**WHAT CAN I Recycle?**

- Paper
- Cardboard (break down)
- Catalogs/Phone Books
- Envelopes/Junk Mail
  Do Not Bag
- Plastic Bottles
- Aluminum Cans
- Steel Cans
- Milk Cartons
  Collect In Blue or Clear Bag

**Special Recyclables**

- Fluorescent Bulbs
- Batteries
- Computers/Electronics
- Textbooks
  Do not put in Recycling or Trash Dumpster
  Contact: recycling@cps.k12.il.us

**WHAT DO I Trash?**

- Paper towels/tissues
- Napkins
- Disposable cups
- Food wrappers
- Straws
- Disposable utensils
- Non-paper packaging
- Styrofoam

Recycling Support
(773) 553-3161
recycling@cps.k12.il.us
CPS Recycling Guide: Best Practices

Containers

- Place well-marked recycling bins in every classroom, office, copy room, and wherever paper waste is generated.
- Recycling bins and small garbage cans should be near each other for easy separating.
- Plastic liners are unnecessary and shouldn't be in classroom paper recycling bins.
- Recycling bins are for recycling only; reclaim any blue recycling bins being used for garbage. Take Back the Bin!
- Contact recycling@cps.k12.il.us if you need additional recycling bins.

Collection

- Keep recycling separate from garbage at all times.
- Designate a wheeled Recycling Only collection container to keep paper recyclables clean and separated. Like classroom bins, it doesn’t need a plastic bag. (When no wheeled container is available, use and reuse a blue bag.)
- Custodians and students may collect recycling. Set up a schedule, and pick up from different areas each day to make it manageable.
- Collect bottles, cans, and milk cartons along the way, but keep them in blue or clear plastic bags.
- Place recyclables in the outside recycling dumpster.

Communication: Encourage Recycling

- **Principal:** Mention your school’s recycling performance at staff meetings and assemblies.
- **Lunchroom Staff:** Break down and recycle cardboard. Rinse and recycle steel cans. Talk to co-workers about recycling.
- **Students:** Place all recyclables (and only recyclables) in your school’s recycling containers. Encourage others to do the same. Visit other classes to talk about recycling. Train teachers how to recycle.
- **Custodians/Engineer:** Collect all garbage and recyclables separately. Report teachers who don’t recycle to your principal.
- **Teachers:** Encourage classroom recycling. Police recycling bins to keep them free of garbage. Reward good recycling behavior.
- **School Staff:** Post recycling flyers next to recycling bins. Announce recycling how-tos in morning announcements and newsletters.

For questions and/or recycling assistance, contact 773.553.3161 or recycling@cps.k12.il.us
Chicago Schools Earn Money for Recycling!

Each semester, top CPS recyclers receive hundreds of dollars in office supply gift cards. That translates to school supplies and extra resources earned by helping the environment. Here’s how it works:

1. **Buy Recycled Content.** When schools and administration buy products with recycled content in it (paper, toner, folders, etc.) from our office supply vendor, Office Depot, some of the money is set aside to fund gift cards.

2. **Recycle!** Paper, cardboard, bottles, cans, and cartons all go in your school’s recycling dumpster. Follow the recycling tips in this guide (containers, collection, and communication) and recycle successfully.

3. **Hit Your Recycling Target.** Check your Recycling Score often (see below) to see if your school is on track to earn Recycling Rewards.

4. **Recycling Rewards are Awarded.** Every winter and fall, gift cards are mailed to winning school principals. Gift cards range up to $500. That means your school can earn up to $1,000 each year by recycling.

Track your Recycling Success Online

Every week, Chicago Public Schools publishes how much each school recycles. Principals, teachers, students, and school leaders use this data to motivate their school to increase recycling and go green.

- Go to: [www.cps.edu/gogreen](http://www.cps.edu/gogreen)
- On the right hand side of the screen, click Weekly Recycling Report
- Use the drop-down menu to find your school
- Look at column “g.” That’s your Recycling Score.

Schools with **Recycling Scores** above 100% earn money through CPS Recycling Rewards!

<table>
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<th>Date</th>
<th>Reported Volume (yd²)</th>
<th>Reported Quality (%)</th>
<th>Recycled Volume (yd²)</th>
<th>Recycled Target (yd²)</th>
<th>Weekly Performance (% of Target)</th>
<th>Recycled Score (% of Target / # weeks)</th>
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<td>6.0</td>
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<td>123.7</td>
</tr>
</tbody>
</table>

For questions and/or recycling assistance, contact **773.553.3161 or recycling@cps.k12.il.us**

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**How is my Recycling Score Calculated?**

Your recycling driver marks down how full your recycling dumpster is each time it is picked up. That volume is compared to the Recycling Target set for each school. If you have questions about your Score, contact Recycling.
CPS Recycling Guide: Other Materials

New in 2010: Milk Cartons
CPS now recycles milk cartons! All schools are encouraged to recycle clean, empty cartons. You will need:

- Sink or plastic bucket for dumping leftover milk (with strainer to catch straws)
- Blue recycling bin with heavy duty blue or clear bags for empty cartons
- Student training and lunchroom monitors to oversee carton collection

Milk is messy, so ask students to drink it then drop it. Contact Recycling for help getting started.

Special Recyclables

Textbooks: Textbooks can be resold, donated, or recycled, but not in the regular recycling dumpster. Please contact Recycling to dispose of textbooks properly.

Electronics: Schools can recycle old computers, fax machines, copiers, printers, and other electronics by requesting an electronic recycling pick-up through https://secure2.cps.k12.il.us/DisposalServices/.

Ink and Toner: Used ink and toner cartridges can often be mailed back to the manufacturer for recycling. Schools also partner with Core Recycling or Recycling Tech, who pay for old cartridges.

Fluorescent Bulbs: Because they contain mercury, it is illegal to throw fluorescent bulbs out in the trash. Schools must contact companies like Flourecycle, Everlights, or Air Cycle to recycle old fluorescent bulbs.

Snack Bags: Not recyclable in the traditional sense, these can be sent to TerraCycle, who “up-cycles” them into new products.

Batteries: CPS has discontinued battery collection. Your local library and Walgreen’s accept used batteries.

Composting
Take recycling to the next level by composting food waste in outdoor bins or with worms in science classrooms.

Contact Recycling for composting guidelines and an application to CPS’ Composting Program, which provides technical assistance and bins for outdoor food waste composting.

For questions and/or recycling assistance, contact 773.553.3161 or recycling@cps.k12.il.us