HOWARD COUNTY PUBLIC SCHOOL RECYCLING PLAN

Howard County Government (HCG) does not govern or make policy for the Howard County Public Schools System (HCPSS) or the Howard Community College (HCC); however, HCG does provide funding to HCPSS and HCC. Both HCPSS and HCC will collect "Single Stream" recyclables, meaning that the different materials – from aluminum cans to cardboard boxes - may all be placed in the same container for collection from the schools and are sorted by different types of materials at a materials recovery facility (MRF). This type of collection drastically increases convenience, and therefore participation. Single-stream recycling collection programs at HCPSS and HCC have been in place since 2006, although both entities established recycling collection programs prior to the introduction of single stream recycling.

HCPSS and HCC will be responsible for maintaining recycling programs at their facilities. For a detailed list of the types of materials that will be accepted in the single stream program, please see table B. HCPSS and HCC will use recycling carts and dumpsters at all their facilities. See attached table C for a list of HCPSS and HCC facilities, number of dumpsters and/or recycling carts at each facility and collection frequency.

Howard County Public School System:

HCPSS will be responsible for collecting single stream recycling and adding or replacing recycling containers as needed. Recyclables will be collected from classrooms, offices and public spaces throughout the schools and support buildings. Materials will be transferred into dumpsters or wheeled carts (all schools have both) for weekly collection by the contractor. Materials collected will be taken for sorting and processing to the Waste Management Recycle America (WMRA) Materials Recovery Facility (MRF) in Elkridge, Maryland. WMRA is responsible for marketing the recyclables.

In July 2009, HCPSS combined recycling collection and processing contracts with HCG, which led to substantial cost savings for both organizations. The combined collection and processing contract means that HCPSS has the ability to recycle a broad mix of recyclables, including paper products, cardboard, glass containers, metal cans and foil, plastic bottles and containers, rigid plastics and aseptic containers. Additionally, HCPSS has a better means of tracking their recycling rate. The combined collection and processing contracts will continue based on market conditions and requirements. HCG will be responsible for bidding, awarding and maintaining the collection, sorting, processing and marketing contracts.

Each HCPSS school is free to pursue additional recycling opportunities. Some recyclables can provide additional funds to individual schools (toner cartridges, cell phones, chip bags, cookie bags, juice containers, etc). HCPSS will also have the option to pay for additional items recycled through the Alpha Ridge Landfill, items such as yard waste, tires, and carpeting. Some schools have also shown interest in food waste composting at their school site. HCG will provide technical assistance to help these schools move forward as a pilot project for others schools.

Reporting will be a joint responsibility between HCPSS and HCG. HCG will calculate HCPSS's recycling rate and amount due HCG using monthly recycling invoices received from the collections contractor. The collection contractor will mix material collected from buildings occupied by both HCG and HCPSS. The amount of recyclables generated by HCPSS will be calculated using percentages determined by HCG during composition studies. Recyclable revenues or offsets for the trash collection and disposal costs will be provided to HCPSS by HCG. To date, HCG completed two surveys of trash and recycling volumes at all the public school facilities. These surveys provide comparison information of schools' recycling volumes, indicate areas for improvement and provide a means of measuring and ensuring that recycling continues. These surveys will continue as resources are available. Starting July 1, 2011, all HCPSS schools will be requested to report types and volumes of additional recyclables beyond single stream recycling to HCG annually by March 1, 2012.

Recycling outreach and education will include on-going in-house training for HCPSS employees, presentations to students, teachers and staff, incorporating recycling and responsible environmental practices into the classroom. All HCPSS schools have the option to schedule recycling presentations and to receive technical support from HCG - Howard County Department of Public Works, Bureau of Environmental Services' Recycling Division. HCPSS will be responsible for maintaining a recycling webpage (http://www.hcpss.org/parents/recycle.shtml) that contains information regarding recycling and a handy list of what can be recycled. HCG and/or HCPSS will engage students in contests such as the Recycling Coloring Book contest for 3rd, 4th and 5th grade to further generate interest in recycling at the schools on a periodic basis as appropriate. As requested by individual HCPSS schools, a Howard County Recycling Coordinator will make lunchroom presentations to the students to assist with recycling education as staffing allows. Custodial meetings will incorporate recycling updates and reminders to educate and motivate staff. The HCPSS custodial manager and her team will conduct site visits to make sure schools have the proper tools and setup for successful recycling. As needed, the custodial manager will meet with custodial staff to improve collection techniques and increase recycling education among employees.

The HCPSS school board's general fund will provide the financing for the school system's recycling program. The current combined contract with HCG has resulted in cost savings for collections, the possibility for revenue (based on the recycling markets) and has increased the variety of material accepted for processing.

