to make your buildings more energy efficient.
- Conduct an energy audit and prioritize recommendations.
- Purchase equipment featuring the Energy Star endorsement.
- Install reusable furnace and air conditioner filters and clean them monthly.
- Establish a regular maintenance routine to prolong the life of equipment.
- Install airlock entrances.
- Institute energy management programs at all facilities.
- Eliminate the use of screen-savers which prevent computers from entering energy-saving mode.
- Turn computers and monitors off at night and over the weekend.
- Purchase copiers and other equipment that feature an energy-saving mode.
- Put thermostats on timers to minimize air conditioning and heating during hours when buildings are not occupied.
- Turn off lights in areas that are not in use.
- Install motion sensors to turn off lights in rooms that are not used frequently.
- Use energy-efficient fluorescent lights instead of incandescent bulbs.
- Retrofit exit signs with fluorescent lights or replace with light-emitting diode (LED) technology. For more information about this technology, visit www.energystar.gov/ia/business/small_business/LED_exitsign_tech.doc.
- Service gas boilers and water heaters twice a year to maximize operating efficiency.
- Install heat recovery equipment on large air conditioning units to preheat water.
- Purchase hybrid-electric vehicles for school use.
- Properly maintain school vehicles to maximize fuel efficiency.
- Encourage staff and students to carpool or use mass transit.

Building and Grounds Maintenance

- Place bins for recyclable materials in all classrooms, offices, lounges, the library, nurse's office, etc.
- Save on waste hauling costs by recycling cardboard instead of putting it in the dumpster. Contact us for assistance in identifying a cardboard recycler.
- Purchase cleaning supplies and other chemicals only in amounts needed. Properly dispose of unused quantities of solvents and other chemicals classified as hazardous waste. Contact us for assistance in disposing of these items.
- Replace chemicals or chlorinated cleansers with citrus and water-based products.
- Use vinegar mixed with water as an everyday glass cleaner.
- Replace folded paper towels in restrooms with roll dispensers or air dryers.
- Buy unbleached restroom paper products.
- Consider purchasing faucets with motion sensors and automatic shutoff.
- Maintain weather-stripping on doors and windows and verify that they close and seal properly.
- Use solar timers for parking lot and walkway lighting. Supplement these with clock timers or energy management systems that turn lights off when the school is not open.
- Install motion sensors to turn lights on/off where appropriate.
- Select native plant species for landscaping. These plants are adapted to the local climate, require minimal maintenance, and attract bees and butterflies.
- Adopt natural gardening techniques that eliminate the need for fertilizers, herbicides and pesticides. Refer to the Resources section of this brochure for more information about natural gardening.
- Redesign landscaping to minimize the use of grass. Substitute other types of hardy ground cover which eliminates the need for mowing and watering.
- Use pest control companies that practice integrated pest management which reduces the use of hazardous chemicals.
- Place sprinkler systems on a timer and monitor for leaks.
- Water lawns in the morning to avoid evaporation in the afternoon and disease from evening dampness.
- Instruct grounds maintenance personnel to leave grass clippings on the lawn to decrease the amount of watering needed.
- Direct rainwater from downspouts onto plants.

Resources for Educational Institutions

This list of resources subject to change without notice. Choose Environmental Excellence - Gateway Region does not endorse these sites or guarantee their accuracy.

General Information

Choose Environmental Excellence - Gateway Region. Contact us at info@ceeegr.org or (314) 962-4100 with any questions about environmental issues or visit our web site at www.ceeegr.org for links to other resources for educators.

The Resourceful Schools Project - www.resourcefulschools.org/

Illinois Sustainable Education Project - www.illinoisbiz.biz/com/energy/istep.html

Web Sites for Teachers and Students

American Forest Products Association - www.afandpa.org/Template.cfm?section=Educators_and_Students

Backyard Wildlife Habitat - www.nwf.org/backyardwildlifehabitat/

Earth911 - www.earth911.org/

EarthForce - www.earthforce.org/programs.htm

ENature - www.enature.com

Games for Children and Adults - www.epa.gov/recyclecity

History of the Recycling Symbol - www.tappi.org/paperu/hot_topics/Recycling_symbol.pdf

Illinois Dept. of Natural Resources - dnr.state.il.us/lands/education/index.htm

Illinois Environmental Protection Agency - www.epa.state.il.us/education.html

Information for High School Students - www.epa.gov/highschool/

Interactive Recycling Game - www.epa.gov/epaoswer/osw/kids/games/bingame/

Missouri Dept. of Conservation Kids Page - www.conservation.state.mo.us/kids/

National Wildlife Federation - www.nwf.org/kids/

Ollie Saves the Planet - www.olliesworld.com/

Paper Industry Information - www.tappi.org/

The Rotten Truth About Garbage - www.astc.org/exhibitions/rotten/rthome.htm

World Wildlife Fund Games for Kids from Around the World - www.panda.org/news_facts/education/games.cfm

