

**MONTGOMERY COUNTY PUBLIC SCHOOLS  
RECYCLING ACTION PLAN**

**June 2010  
(Rev. November 2014)**



The Montgomery County Public Schools recycling program is managed through the School Energy and Recycling Team (SERT) office within the Department of Facilities Management.

Montgomery County Public Schools  
School Energy and Recycling Team  
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**MONTGOMERY COUNTY PUBLIC SCHOOLS**

# **RECYCLING ACTION PLAN**

**June 17, 2010  
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# 1. MONTGOMERY COUNTY PUBLIC SCHOOLS RECYCLING PROGRAM

The Montgomery County Public Schools (MCPS) Recycling Plan was created by the School Energy and Recycling Team (SERT) program staff to increase the support in infrastructure, enhance recycling resources, and initiate an incentive program to achieve an annual targeted recycling goal of 40 percent. Our recycling plan sets forth the goals, strategies, actions, and resources developed by MCPS to significantly improve recycling rates.

Montgomery County Executive Regulation 15-04AM requires that MCPS recycle all paper, cardboard, commingled materials (bottles and cans), yard trim, and scrap metal. All of MCPS schools and facilities have been recycling these items since 1998 increasing from 7 percent in 1998 to 40 percent in 2009. MCPS will continue to recycle the required items and any other required recyclables identified by Montgomery County Division of Solid Waste Services. In addition to the required recycling material, MCPS schools and facilities currently recycle several voluntary recycling items and will continue to recycle these items unless market demand dictates otherwise. Listed below is the detailed items list of required recycling items and voluntary recycling items that MCPS currently recycles and will continue to recycle.

## **Required material included in program:**

- Newspapers (with inserts)
- Magazines and Catalogs
- Junk Mail
- Cardboard and Paperboard Boxes (including all cereal boxes without the liners, frozen food packaging, etc.)
- Empty Milk and Juice Containers
- Corrugated Cardboard (All boxes must be broken down)
- Computer Printouts
- Colored Paper
- Books (including paperbacks, textbooks, and hardbacks)
- Office Paper (including typing, fax, copy and letterhead) and Envelopes
- Brown Paper Bags
- Telephone Books
- Non-Metallic Wrapping Paper
- Shredded paper contained in a sealed or tied clear plastic bag
- Construction paper
- Files and folders
- Cardstock
- #1,#2,#3,#4,#5,#7 Rigid Plastic Containers including bottles, jugs, wide-mouth tubs, & lids (removed from container)
- Aluminum Food & Beverage Containers & lids (removed from container)
- Steel/tin cans such as soup and vegetable cans
- Clean Aluminum Foil & Aluminum Pie Pans

- Glass Containers: brown, clear and green glass containers jars and bottles
- Non-hazardous Aerosol Cans (empty)
- Plastic buckets with metal handles
- Plastic flower pots
- Plastic drinking cups/glasses (stadium cups)
- Plastic 5-gallon water bottles & lids (removed from container)
- All glass food & beverage bottles & jars made of clear, brown & green glass & lids (removed from container)
- Scrap Metal
- Yard Waste

**Voluntary Recycling items included in the program:**

- Anti Freeze
- Batteries
- Computers & Electronics
- Lamps
- Motor oil
- Tires
- Printer and toner cartridges
- Vegetable oil
- Plastic bags
- Construction Waste

**Collection of material:**

Each classroom, office and media center in all of MCPS schools and each office in MCPS facilities currently have paper recycling bins and trash bins. In rooms such as cafeteria, auditorium, gymnasium, staff lounge and schools that allow food in classrooms, in addition to trash and paper recycling bins, commingled recycling bin is also provided to capture bottles and cans. MCPS SERT office will continue to monitor and provide adequate size and type of recycling bins to capture recyclables generated in classrooms, offices, media centers, gymnasiums, auditoriums and cafeteria.

Each of MCPS school and facility currently have at least one of either 2 yard or 4 yard or 6 yard or 8 yard front end loading dumpster for collection of paper and cardboard material. Each of MCPS school and facility currently have at least one of either 2 yard or 4 yard front end loading dumpster or 96 gallon totes for collection of commingled recyclables. These exterior collection containers are property of recycling hauling contractor and will continue to be provided as part of recycling hauling contract between MCPS and the hauling contractor for the purposes of collecting recyclables from MCPS schools and facilities. Each of MCPS schools and facility will continue to receive a minimum of one pick-up each week for paper recycling and minimum of one pick up per week for commingled recycling. Some locations receive daily pick-up of recyclables. Frequency of pick up, size of collection container and type of collection container will be monitored and changes will be made by MCPS Recycling Manager based on volume generated at each of MCPS schools or facility.