HCG has purchasing procedures which allow the County to obtain an emergency contractor from the existing collection contractors in the County or nearby counties, as needed. If a school has issues with the recycling collection contractor, they shall notify the HCPSS Custodian Manager responsible for trash and recycling collection. HCPSS will be responsible for correcting the issue as soon as possible. If the issue cannot be resolved, HCG will meet with the schools and the contractor. Corrective actions must begin within 60 days of the issue arising.

If the recycling processing facility in Elkridge (WMRA) is not able to take the recyclable materials, HCG and HCPSS are able to take materials to their Prince Georges County location, or to facilities that have

capacity. Clauses and fines in processing contracts encourage the current processor to assist in finding a replacement facility immediately, in the unlikely event that this becomes necessary.

Howard County Community College:

HCC Environmental Services staff will be responsible for collecting the recycling material from containers located in administrative offices and classrooms, as well as from outdoor containers in parking lots, public spaces and at building entrances. The college will use dumpsters and 95 gallon carts for weekly collection of recycling. The college will use a contractor for collections and processing of the recyclable materials. All material will be sent to a MRF where the material is sorted, baled and marketed by the processing contractor. In addition, HCC will continue to take advantage of capital construction projects as opportunities to collect and recycle scrap metal. HCC will provide recycling to special projects and small events on campus when possible.

HCC will promote recycling to students, staff and visitors through conveniently placed recycling collection containers near all outside trash cans and by placing recycling bins in all offices, classrooms and other public spaces. Recycling posters will be placed throughout the college. Recycling will be discussed during custodial staff meetings, at student orientation and at special events. The college will maintain a sustainability website (http://www.howardcc.edu/Visitors/green/), which predominately features recycling. HCC will also participate in annual events designed to heighten awareness of recycling and waste reduction.

HCC will be responsible for reporting recycling volume and types. Every two years, HCC will compile HCC's Green House Gas Footprint which includes both trash and recycling data. HCC will also enter the Recyclemania competition and compare their recycling volume and other statistics to Colleges and Universities nationwide; the findings are used as a benchmarking tool. Every Earth Day, HCC will hold a dumpster dive on campus and sort through one day's worth of discarded material. HCC students will separate the recyclables and compare amount of trash and recycling. Starting July 1, 2011, all HCC facilities will be requested to report types and volumes of recyclables to HCG annually by March 1, 2012.

The recycling program will be funded through the college's general operating fund. Due to recycling efforts, trash disposal costs have significantly decreased. The cost savings have enabled the college to expand its collection containers. HCC will evaluate the need for additional containers on a regular basis.

In the event of a problem with existing contractors, HCC will obtain new contractors. If there are issues with the recycling collection contractor, the HCC facility shall notify the HCC Facility Safety and Sustainability Manager responsible for trash and recycling collection at all HCC facilities. HCC will correct the issue as soon as possible. If the issue cannot be resolved, HCG/DPW/BES will meet with HCC to discuss options. Corrective actions must begin within 60 days of the issue arising.

Table A: Roles and responsibilities and Milestones

Task	Milestone	HCPSS duties	HCC duties	HCG Duties
Implement Plan	October 1, 2010	Facility Department	Facility Renovations, Safety and Sustainability Manager	HCG assist with presentations and/or technical assistance
Management of Program	Continue after October 1, 2010	Facility Department	Environmental Services Manager	HCG Review any issues of concern from HCPSS and HCC
Education and Outreach	Continue after October 1, 2010 Evaluate Yearly effectiveness	Facility Department	Facility Renovations, Safety and Sustainability Manager	HCG to assist with presentations at schools, poster creation, and/or contests
Recycling container purchase, placement, or rental	Continue after October 1, 2010	Facility Department or Local Schools	Environmental Services Manager	HCG will allow use of HCG contracts
Containers taken to centralized pickup location	Continue after October 1, 2010	HCPSS Staff and students at some schools	HCC Environmental Services Staff	
Centralized containers (dumpsters or carts) collection	Continue after October 1, 2010	Contractor – sharing HCG collections contracts. HCPSS coordinates collection schedule.	Contractor – sharing HCG collections contract. HCC coordinates collection schedule.	HCG bids, reviews, administers contractor selection
Sorting and Processing	Continue after October 1, 2010	HCG contracted processor	HCG contracted processor	HCG bids, reviews, administers contractor selection
Marketing of Recyclables	Continue after October 1, 2010	HCG contract processor markets recyclables.	HCG contract processor markets recyclables.	HCG bids, reviews, administers contractor selection
Funding	Continue after October 1, 2010 Fiscal Year	60% of the HCG budget is allocated to the schools.	HCC funds are partially from HCG	HCG to provide some of the schools funding.