World Wildlife Fund Pennies for the Planet - www.worldwildlife.org/windows/pennies/

Environmental Education

Acorn Naturalists - www.acornnaturalists.com/

Environmental Education Link - eelink.net

Missouri Envirothon - www.maswcd.net/envirothon.htm

Gateway Center for Resource Efficiency - www.mobot.org/gatewaycenter/education.html

Illinois Department of Natural Resources - dnr.state.il.us/lands/education/index.htm

North American Association of Environmental Educators - naaee.org/

Missouri Dept. of Conservation - www.conservation.state.mo.us/teacher/

Missouri Dept. of Natural Resources - www.dnr.state.mo.us/kids.htm

Missouri Environmental Education Association - www.meea.org/

Rivers Project - www.siue.edu/OSME/river/

National Wildlife Federation - www.nwf.org/education/

Shaw Nature Reserve - www.mobot.org/MOBOT/naturereserve/arbeduhome.html

Educational Supplies

Kidsmart Tools for Learning - www.agift4teaching.org

St. Louis Teachers' Recycle Center - www.stlouisteachersrecycle.homestead.com/

Leftovers, Etc. - email leftoversetcl@aol.com or call (314) 481-8770 or (636) 946-9779

Resources for Educational Institutions (cont.)

Grant Information

General Grant Information - eelink.net/grants-generalinformation.html

Guide to Grant-Seeking on the Web - www.fdncenter.org/learn/bookshelf/grantseek/summary.html

Illinois School Recycling and Waste Reduction Program - www.illinoisbiz.biz/com/recycling/school_recycling_grants.html

Missouri Schools Going Solar - www.dnr.state.mo.us/energy/renewables/solar-schools.htm

Recyclers in the St. Louis Region

Visit our web site at www.ceegr.org and click on **“Reduce, Reuse, Recycle”** for information about recyclers in addition to the ones below.

Abitibi Consolidated - Paper Retriever Program. Visit www.PaperRetriever.com or call (314) 381-3700 to establish a paper recycling program that will generate funds for your school or not-for-profit.

“Champion for Children” Cash for Cartridges Program operated by Champion Wholesale Supply. Call (314) 739-4346 for more information.

Enviro-Smart - Recycles a wide variety of inkjet and laser printer cartridges at no charge. Shipping containers and postage provided free of charge. Will also pay a nominal amount for each undamaged cartridge. Visit www.enviro-smart.com.

Pedro’s Planet delivers environmentally friendly office products to your door and picks up your recyclable materials. For more information, visit www.pedrosplanet.com or call (314) 423-3898.

Rechargeable Battery Recycling - www.rbrc.org/school/index.html

Recycle Challenge. Earn money and help the environment by recycling aluminum beverage containers. For information, visit www.recyclechallenge.com/ or call (314) 731-7663, x29.

Composting

The Compost Guide - www.compostguide.com/

Composting With Red Wiggler Worms - www.cityfarmer.org/wormcomp61.html#wormcompost

Gardening Launch Pad - GardeningLaunchPad.com/compost.html

Missouri Botanical Garden Compost Hotline - call (314) 577-9555

Rot Web - www.vegweb.com/composting

The Urban Garden Center - UrbanGardenCenter.com

Vermicomposting Project - www.rgs.edu.sg/events/cyberfair98/worms/observe.html

Worms Can Recycle Your Garbage - www.nyworms.com/vermicomposting.htm

Worm’s Way Missouri - www.wormsway.com

Landscaping and Natural Gardening

Missouri Botanical Garden - www.mobot.org

Missouri Dept. of Conservation - Grow Native! - www.grownative.org

Missouri Flora Web Site - www.missouriplants.com

National Arbor Day Foundation - www.arborday.org

National Wildlife Federation Backyard Wildlife Habitat Program - www.nwf.org/backyardwildlifehabitat

State and County Parks and Conservation Areas

Illinois Dept. of Natural Resources - dnr.state.il.us/

Missouri Dept. of Conservation - www.conservation.state.mo.us/

Missouri State Parks - www.mostateparks.com/

St. Charles County Parks and Recreation Dept. - www.stccparks.org/

St. Louis County Dept. of Parks and Recreation - www.stlouisco.com/parks