

Organic Cafeteria Recycling Station Setup Guide

The DOE Office of Sustainability is providing every public school in NYC with a complete cafeteria recycling station. This setup enables schools to have a standard setup and reinforce student recycling habits.

This package contains the supplies needed for one double-sided cafeteria waste sorting station. If your cafeteria does not have space to accommodate a double-sided setup, this may be configured to use in single-sided setup. **Please email zerowasteschools@schools.nyc.gov with any questions.**



Figure 1 - Front view: Schools will use existing trash bins and food scrap bins.

Instructions

1. Determine location:

Meet with the SchoolFood Manager and Administrator who oversees the cafeteria to determine the best placement for the waste sorting station.

2. Assemble sign holders:

Assemble the metal sign holders (each stand requires 2 screws to attach the base to the support arms and 4 screws to attach the metal frame to the support arms).

3. Insert cardboard & signs:

Each sign holder needs 1 piece of cardboard (supplied) and **2 identical signs** placed on either side of the cardboard. The cardboard provides rigidity to the posters and ensures placement in the sign frame.

4. Arrange sign holders in the correct order: (see image above)

A. Pour Liquids; B. Recycle (Blue); C. Trash (Gray) D. Food Scraps (Orange)

5. Place metal colander **INSIDE** of white bucket (NOTE: purpose of colander is to prevent cereal, straws, and other debris from clogging drains once the liquid bucket is emptied).
6. Place blue lid on 44 gallon blue recycling bin along with blue DSNY recycling decal. (NOTE: the hole in the blue lid is designed to keep other contaminants out of the blue recycling bin).
7. Place bins in front of the correct sign: Recommended Order – (1) Liquid Bucket, (2) Blue Recycling Bin, (3) Gray Trash Bin (4) Brown Food Scrap Bin
See figure 1.



Figure 2- Side view

Setup Tips

- Keep in mind student flow, exits, serving lines and other factors that determine best placement for your space.
- Discuss with the SchoolFood Manager which team (SchoolFood or custodial) will maintain the sorting station.
- To maximize the benefits of this setup, remove all other trash bins from the cafeteria that are not associated with this setup as they will detract from students correctly sorting their waste.
- After setup is complete, notify your Sustainability Coordinator and School Aides so they can train students on how to properly sort their waste.

Components Received

- 2 – White buckets for liquid waste
- 2 – Metal colanders
- 2 – Blue bins (44 gallon)
- 2 – Lids for blue bins
- 4 – Metal sign stands (boxed)
- 4 – Cardboard inserts (18" x 24")
- 2 – Set DSNY recycling posters: (2
Pour Liquid, 2 Recycling, 2 Trash Only, 2
Food Scraps/Organics)



*If you need replacement items or would like to purchase additional bins or sign holders you may do so via the SDI Custodial Supply Catalog

**You may request additional / replacement signage from the Department of Sanitation free of charge:
<http://materials.bwpronline.org>