Task	Milestone	HCPSS duties	HCC duties	HCG Duties
	starts July 1st every year with annual funds being available at that time.			
Bill Payment for collection processing service	Monthly	Custodian manager	Environmental Services Manager, Plant operations Office	HCG to prepare invoice for HCPSS.
Monitoring	Monthly Yearly (every two years as noted)	Invoices reviewed monthly. Students, parents and staff expect recycling to be available HCPSS facilities employees.	Invoices reviewed monthly Every two years HCC compiles HCC's Green House Gas Footprint which includes both trash and recycling data. Yearly HCC enters the Recyclemania competition and compares weekly totals to Colleges and Universities nationwide.	HCG to prepare and to review monthly invoice and recycling rate of HCPSS and to review any issues submitted by either HCPSS or HCC. HCG will problem-solve as needed basis, and will monitor containers for areas of improvement.
Reporting	Annual Recycling Report due March 1st	HCPSS will prepare the volume of recyclables based on the monthly invoices and the additional recyclable items from schools	HCC will prepare the volume of recyclables based on monthly invoices and additional items recycled	HCG will review both the HCPSS and HCC annual report
Compliance	Begin within 60 days of issue arising	Custodian manager	HCC Facility Renovations, Safety and Sustainability Manager, Plant operations Office and Environmental Services Manager	HCG to determine if HCPSS and HCC have begun the corrective action within the required time

Table B: Acceptable Items

Newspapers with inserts
Magazines
Junk mail
Cardboard & Paperboard boxes
Corrugated boxes
Computer printouts
Books (paperback, textbooks & hardbacks)
Office paper & envelopes (typing, fax, copy & letterhead)
Brown paper bags (kraft)
Telephone books
Non metallic wrapping paper
Aseptic/gable-top milk and Juice cartons
Aluminum food & beverage containers
Ferrous & Bimetal food & beverage containers
All narrow neck plastic containers (except motor oil) with plastic codes 1-7 with caps
Aerosol cans (empty)
Aluminum foil and aluminum Pie Pans
Glass jars and bottles with caps
Wide mouth plastic containers
Peanut butter
Yogurt
Margarine/butter tubs
Cottage cheese
Sour cream
Whipped topping
Mayonnaise
Microwave trays
Rigid plastics / Hard Plastics
Plastic milk/soda crates
Plastic buckets with metal handles
Plastic laundry baskets
Plastic lawn furniture
Plastic totes
Plastic drums
Plastic coolers
Plastic flower pots
Plastic drinking cups/glasses
Plastic 5-gallon water bottles
Plastic pallets
Plastic toys
Empty plastic garbage/recycling bins
Bagged plastic film – examples
Grocery bags contained in 1-bag and tied
Stretch film/shrink wrap contained within 1-bag and tied