**Marketing of material:**

MCPS awarded contracts to several recycling vendors who haul and market the recyclables. The marketing of the recyclables will continue to be the responsibility of the contracted recycling vendors. Below is the list of types of recycling material, the recycling vendor for each type of the material and brief description of their market for the recycling material collected from MCPS.

<b>Item</b>	<b>Recycling Vendor</b>	<b>MCPS locations</b>	<b>Market</b>
Anti-Freeze	Hydrocarbon Recovery Services Inc.	Multiple MCPS locations	Reprocessed
Batteries	Best Batteries	All Maintenance Depots	Shipped back to Exide Battery Corp.
Batteries Rechargeable	Call2Recycle	Shady Grove Maintenance Depot/IAQ	Shipped back to Call2Recycle
Commingled Items	Potomac Disposal Inc.	Multiple MCPS locations	Montgomery County Recycling Center
Computers - Electronics	Sycamore International Services	606 North Stone Street, Rockville, MD	Dismantled and recycled
Lamps	Graybar	All MCPS Facilities	Sent to Veolia ES Technical Solutions, LLC. Crushed and recycled.
Motor Oil	Hydrocarbon Recovery Services Inc.	Multiple MCPS locations	Reprocessed
Paper	Potomac Disposal Inc.	Multiple MCPS locations	Georgetown Paper Stock
Plastic Grocery Bags	TREX	Multiple MCPS locations	Processed to make decking material
Scrap Metal	Montgomery Scrap	Multiple MCPS locations	Shredded/Smelted and resold
Tires	Emmanuel Tire	Shady Grove Maintenance Depot	Reprocessed
Toner/Printer cartridges	PS Data Supply, EIS	Dept. of Materials Management	Recondition/Resale
Vegetable oil	Valley Protein, Inc.	Multiple MCPS locations	Reprocess/Recycle
Yard Waste	Hauled by MCPS	Multiple MCPS locations	Montgomery County DSWS Transfer Station

## **2. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS**

Stake holders include Montgomery County Public Schools (MCPS) including Board of Education, MCPS Superintendent of Schools, MCPS Director of Facilities, MCPS SERT Program Manager, MCPS SERT Recycling Manager, MCPS SERT Team, MCPS School Principals, MCPS School Recycling Leaders, MCPS Building Services Team, and MCPS recycling hauling contractors. Detailed description of each of MCPS SERT Team members is listed below.

### **SERT Program Coordinator**

Under direction, coordinates, and provides leadership for system-wide conservation and recycling programs that build the capacity of school communities to participate and achieve conservation goals through the School Energy and Recycling Team Program; oversees, proposes, and develops specialized and innovative strategies promoting the conservation of resources including system-wide recycling. Coordinator develops strategic plan and implementation of strategic initiatives for the development of the SERT Program standards, expectations, and measures for assessment; supervises, leads, and evaluates a team of specialists, resource conservation assistants, and recycling staff who conduct conservation visits, extend outreach, analyze data, coordinate special events, and perform inspections to recommend corrective and strategic actions; manages budgetary expenditures and develops award structures to maintain consistent services to schools and improve upon energy efficiency and recycling rates; and develops and administers plans for SERT processes, innovation, and continuous improvement. Coordinator collaborates with other offices, departments, and schools to provide direction in the planning and monitoring of the SERT Program. Analyzes energy, and recycling data to guide direction of the program.

### **Recycling Manager**

Under direction develops, implements, and coordinates recycling programs, projects, and initiatives, with priority to school recycling, contract management, and waste reduction. Provides technical contract administration guidance and management. Plans and manages assigned programs and projects within the scope of School Energy and Recycling Team program mission while insuring the delivery of superior customer service. Coordinates the management of the recycling contract with outside vendors, including program infrastructure upgrades, changes, and improvements, and maintains program within budgetary expectations. Coordinates with appropriate county agencies, MCPS schools, central offices, and supporting organizations. Develops recycling program awareness and compliance training. Upon direction assists with other SERT programs and projects, such as, but not limited to energy conservation, environmental stewardship, and pilot projects. Recycling Manager will be responsible for filing Annual Business Recycling Report to the Montgomery County Department of Environment, Division of Solid Waste Services before February 1 of each year, pursuant to Montgomery County Executive Regulation 15-04AM. Recycling Manager will be responsible for filing 6 month hauling report to the Montgomery County Department of Environment, Division of Solid Waste Services before February 1 and August 1 of each year, pursuant to Montgomery County Executive Regulation 15-04AM. Recycling Manager will be responsible for filing County Recycling Report to the Montgomery County Department of Environment, Division of Solid Waste Services before October 1 of each year.

