



Campus Training Guide

A guide to the management of trash
and recycling on campus

Revised September 2020



ESTABLISHED 1975

RECYCLING • SOLUTIONS • ORGANICS • COLLECTION • ENERGY • LANDFILLS

Custodial & Housekeeping Staff

Target Audience

- Custodial staff
- Housekeeping

Recommended Training Frequency

- Upon new hire/new hire orientation
- Quick refresher during monthly meeting
- Train specific areas when there are contamination issues

Contact for questions:

Recycling 101

Training Checklist

- Teach your staff - what is recyclable?
- Use Zero-Sort® recycling list provided below (recycling do's and don'ts)
- Highlight items on the righthand side – these are the biggest problems on a campus
- If an item is not on the list, it is NOT recyclable
- Print pictures and signs to hang in custodial closets, etc. to reinforce training

WHEN IN DOUBT, THROW IT OUT!

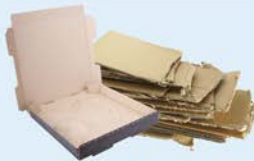
Recycling 101



ZERO-SORT® RECYCLING

No sorting on your end makes recycling quick and easy! Just focus on tossing **ONLY the Zero-Sort recyclables listed below** into your **recycling bin** and Casella takes care of the rest.

CARDBOARD/PAPER



Corrugated Cardboard
(Wavy center layer, clean with NO food waste)



Boxboard
(Dry-food boxes, egg cartons, & rolls)



Junk Mail, Periodicals, & Office Paper
(Paper bags, envelopes, & catalogs)

PLASTIC



Plastic Bottles, Jugs, Tubs, & Lids
(Empty & clean kitchen, laundry, & bath containers)

METAL



Aluminum & Steel Cans
(Foil & empty food & beverage cans)

GLASS



Glass Bottles & Jars
(Empty & clean)

REMEMBER TO RECYCLE BETTER!

- ☒ All recyclables are loose, not bagged
- ☒ All containers are empty, rinsed, & dry
- ☒ Cardboard is flattened & broken down
- ☒ There are NO items from the **NOT ACCEPTED** list in the recycling bin



For recycling tips and resources, visit casella.com/RecycleBetter • 800-CASELLA



RECYCLE BETTER™

THE ITEMS LISTED BELOW **DON'T** BELONG IN YOUR RECYCLING BIN.



PLASTIC BAGS
DON'T BELONG



BAGGED RECYCLABLES
DON'T BELONG



CLOTHING/TEXTILES
DON'T BELONG



FOOD WASTE/ LIQUIDS
DON'T BELONG



TANGLERS
DON'T BELONG



SCRAP METAL ITEMS
DON'T BELONG



BATTERIES OF ANY KIND
DON'T BELONG



ELECTRONIC WASTE ITEMS
DON'T BELONG



NO Disposable Cups



NO Plastic Wrap, Films, or Packaging



NO Black Trash Bags



NO Disposable Items
(Styrofoam™, napkins, paper towels, tissues, plastic utensils, dirty recycling, condiment packets, straws, stirrers, coffee pods, & fiber clams)

Recycling 101

Bathroom Waste

- Bagged material from bathrooms is **NOT RECYCLEABLE**
- Instruct your staff to throw out bags of bathroom waste
- Although there is fiber/paper towel in the bag, there are always other materials that are not recyclable



Recycling 101

Liquid in Bags

- Liquids in clear bags of recycling are always easily identifiable – when you pick up a bag, liquids pool at the bottom
- Throw bags of recycling with liquids into the trash
- Liquids ruin the good quality recycling



Recycling 101

Liquid/Food in Bags

- Like liquids, food waste is not acceptable in the recycling
- Throw out bags of recycling with visible food waste
- Food waste ruins good quality recycling



Recycling 101

Film Plastic

- Film plastic wrap, mainly from pallets is not allowed in the recycling
- Plastic wrap ruins the recycling sorting equipment by getting tangled around the machinery
- Throw the film plastic wrap into the trash



Recycling 101

Film Plastic & Plastic Tangles

- Plastic tangles, like wire banding is NOT recyclable in Zero-Sort Recycling
- The plastic tangles get caught on the sorting machinery at the recycling facility
- Throw plastic tangles into the trash



Recycling 101

Black Trash Bags

- Black trash bags are ALWAYS considered trash
- You cannot see what is inside the bag and they must be thrown into the trash
- Black trash bags never belong in the recycling



Recycling 101

Black Trash Bags

- Black trash bags that are put into the recycling, ruin the load of otherwise clean recyclables, like the cardboard
- Black trash bags are easy to spot and cause a load of recycling to get rejected at the recycling facility



Compactor Training 101

Training Check List:

- Train employees on how to use compactors & dumpsters
- Train employees on how to differentiate between trash and recycling compactors and dumpsters
- Establish process for material management when compactors are off site being emptied – where should trash and recycling be staged until equipment returns?
- Establish process/internal communication if there is an issue with a compactor – who should be called?
- When there is an issue with compactor, employee will run through troubleshooting check list:
 - Use Toolkit Resource Compactor Tips & Troubleshooting Guide

Campus Contact for Compactors:

Compactor Training 101

Trash & Recycling Dumpsters

How to tell - which is which?