Table C: School Facilites

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Application & Research Lab 10920 Rt. 108 Ellicott City, 21042	TUE - 15 toters	THUR 1 - 6 YD.
Atholton Elementary 6700 Seneca Dr Columbia, 21046	FRI - 3 toters	THUR 1 - 6 yd
Atholton High 6520 Freetown Rd Columbia, 21044	TUE - 15 toters	THUR 1 - 6 yd
Bellows Spring Elementary 8125 Old Stockbridge Dr Ellicott City, 21043	THUR - 5 toters	WED 1 - 6 yd
Bollman Bridge Elementary 8200 Savage-Guilford Rd Ellicott City, 20794	WED - 4 toters	WED 1 - 6 yd
Bonnie Branch Middle 4979 Ilchester Rd Ellicott City, 21043	WED - 8 toters	WED 1 - 6 yd
Bryant Woods Elementary 5450 Blue Heron Lane Columbia, 21044	TUE - 3 toters	THUR 1 - 6 yd
Building Services 8045 Harriett Tubman Rd Columbia, 21044	TUE - 1 toter	THUR 1 - 6 yd
Burleigh Manor Middle 4200 Centennial Lane Ellicott City, 21042	TUE - 8 toters	WED 1 - 6 yd
Bushy Park Elementary 14601 Carrs Mills Rd Glenwood,MD 21738	MON - 5 toters	WED 1 - 6 yd
Old Bushy Park Building 2670 Rt. 97 Glenwood,MD 21738	ON CALL 1 toter	ON CALL 1 - 6 yd
Cedar Lane School (New) 11630 Scaggsville Rd Fulton, 20759	WED - 2 toters	WED 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Old Cedar Lane Bldg 5451 Beaverkill Rd Columbia, 21044	ON CALL 2 toters	ON CALL 1 - 6 yd
Centennial High 4300 Centennial Lane Ellicott City, 21042	TUE - 15 toters	THUR 2 - 6yd
Centennial Lane Elementary 3825 Centennial Lane Ellicott City, 21042	TUE - 3 toters	THUR 1 - 6 yd
Central Office 10910 Rt. 108 Ellicott City, 21042	TUE - 8 toters	THUR 1 - 6 yd
Clarksville Elementary 12041 Rt. 108 Clarksville, 21029	MON - 3 toters	WED 1 - 6 yd
Clarksville Middle 6535 S. Trotter Rd Clarksville, 21029	MON - 7 toters	WED 1 - 6 yd
Clemens Crossing Elementary 10320 Quarterstaff Rd Columbia, 21044	TUE - 2 toters	THUR 1 - 6 yd
Cradlerock School 6700 Cradlerock Way Columbia, 21045	THUR - 10 toters	THUR 1 - 6 yd
Dayton Oaks Elementary 4691 Ten Oaks Rd Dayton, 21036	MON - 5 toters	WED 1 - 6 yd
Deep Run Elementary 6925 Old Waterloo Rd Elkridge, 21075	THUR - 2 toters	THUR 1 - 6 yd
Dunloggin Middle 9129 Northfield Rd Ellicott City, 21042	MON - 8 toters	WED 1 - 6 yd
Elkridge Elementary 7075 Montgomery Rd Elkridge, 21075	MON - 4 toters	WED 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Elkridge Landing Middle 7085 Montgomery Rd Elkridge, 21075	MON - 8 toters	WED 1 - 6 yd
Ellicott Mills Middle 4445 Montgomery Rd Ellicott City, 21043	MON - 8 toters	WED 1 - 6 yd
Faulkner Ridge Center 10598 Marble Faun Ct Columbia, 21044	TUE - 3 toters	THUR 1 - 6 yd
Folly Quarter Middle 13500 Triadelphia Rd Ellicott City, 21042	MON - 8 toters	WED 1 - 6 yd
Forest Ridge Elementary 9550 Gorman Rd Laurel, 20723	WED - 2 toters	WED 1 - 6 yd
Fulton Elementary 11600 Scaggsville Rd Fulton, 20759	WED - 5 toters	WED 1 - 6 yd
Glenelg High 14025 Burntwoods Rd Glenelg, 21737	MON - 15 toters	WED 2 - 6 yd
Glenwood Middle 2680 Rt. 97 Glenwood, 21738	MON - 8 toters	WED 1 - 6 yd
Gorman Crossing Elementary 9999 Winter Sun Rd Laurel, 20723	WED - 3 toters	WED 1 - 6 yd
Guilford Elementary 7335 Oakland Mills Rd Columbia, 21046	THUR - 3 toters	WED 1 - 6 yd
Hammond Elem/Middle 8110 Aladdin Dr Laurel, 20723	WED - 8 toters	WED 1 - 6 yd
Hammond High 8800 Guilford Rd Columbia, 21046	FRI - 15 toters	WED 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Harper's Choice Middle 5450 Beaverkill Rd Columbia, 21044	TUES - 9 toters	THUR 1 - 6 yd
Hollifield Station Elementary 8701 Stonehouse Dr Ellicott City, 21043	MON - 3 toters	WED 1 - 6 yd
Homewood School 10914 Rt. 108 Ellicott City, 21042	TUE - 4 toters	THUR 1 - 6 yd
Howard High 8700 Old Annapolis Rd Ellicott City, 21043	THUR - 20 toters	WED 1 - 6 yd