### **Program Assistant, SERT**

Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the green

schools program. Promotes a culture of conservation and responsibility in the schools to reduce energy and water use through promotion of energy and environmental contests and activities, curriculum initiatives, periodic newsletters and bulletins, and formation of school-based eco-response teams (SERT) to mobilize schools for energy conservation. Assists the Green Schools Program Manager in the implementation of MCPS strategies to meet green building requirements in existing and new facilities, utilizing national best practices and standards. Seeks and administers outside resources and grants, and resources for energy and environmental projects and events. Supports execution of strategic plans for the Energy Resources Team and the Department of Facilities Management.

### **Resource Conservation Assistant**

Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the School Energy and Recycling Team (SERT) program. Promotes a culture of conservation and responsibility in the schools to recycle and reduce energy and water use through site visits, data collection and analysis, promotion of energy and recycling contests and activities, and formation of school based SERT teams to mobilize schools for energy conservation and recycling efforts. Entry-level assignments (Grades 17 and 18) include conducting quarterly data visits to monitor energy use and promoting and assisting schools with recycling. Higher-level assignments (Grades 19 through 22) include conducting trainings, facilitating meetings, developing presentations, and representing the program at various venues. Higher levels also engage schools into a comprehensive recycling and energy conservation program; monitor EMS systems, utility data, and ICB scheduling conduct energy audits and surveys to recommend conservation measures; and trains building services staff in conservation practices and procedures.

### **SERT Program Technician**

Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the School Energy and Recycling (SERT) program. Promotes a culture of conservation and responsibility in the schools to recycle and reduce energy and water use through promotion of energy and recycling contests and activities, curriculum initiatives, periodic newsletters and bulletins, and formation of school based SERT teams to mobilize schools for energy conservation and recycling efforts. Assists the SERT program manager in the implementation of MCPS strategies to meet program goals by utilizing national best practices and standards. Supports execution of strategic plans for the SERT Program and the Department of Facilities Management.

### **Recycling Technician**

Under supervision assists in development, implementation, and coordination of the MCPS recycling program. Implements recycling procedures to facilitate waste reduction in all MCPS facilities; supports the schools in recycling efforts and works with contracted recycling haulers. Develops and recommends procedures to improve, encourage and assist school staff to form SERT teams to sort recyclables from waste. Also visits schools and facilities to instruct staff in recycling procedures to promote recycling efforts. Coordinates with the contract waste hauler for timely pick-ups, schedule updates and changes, and other matters as they arise. Periodic reports on recycling performance, coordination of Maximo work orders pertaining to recycling support, and maintenance of related records and files, are required. Assignments will involve contract monitoring, energy conservation support, and delivery of supporting recycling infrastructure. Assists with other SERT programs and projects, such as, but not limited to energy conservation, environmental stewardship, and pilot projects.

## Recycling Vendor

The collection and marketing of the recyclables will continue to be the responsibility of the contracted recycling vendors, as described in the previous section under “Marketing of material”. Collection Vendors are required to report to MCPS the tonnages and types of recyclables and solid waste collected for each billing period, certified as correct by the Vendor and supportable by scale records, as well as the collection Vendor’s phone number and the County-issued license number (where applicable) under which it operate as a collector. (See Program Monitoring, below.) The MCPS reserves the right to procure different hauling/collection contract Vendors from time to time without notice to the State or changes to this Plan.

### 3. SCHOOLS AND FACILITIES INCLUDED IN THE PROGRAM

Included in this recycling program are over 200 MCPS schools and facilities. Detailed description of each of the location included in this program is listed below and separated by category.