BLUE = Recycling blue containers and compactors

BLACK = Trash containers and compactors

Compactor Training 101

Compactor Tips & Troubleshooting Guide

Diagram of Key Compactor Parts



Compactor Receiver Box



Compactor Power Unit with
Emergency Stop Button

Disconnect



Compactor Hatch
With Safety Interlock

Compactor Training 101

Operational Tips and Troubleshooting Guide:

- ✓ Safety interlock switch on the door - is the door shut and locked when trying to run the unit? Door **MUST** be shut and locked to run.
- ✓ The Power Disconnect must be turned **ON**.
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- ✓ Is the compactor full? How to read the fullness of the compactor:
 - Read the pressure gage - while compactor is **RUNNING**, if it hovers around 1800+ PSI, unit is full, otherwise, NOT full
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Dining Staff

Target Audience

- Food Service Providers & Staff
- Departments that maintain their own working space

Recommended Training Frequency

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- Quick refresher during monthly meeting
- Train specific areas when there are contamination issues

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Glass Bottles & Jars
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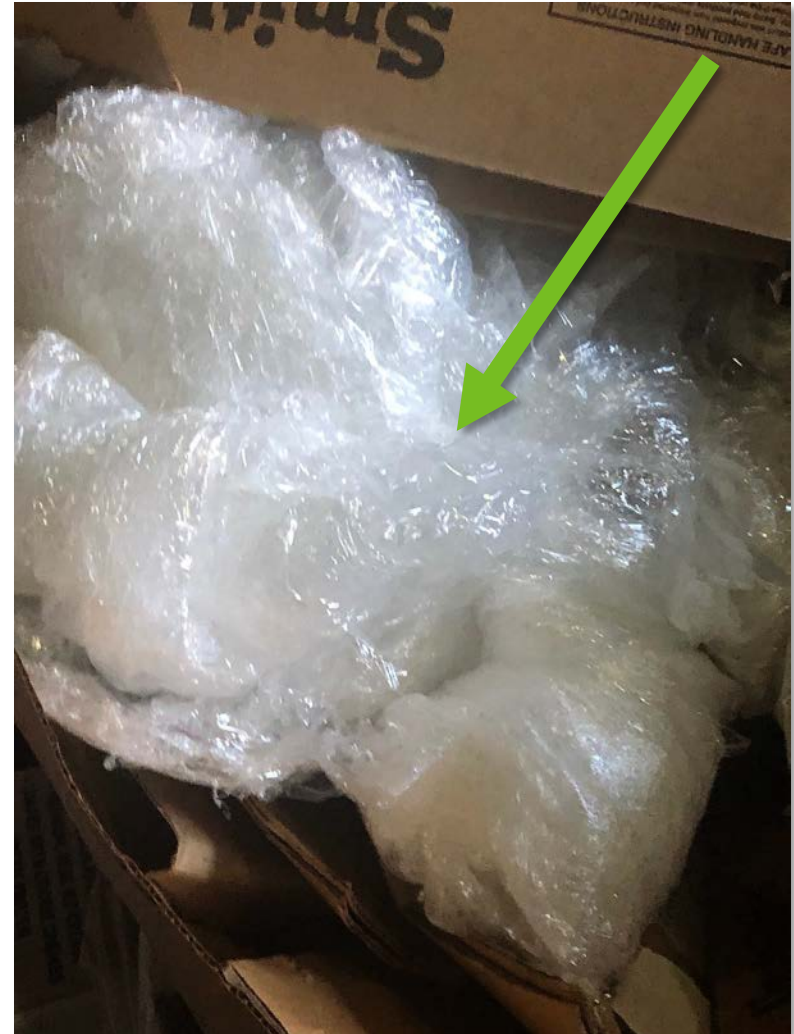
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Food Waste 101

Training Checklist

- What is food waste and how is it managed in the kitchen?
- Explain why the staff MUST separate food waste (food waste bin)
- Use Toolkit Resource – Food Waste Sign
- Use Toolkit Resource – Toolkit Training Handbook
- Provide training on the food waste diversion process:
 - Pre-consumer/ back of house prep - scraps go into the food waste containers
 - Post-consumer / inedible food after meal-time - scraps go into the food waste containers

Food Waste 101



Compactor Training 101

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Diagram of Key Compactor Parts



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Residence Halls & Office Spaces

Target Audience

- Students
- Offices and classrooms responsible for bringing out waste/recycling

Recommended Training Frequency

- Upon new hire/new hire orientation
- Quick refresher during monthly meeting
- Train specific areas when there are contamination issues

Contact for Questions:

Recycling 101

Training Checklist

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- Use Zero-Sort Recycling list provided below (recycling do's and don'ts)
- Highlight items on the righthand side – these are the biggest problems on a campus
- If an item is not on the list, it is NOT recyclable
- Teach students to collect recycling in their room bin/tote - and dump into dumpster/compactor without the bag, loose
- Distribute Zero-Sort Recycling sign to all students and put up posters on each res hall floor

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Contaminated Recycling

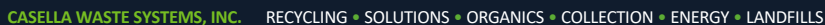
Things recycling should NOT include:

- Single use cups
- Food
- Lids
- Film Plastic
- Single use/
disposable items
- Plastic cutlery
- Should not be bagged!



Clean Recycling

- Plastic Bottle, Tubs, Jars from Kitchen, Laundry, and Bathroom
- Glass containers
- Cardboard/boxboard
- Paper
- Aluminum & Steel Cans



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