Ilchester Elementary 4981 Ilchester Rd Ellicott City, 21043	WED - 4 toters	WED 1 - 6 yd
Jeffers Hill Elementary 6000 Tamar Dr Columbia, 21045	THURS - 2 toters	THUR 1 - 6 yd
Laurel Woods Elementary 9250 N. Laurel Rd Laurel, 20723	WED - 3 toters	WED 1 - 6 yd
Lime Kiln Middle 11650 Scaggsville Rd Fulton, 20759	WED - 8 toters	WED 1 - 6 yd
Lisbon Elementary 15901 Frederick Rd Lisbon, 21797	MON - 2 toters	WED 1 - 6 yd
Longfellow Elementary 5470 Hesperus Dr Columbia, 21044	TUE - 2 toters	THUR 1 - 6 yd
Long Reach High 6101 Old Dobbin Lane Columbia, 21045	THUR - 20 toters	THUR 1 - 6 yd
Manor Woods Elementary 11575 Frederick Rd Ellicott City, 21042	MON - 4 toters	WED 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Marriotts Ridge High 12100 Woodford Dr Marriottsville, 21104	MON - 15 toters	WED 1 - 8 yd
Mayfield Woods Middle 7950 Red Barn Way Elkridge, 21075	WED - 8 toters	WED 1 - 6 yd
Mount View Middle 12101 Woodford Dr Marriottsville, 21104	MON - 4 toters	WED 1 - 6 yd
Mt. Hebron High 9440 Rt. 99 Ellicott City, 21042	MON - 15 toters	WED 1 - 6 yd
Murray Hill Middle 9989 Winter Sun Rd Laurel, 20723	WED - 8 toters	WED 1 - 6 yd
Northfield Elementary 9125 Northfield Rd Ellicott City, 21042	MON - 3 toters	WED 1 - 6 yd
Oakland Mills High 9410 Kilimanjaro Rd Columbia, 21045	THUR - 12 toters	THUR 1 - 6 yd
Oakland Mills Middle 9540 Kilimanjaro Rd Columbia, 21045	THUR - 6 toters	THUR 1 - 6 yd
Patapsco Middle 8885 Old Frederick Rd Ellicott City, 21043	MON - 8 toters	WED 1 - 6 yd
Patuxent Valley Middle 9151 Vollmerhausen Rd Jessup, 20794	WED - 8 toters	WED 1 - 6 yd
Phelps Luck Elementary 5370 Oldstone Ct Columbia, 21045	THUR - 4 toters	WED 1 - 6 yd
Pointers Run Elementary 6600 S. Trotter Rd Clarksville, 21029	MON - 6 toters	WED 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Reservoir High 11550 Scaggsville Rd Fulton, 20759	WED - 15 toters	WED 1 - 6 yd
River Hill High 12101 Rt. 108 Clarksville, 21029	MON - 22 toters	WED 1 - 6 yd
Rockburn Elementary 6145 Montgomery Rd Elkridge, 21075	WED - 3 toters	WED 1 - 6 yd
Running Brook Elementary 5215 W. Running Brook Rd Columbia, 21044	TUE - 2 toters	THUR 1 - 6 yd
St. John's Lane Elementary 2960 St. John's Lane Ellicott City, 21042	MON - 5 toters	WED 1 - 6 yd
Stevens Forest Elementary 6045 Stevens Forest Rd Columbia, 21045	THUR - 2 toters	THUR 1 - 6 yd
Swansfield Elementary 5610 Cedar Lane Columbia, 21044	TUE - 2 toters	THUR 1 - 6 yd
Talbott Springs Elementary 9550 Basket Ring Rd Columbia, 21045	THUR - 2 toters	THUR 1 - 6 yd
Thunder Hill Elementary 9357 Mellenbrook Rd Columbia, 21045	THUR - 2 toters	WED 1 - 6 yd
Triadelphia Ridge Elementary 13400 Triadelphia Rd Ellicott City, 21042	MON - 4 toters	WED 1 - 6 yd
Veterans Elementary 4355 Montgomery Rd Ellicott City, 21043	MON - 5 toters	WED 1 - 6 yd
Waterloo Elementary 5940 Waterloo Rd Columbia, 21045	THUR - 3 toters	THUR 1 - 6 yd

Table C: School Facilities continued

Location	Recycling Carts - 95 gal.	Recycling Dumpsters
Waverly Elementary 10220 Wetherburn Rd Ellicott City, 21042	MON - 3 toters	WED 1 - 6 yd
West Friendship Elementary 12500 Frederick Rd West Friendship, 21794	MON - 2 toters	WED 1 - 6 yd
Wilde Lake High 5460 Trumpeter Rd Columbia, 21044	TUE - 15 toters	THUR 2 - 6 yd
Wilde Lake Middle 10481 Cross Fox Lane Columbia, 21044	TUE - 5 toters	THUR 1 - 6 yd
Worthington Elementary 4570 Roundhill Rd Ellicott City, 21043	MON - 3 toters	WED 1 - 6 yd
HCPSS Warehouse 6655 Dobbin Rd Columbia, 21046	N/A	ON-CALL 1 - 8 yd
HCPSS Science Resource 6655 Dobbin Rd Columbia, 21046	N/A	ON-CALL 1 - 8 yd
HCPSS Custodial/Grounds Facility 8790-8800 Ridge Rd Ellicott City, 21043	N/A	ON-CALL 1 - 8 yd