<b>ELEMENTARY SCHOOLS</b>	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Arcola	1820 Franwall Ave.	Silver Spring	MD	20902
Ashburton	6314 Lone Oak Dr.	Bethesda	MD	20817
Bannockburn	6520 Dalroy Lane.	Bethesda	MD	20817
Lucy V. Barnsley	14516 Nadine Dr.	Rockville	MD	20853
Beall	451 Beall Ave.	Rockville	MD	20850
Bel Pre	13801 Rippling Brook Dr.	Silver	MD	20906
Bells Mill	8225 Bells Mill Rd.	Potomac	MD	20854
Belmont	19528 Olney Mill Rd.	Olney	MD	20832
Bethesda	7600 Arlington Rd.	Bethesda	MD	20814
Beverly Farms	8501 Postoak Rd.	Potomac	MD	20854
Bradley Hills	8701 Hartsdale Ave.	Bethesda	MD	20817
Broad Acres	710 Beacon Rd.	Silver Spring	MD	20903
Brooke Grove	2700 Spartan Rd.	Olney	MD	20832
Brookhaven	4610 Renn St.	Rockville	MD	20853
Brown Station	851 Quince Orchard Blvd.	Gaithersburg	MD	20878
Burning Tree	7900 Beech Tree Rd.	Bethesda	MD	20817
Burnt Mills	11211 Childs St.	Silver Spring	MD	20901
Burtonsville	15516 Old Columbia Pike	Burtonsville	MD	20866
Candlewood	7210 Osprey Dr.	Rockville	MD	20855
Cannon Road	901 Cannon Rd.	Silver Spring	MD	20904
Carderock Springs	7401 Persimmon Tree Lane	Bethesda	MD	20817
Rachel Carson	100 Tschiffely Square Rd.	Gaithersburg	MD	20878
Cashell	17101 Cashell Rd.	Rockville	MD	20853
Cedar Grove	24001 Ridge Rd.	Germantown	MD	20876
Chevy Chase	4015 Rosemary St.	Chevy Chase	MD	20815
Clarksburg	13530 Redgrave Pl.	Clarksburg	MD	20871
Clearspring	9930 Moyer Rd.	Damascus	MD	20872
Clopper Mill	18501 Cinnamon Dr.	Germantown	MD	20874
Cloverly	800 Briggs Chaney Rd.	Silver Spring	MD	20905
Cold Spring	9201 Falls Chapel Way	Potomac	MD	20854
College Gardens	1700 Yale Pl.	Rockville	MD	20850



Cresthaven	1234 Cresthaven Dr.	Silver Spring	MD	20903
Capt. James E. Daly	20301 Brandermill Dr.	Germantown	MD	20876
Damascus	10201 Bethesda Church Rd.	Damascus	MD	20872
Darnestown	15030 Turkey Foot Rd.	Gaithersburg	MD	20878
Diamond	4 Marquis Dr.	Gaithersburg	MD	20878
Dr. Charles R. Drew	1200 Swingingdale Dr.	Silver Spring	MD	20905
DuFief	15001 DuFief Dr.	Gaithersburg	MD	20878
East Silver Spring	631 Silver Spring Ave.	Silver Spring	MD	20910
Fairland	14315 Fairdale Rd.	Silver Spring	MD	20905
Fallsmead	1800 Greenplace Terr.	Rockville	MD	20850
Farmland	7000 Old Gate Rd.	Rockville	MD	20852
Fields Road	One School Dr.	Gaithersburg	MD	20878
Flower Hill	18425 Flower Hill Way	Gaithersburg	MD	20879
Flower Valley	4615 Sunflower Dr.	Rockville	MD	20853
Forest Knolls	10830 Eastwood Ave.	Silver Spring	MD	20901
Fox Chapel	19315 Archdale Rd.	Germantown	MD	20874
Gaithersburg	35 North Summit Ave.	Gaithersburg	MD	20877
Galway	12612 Galway Dr.	Silver Spring	MD	20904
Garrett Park	4810 Oxford St.	Garrett Park	MD	20896
Georgian Forest	3100 Regina Dr.	Silver Spring	MD	20906
Germantown	19110 Liberty Mill Rd.	Germantown	MD	20874
William B. Gibbs	Jr. 12615 Royal Crown Dr.	Germantown	MD	20876
Glen Haven	10900 Inwood Ave.	Silver Spring	MD	20902
Glenallan	12520 Heurich Rd.	Silver Spring	MD	20902
Goshen	8701 Warfield Rd.	Gaithersburg	MD	20882
Great Seneca Creek	13010 Dairymaid Dr.	Germantown	MD	20874
Greencastle	13611 Robey Rd.	Silver Spring	MD	20904
Greenwood	3336 Gold Mine Rd.	Brookeville	MD	20833
Harmony Hills	13407 Lydia St.	Silver Spring	MD	20906
Highland	3100 Medway St.	Silver Spring	MD	20902
Highland View	9010 Providence Ave.	Silver Spring	MD	20901
Jackson Road	900 Jackson Rd.	Silver Spring	MD	20904
Jones Lane	15110 Jones Lane	Gaithersburg	MD	20878
Kemp Mill	411 Sisson St.	Silver Spring	MD	20902
Kensington Parkwood	4710 Saul Rd.	Kensington	MD	20895
Lake Seneca	13600 Wanegarden Dr.	Germantown	MD	20874
Lakewood	2534 Lindley Terr.	Rockville	MD	20850
Laytonsville	21401 Laytonsville Rd.	Gaithersburg	MD	20882
Little Bennett	23930 Burdette Forest Rd.	Clarksburg	MD	20871
Luxmanor	6201 Tilden La.	Rockville	MD	20852
Thurgood Marshall	12260 McDonald Chapel Dr.	Gaithersburg	MD	20878
Maryvale	1000 First St.	Rockville	MD	20850
Spark M. Matsunaga	13902 Bromfield Rd.	Germantown	MD	20874
S. Christa McAuliffe	12500 Wisteria Dr.	Germantown	MD	20874
Ronald McNair	13881 Hopkins Rd.	Germantown	MD	20874
Meadow Hall	951 Twinbrook Pkwy.	Rockville	MD	20851
Mill Creek Towne	17700 Park Mill Dr.	Rockville	MD	20855
Monocacy	18801 Barnesville Rd.	Dickerson	MD	20842
Montgomery Knolls	807 Daleview Dr.	Silver Spring	MD	20901
New Hampshire Estates	8720 Carroll Ave.	Silver Spring	MD	20903

