

Southeastern Indiana Recycling District School Recycling Guide

Serving the counties of Franklin, Jefferson, Jennings, Ohio, Ripley, Scott, and Switzerland



Your Partner in Protecting the Earth

Recycling Guide Table of Contents

Table of Contents

1. Purpose of the School Recycling Program.....	page 2
2. School Recycling Coordinator.....	page 2
3. Educational Opportunities.....	page 2
4. Items Your School Can Recycle.....	page 2
5. School Year Collection Schedule.....	page 2
6. School Closure Collection Schedule.....	page 2
7. Sorting and Contamination.....	page 3
8. Fiber (paper materials).....	page 3
9. Plastic Bottles.....	page 4
10. Cans (Aluminum and Steel).....	page 5
11. Corrugated Cardboard.....	page 6
12. Hardback Books.....	page 7
13. OOPS!! Tag.....	page 8

SEIRD Contact Information

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SEIRD School Recycling Program

1. Purpose of the School Recycling Program.

The overall mission of the Southeastern Indiana Recycling District is to "practice and promote good environmental stewardship". There is no place more important than our schools for this to happen.

2. School Recycling Coordinator.

SEIRD services over 60 schools in our seven county district. It is imperative that each school have a contact person to assist us in recyclables collections, educational presentations, issues and concerns, etc.

3. Educational Opportunities.

SEIRD offers recycling and environmental presentations, in an effort to promote good environmental stewardship to the public. A listing of our environmental presentations can be located at www.seird.org, under the Education tab. These presentations can be downloaded for use in your classroom. Upon request and if available, a SEIRD staff member may be scheduled to share one of the presentations with your class.

4. Items Your School Can Recycle.

The items your school can recycle are listed as follows:

- Fiber (paper, newspaper, softback books, magazines, and paperboard).
- Plastic bottles (#1 PETE and #2 HDPE)
- Steel Cans
- Aluminum Cans
- Corrugated Cardboard
- Hardback Books

5. School Year Collection Schedule.

At the beginning of each semester SEIRD will provide the Recycling Coordinator a Recycling Calendar which will indicate the day(s) of the week that your recyclables will be collected. Please be advised that circumstances (such as Holidays, inclement weather, etc.) can force slight changes in the daily collection schedule .

6. School Closure Collection Schedule.

A summer schedule will be provided. If your school needs an additional pick up during the summer months please contact us (812.574.4080) to schedule.

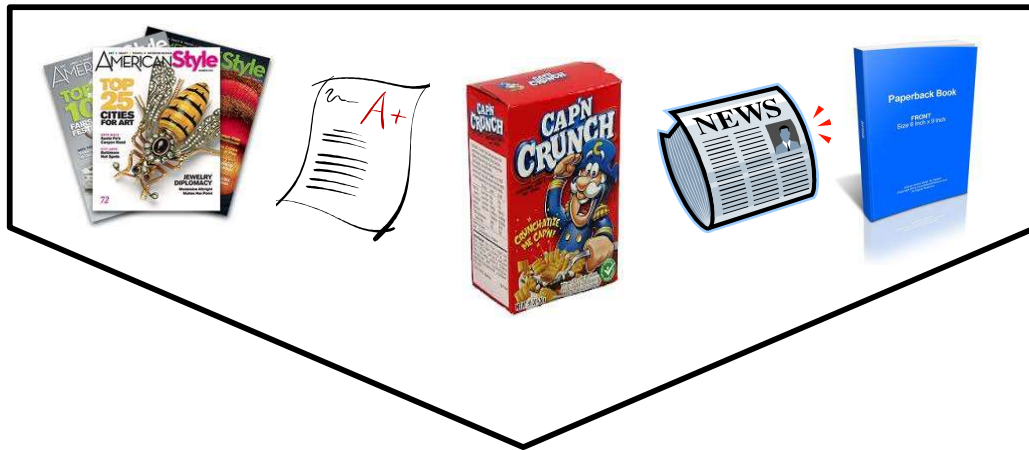
Packaging Your School Recyclables

7. Sorting and Contamination.

Please make sure that all recyclable materials are sorted and placed into their proper containers. It is important that the materials are not mixed together (contaminated) unless specified in the guidelines.