Roscoe R. Nix	1100 Corliss St.	Silver Spring	MD	20903
North Chevy Chase	3700 Jones Bridge Rd.	Chevy Chase	MD	20815
Oak View	400 East Wayne Ave.	Silver Spring	MD	20901
Oakland Terrace	2720 Plyers Mill Rd.	Silver Spring	MD	20902
Olney	3401 Queen Mary Dr.	Olney	MD	20832
William Tyler Page	13400 Tamarack Rd.	Silver Spring	MD	20904
Pine Crest	201 Woodmoor Dr.	Silver Spring	MD	20901
Piney Branch	7510 Maple Ave.	Takoma Park	MD	20912
Poolesville	19565 Fisher Ave.	Poolesville	MD	20837
Potomac	10311 River Rd.	Potomac	MD	20854
Judith A. Resnik	7301 Hadley Farms Dr.	Gaithersburg	MD	20879
Dr. Sally K. Ride	21301 Seneca Crossing Dr.	Germantown	MD	20876
Ritchie Park	1514 Dunster Rd.	Rockville	MD	20854
Rock Creek Forest	8330 Grubb Rd.	Chevy Chase	MD	20815
Rock Creek Valley	5121 Russett Rd.	Rockville	MD	20853
Rock View	3901 Denfeld Ave.	Kensington	MD	20895
Lois P. Rockwell	24555 Cutsail Dr.	Damascus	MD	20872
Rolling Terrace	705 Bayfield St.	Takoma Park	MD	20912
Rosemary Hills	2111 Porter Rd.	Silver Spring	MD	20910
Rosemont	16400 Alden Ave.	Gaithersburg	MD	20877
Sequoyah	17301 Bowie Mill Rd.	Derwood	MD	20855
Seven Locks	9500 Seven Locks Rd.	Bethesda	MD	20817
Sherwood	1401 Olney.Sandy Spring Rd.	Sandy Spring	MD	20860
Sargent Shriver	12518 Greenly Dr.	Silver Spring	MD	20906
Sligo Creek	500 Schuyler Rd.	Silver Spring	MD	20910
Somerset	5811 Warwick Pl.	Chevy Chase	MD	20815
South Lake	18201 Contour Rd.	Gaithersburg	MD	20877
Stedwick	10631 Stedwick Rd.	Gaithersburg	MD	20886
Stone Mill	14323 Stonebridge View Dr.	North Potomac	MD	20878
Stonegate	14811 Notley Rd.	Silver Spring	MD	20905
Strathmore	3200 Beaverwood Lane	Silver Spring	MD	20906
Strawberry Knoll	18820 Strawberry Knoll Rd.	Gaithersburg	MD	20879
Summit Hall	101 West Deer Park Rd.	Gaithersburg	MD	20877
Takoma Park	7511 Holly Ave.	Takoma Park	MD	20912
Travilah	13801 DuFief Mill Rd.	Gaithersburg	MD	20878
Twinbrook	5911 Ridgeway Ave.	Rockville	MD	20851
Viers Mill	11711 Joseph Mill Rd.	Silver Spring	MD	20906
Washington Grove	8712 Oakmont St.	Gaithersburg	MD	20877
Waters Landing	13100 Waters Landing Dr.	Germantown	MD	20877
Watkins Mill	19001 Watkins Mill Rd.	Mont. Village	MD	20886
Wayside	10011 Glen Rd.	Potomac	MD	20854
Weller Road	3301 Weller Rd.	Silver Spring	MD	20906
Westbrook	5110 Allan Terr.	Bethesda	MD	20816
Westover	401 Hawkesbury Lane	Silver Spring	MD	20904
Wheaton Woods	4510 Faroe Pl.	Rockville	MD	20853
Whetstone	19201 Thomas Farm Rd.	Gaithersburg	MD	20879
Wood Acres	5800 Cromwell Dr.	Bethesda	MD	20816
Woodfield	24200 Woodfield Rd.	Gaithersburg	MD	20882
Woodlin	2101 Luzerne Ave.	Silver Spring	MD	20910
Wyngate	9300 Wadsworth Dr.	Bethesda	MD	20817

<b>MIDDLE SCHOOLS</b>	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Argyle	2400 Bel Pre Rd.	Silver Spring	MD	20906
John T. Baker	25400 Oak Dr.	Damascus	MD	20872
Benjamin Banneker	14800 Perrywood Dr.	Burtonsville	MD	20866
Briggs Chaney	1901 Rainbow Dr.	Silver Spring	MD	20904
Cabin John	10701 Gainsborough Rd.	Potomac	MD	20854
Roberto W. Clemente	18808 Waring Station Rd.	Germantown	MD	20874
Eastern	300 University Blvd. East	Silver Spring	MD	20901
William H. Farquhar	16915 Batchellors Forest Rd.	Olney	MD	20832
Forest Oak	651 Saybrooke Oaks Blvd.	Gaithersburg	MD	20877
Robert Frost	9210 Scott Dr.	Rockville	MD	20850
Gaithersburg	2 Teachers' Way	Gaithersburg	MD	20877
Herbert Hoover	8810 Postoak Rd.	Potomac	MD	20854
Francis Scott Key	910 Schindler Dr.	Silver Spring	MD	20903
Dr. Martin Luther King	Jr. 13737 Wisteria Dr.	Germantown	MD	20874
Kingsview	18909 Kingsview Rd.	Germantown	MD	20874
Lakelands Park	1200 Main St.	Gaithersburg	MD	20878
Col. E. Brooke Lee	11800 Monticello Ave.	Silver Spring	MD	20902
A. Mario Loiederman	12701 Goodhill Rd.	Silver Spring	MD	20906
Montgomery Village	19300 Watkins Mill Rd.	Mont. Village	MD	20886
Neelsville	11700 Neelsville Church Rd.	Germantown	MD	20876
Newport Mill	11311 Newport Mill Rd.	Kensington	MD	20895
North Bethesda	8935 Bradmoor Dr.	Bethesda	MD	20817
Parkland	4610 West Frankfort Dr.	Rockville	MD	20853
Rosa M. Parks	19200 Olney Mill Rd.	Olney	MD	20832
John Poole	17014 Tom Fox Ave.	Poolesville	MD	20837
Thomas W. Pyle	6311 Wilson Lane	Bethesda	MD	20817
Redland	6505 Muncaster Mill Rd.	Rockville	MD	20855
Ridgeview	16600 Raven Rock Dr.	Gaithersburg	MD	20878
Rocky Hill	22401 Brick Haven Way	Clarksburg	MD	20871
Shady Grove	8100 Midcounty Hwy.	Gaithersburg	MD	20877
Silver Spring International	313 Wayne Ave.	Silver Spring	MD	20910
Sligo	1401 Dennis Ave.	Silver Spring	MD	20902
Takoma Park	7611 Piney Branch Rd.	Silver Spring	MD	20910
Tilden	11211 Old Georgetown Rd.	Rockville	MD	20852
Julius West	651 Great Falls Rd.	Rockville	MD	20850
Westland	5511 Massachusetts Ave.	Bethesda	MD	20816
White Oak	12201 New Hampshire Ave.	Silver Spring	MD	20904
Earle B. Wood	14615 Bauer Dr.	Rockville	MD	20853

<b>HIGH SCHOOLS</b>	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Bethesda.Chevy Chase	4301 East.West Hwy.	Bethesda	MD	20814
Montgomery Blair	51 University Blvd. East	Silver Spring	MD	20901
James Hubert Blake	300 Norwood Rd.	Silver Spring	MD	20905
Winston Churchill	11300 Gainsborough Rd.	Potomac	MD	20854
Clarksburg	22500 Wims Rd.	Clarksburg	MD	20871
Damascus	25921 Ridge Rd.	Damascus	MD	20872
Albert Einstein	11135 Newport Mill Rd.	Kensington	MD	20895
Gaithersburg	314 South Frederick Ave.	Gaithersburg	MD	20877
Walter Johnson	6400 Rock Spring Dr.	Bethesda	MD	20814