8. FIBER.

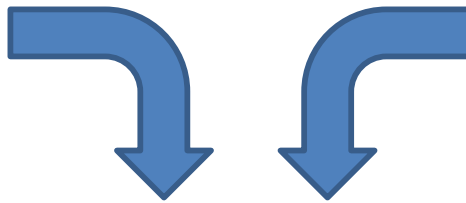
This includes: paper, newspaper, magazines, paperboard, and softback books. All of this material must be combined and placed directly in the toter(s) labeled **FIBER**. This material is not to be bagged.



Packaging Your School Recyclables

9. PLASIC BOTTLES.

You may recycle both #1 and #2 empty plastic bottles but they must be packaged separately and placed into the bags (marked Recycle) that are provided by SEIRD. The bags must be placed into the toter(s) labeled **PLASTIC**.



Packaging Your School Recyclables

10. METAL CANS.

You may recycle both aluminum cans and steel cans but they must be packaged separately and placed into the bags (marked Recycle) that are provided by SEIRD. The bags must be placed into the toter(s) labeled **CANS**.

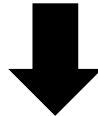
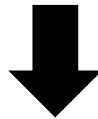
PLEASE NOTE...Steel Cans must not be crushed and must have the lids completely removed and dropped into the can (as pictured). This is for the safety of all involved!



Packaging Your School Recyclables

11. CORRUGATED CARDBOARD.

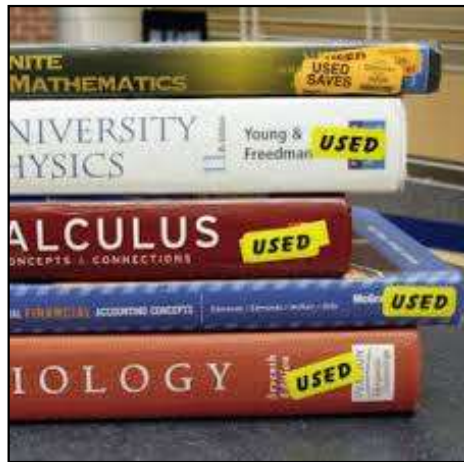
Cardboard boxes and containers should be broken down and placed into the containers specifically designated for cardboard.



Packaging Your School Recyclables

12. HARDBACK BOOKS.

You may recycle your hardback books any time during the school year or during summer break. Please package your books in reasonable sized cardboard boxes and contact us when you are ready for a pick up.



Packaging Your School Recyclables

13. OOPS!! Tag.

We have created an "OOPS!! Tag" in the event the recyclables are not sorted properly and cannot be collected. Our recycling collectors do not always have access to school personnel when making school pickups so if there is an issue with the recyclable material(s) an "OOPS!! Tag", as shown below, will be left by the recyclable materials in question.

Please help us by resolving the specified issue on the "OOPS!! Tag" before your next scheduled collection.


OOPS!! Tag

Your recyclables could not be collected due to...

- ☐ Carboard must be broken down
- ☐ Steel cans need to be rinsed and placed in bags (marked Recycle) provided by SEIRD
- ☐ Materials need to be separated and placed in designated bin
- ☐ Plastic must be placed in bags (marked Recycle) provided by SEIRD
- ☐ Trash and/or wrong recyclables in this bin
- ☐ Wet paper not recyclable

Thank you from the Southeastern Indiana Recycling District.
Please contact us at 812-574-4080 for a copy of our school recycling guide or check our website www.seird.org to obtain a copy for your school recycling program coordinator.

Every day is



Earth Day

Southeastern Indiana Recycling District