John F. Kennedy	1901 Randolph Rd.	Silver Spring	MD	20902
Col. Zadok Magruder	5939 Muncaster Mill Rd.	Rockville	MD	20855
Richard Montgomery	250 Richard Montgomery Dr.	Rockville	MD	20852
Northwest	13501 Richter Farm Rd.	Germantown	MD	20874
Northwood	919 University Blvd. West	Silver Spring	MD	20901
Paint Branch	14121 Old Columbia Pike	Burtonsville	MD	20866
Poolesville	17501 Willard Rd.	Poolesville	MD	20837
Quince Orchard	15800 Quince Orchard Rd.	Gaithersburg	MD	20878
Rockville	2100 Baltimore Rd.	Rockville	MD	20851
Seneca Valley	19401 Crystal Rock Dr.	Germantown	MD	20874
Sherwood	300 Olney.Sandy Spring Rd.	Sandy	MD	20860
Springbrook	201 Valleybrook Dr.	Silver Spring	MD	20904
Watkins Mill	10301 Apple Ridge Rd.	Gaithersburg	MD	20879
Wheaton	12601 Dalewood Dr.	Silver Spring	MD	20906
Walt Whitman	7100 Whittier Blvd.	Bethesda	MD	20817
Thomas S. Wootton	2100 Wootton Pkwy.	Rockville	MD	20850

**TECHNICAL CAREER HIGH SCHOOL**

	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Thomas Edison High School of Technology	1250 Dalewood Dr.	Silver Spring	MD	20906

**ENVIRONMENTAL EDUCATION CENTER**

	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Lathrop E. Smith Environmental Education Center	5110 Meadowside Lane	Rockville	MD	20855

**SPECIAL SCHOOLS AND ALTERNATIVE PROGRAMS**

	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Hadley Farms Program	7401 Hadley Farms Dr.	Gaithersburg	MD	20879
Longview School	13900 Bromfield Rd.	Germantown	MD	20874
Rock Terrace School	390 Martins Lane	Rockville	MD	20850
Carl Sandburg Learning Center	451 Meadow Hall Dr.	Rockville	MD	20851
Stephen Knolls School	10731 St. Margaret Way	Kensington	MD	20895

**CENTRAL FACILITIES AND OFFICES**

	<b>STREET ADDRESS</b>	<b>CITY</b>	<b>ST</b>	<b>ZIP</b>
Bethesda Maintenance Depot	10901 Westlake Dr.	Rockville	MD	20852
Carver Educational Services Center	850 Hungerford Dr.	Rockville	MD	20850
Clarksburg Maintenance Depot	131 Shawnee Lane	Clarksburg	MD	20871
Emory Grove Center	18100 Washington Grove Ln.	Gaithersburg	MD	20877
Blair G. Ewing Center	14501 Avery Rd.	Rockville	MD	20853
Food Services	16644 Crabbs Branch Way	Rockville	MD	20855
Lincoln Center/DMM	580 North Stonestreet Ave.	Rockville	MD	20850
Lynnbrook Center	8001 Lynnbrook Drive	Bethesda	MD	20814
Randolph Maintenance Depot	1801 Old Randolph Road	Silver Spring	MD	20902
Rocking Horse Road Center	4910 Macon Rd.	Rockville	MD	20852
Shady Grove County Service Park	16651 Crabbs Branch Way	Rockville	MD	20855
Spring Mill Offices	11721 Kemp Mill Rd.	Silver Spring	MD	20852
Taylor Science Materials Center	19501 White Ground Road	Boysd	MD	20841

## **4. DEVELOPMENT AND IMPLEMENTATION SCHEDULE**

MCPS began its recycling program in 1998 and has increased the required recycling rate from 7 percent in 1998 to 43 percent in 2013. The combined required and voluntary recycling rate in 2013 was 81 percent. The management of the recycling program was reorganized and moved from the Division of Maintenance to the SERT office in the Department of Facilities Management in 2010. In 2013, the U.S. Department of Education (U.S. ED) awarded MCPS with the District Sustainability Award. As of 2014, four of MCPS schools were recognized with the U.S. ED Green Ribbon School Award. SERT office will continue to develop, monitor and manage the entire recycling program in all of MCPS schools and facilities.

## **5. PROGRAM MONITORING**

Recycling program promotion, management, and day-to-day operations are the responsibility of the SERT program. The recycling manager will be responsible for day-to-day recycling management and operations. The recycling manager is available via telephone, e-mail, and cell phone to deliver the utmost customer service to the schools. The SERT program staff will review process management annually and coordinate an annual timeline outlining opportunities, tasks, and duties to effectively manage recycling efforts and promote success.

MCPS SERT office will continue to utilize MCPS Recycling Action Plan which has been developed and improved annually to increase recycling performance by streamlining processes, analyzing data, identifying trends, developing strategies for success, increasing site inspections, providing excellent on-site support and customer service, and improving recycling rate. MCPS Recycling Action Plan is due to be submitted to [MCPS SERT office] on September 15<sup>th</sup> of each year. The Recycling Action Plan will identify a recycling leader at each school who will be responsible for promoting recycling awareness at school level. As an incentive, each school that returns the MCPS Recycling Action Plan will receive an award of \$100.00.

Potomac Disposal Inc. (awarded contractor) will provide SERT office monthly recycling weights for the required recycling items such as paper/cardboard and commingled items by the 20<sup>th</sup> day of the following month. The monthly tonnage report will be used by SERT office to analyze monthly recycling performance for each of MCPS schools and facilities to provide timely and responsive customer service, recognizing the accomplishments of recycling teams within schools, and delivering infrastructure to the schools. Providing monthly data demonstrates system-wide recycling performance, increases awareness and provides opportunity for improvement.

The building services manager at each school will be responsible for the collection of recyclables within the building and placed in appropriate recycling dumpsters in the exterior of schools. The building service manager will ensure that exterior recycling dumpsters are protected from contamination by keeping the gravity locking bars locked.

The Recycling Manager will ensure that the recycling hauling contractor will strictly adhere to the pick-up schedule agreed upon at the beginning of each academic year, schedule additional pick-ups as needed, additional service calls are serviced within 24 hours of the initial call, and makes any repairs to recycling collection infrastructure within five business days of initial report of damage.

Montgomery County Department of Environmental Protection, Division of Solid Waste Services conducts annual school inspection during the months of October, November and December. SERT office will provide "Recycling Plus" visits to schools with that receive grades of D or lower in recycling,

thereby providing schools with support and an opportunity to succeed through improving their in-school program and inspiring behavior consistent with meeting their goals.

The Recycling Manager and Recycling Technician will conduct announced and unannounced school visit to monitor and to observe recycling infrastructure, recycling compliance, recycling awareness and recycling hauling contractor performance at each school.

MCPS SERT team will visit each school quarterly to collect energy and recycling data points, which are analyzed and provided to the recycling manager for action:

- The main office of each school will record the adequacy of recycling infrastructure.
- Classrooms will be inspected for recycling containers.
- Hallways and lobbies will be inspected for adequate size and number of recycling and trash containers.
- Exterior of schools will be inspected for adequate recycling and trash bins.
- The trash room will be surveyed to assess compliance by recording unremarkable sorting or contamination.
- Staff rooms will be inspected for two stream recycling containers.
- Cafeterias will be inspected for centralized recycling stations (including paper).

These data points are adjusted quarterly to evolve with the continuing improvement plan.

MCPS SERT office will continue to prepare and deliver formal SERT recycling training for building services staff and basic skills at the annual in-service training day.

MCPS SERT office will continue to host annual poster contests for K-12 schools. The winning poster will be mass produced and distributed to schools to increase recycling awareness.

MCPS SERT office will continue to host annual “Lead By Example-SERT Energy & Recycling Awareness Campaign.” This contest is designated for secondary schools.

MCPS SERT office will continue to increasing recycling awareness through information campaigns utilizing multimedia efforts, including MCPS cable channel 34, the MCPS website, official staff newsletters, e-mails, administrator meetings, presentations, and providing information to the Board of Education, among others. The information campaigns are managed by the SERT program manager, information specialist, and communications specialist.

MCPS SERT office staff members will provide outreach activities, infrastructure, ordering processes, trainings, student activities, private meetings, public presentations, contests for students and staff, and individual trainings, as needed, to support and promote responsible recycling.

MCPS SERT office will use existing maintenance workflow management program (MAXIMO) for recycling needs. The existing Maximo electronic work order system is used for the day-to-day management of the recycling program. Schools will use this workflow management program to communicate with the recycling staff for any necessary recycling infrastructure, repairs or for additional recycling pick-ups.

MCPS SERT office will continue to work closely with MCPS Division of Construction to ensure that new schools and additions have adequate recycling containers prior to start of school. Summer months will be dedicated to coordinating the setup of infrastructure in new schools, holding schools, and new additions to school buildings. All new school deliveries will be scheduled for August 1, allowing 15 days for the set up of bins in appropriate areas, with signage and labels.