Welcome!
I’m “Wally-Waste-Not”.
Enjoy the journey of the 4Rs!

The Wally-Waste-Not Award Program

Earn $1,500 for your school by reducing waste & promoting recycling!
Preface

Since 2001, the Salinas Valley Solid Waste Authority, aka Salinas Valley Recycles (SVR), has assisted 60 schools with implementing comprehensive school-wide recycling programs. These efforts are in response to Salinas Valley Recycles’ goal of 75% diversion from landfills, the passage of AB 341 mandating recycling for commercial customers who generate 4 or more cubic yards of garbage per week, and the new mandatory organics recycling law (AB 1826) that will be effective April 2016.

The new and improved Wally-Waste-Not Award Program will reward 13 schools in the Salinas Valley for implementing or improving school-wide recycling programs for the 2015-16 year. This award supplements the services Salinas Valley Recycles and the local garbage and recycling haulers already provide and are available free to all schools in the Salinas Valley.

Here’s how it works:

ε Get your Principal’s support
ε Complete the application and submit by December 18, 2015
ε Help start or improve your school-wide program by completing the Reduce, Reuse, Recycle and Rot (4R) Activities

Start a New Recycling Program

For schools that have not implemented a school-wide recycling program, Salinas Valley Recycles and your local garbage and recycling hauler provide recycling containers for all of the classrooms, offices, workstations, common areas, and/or kitchen. We help create recycling stations (see Figure 1) in all of the classrooms to make recycling easy and convenient.

The program is uniform throughout the Salinas Valley and will help students that move to upper grades or to different schools to recognize and support the recycling program. Salinas Valley Recycles works with your garbage and recycling hauler to implement this program tailored to meet your school’s needs.
Improve Your School’s Existing Recycling Program
For schools that have implemented a school-wide program and have recycling containers in classrooms, offices, workstations and common areas, your program can improve through re-assessment and enhancement.

You Should Know
- Only schools located in the Salinas Valley are eligible for the award (public, charter, and private schools are all eligible to apply). All schools in the Salinas Valley will be provided assistance as requested.
- **Schools that received a Wally-Waste-Not award in 2014-15 must wait one year to apply.**
- The application process is based on a first-come-first-served basis: The first 13 schools that apply, complete all 26 required activities, and submit completed activities will earn $1,500.00.
- Schools are strongly encouraged, but not required, to spend the award funds on waste reduction and recycling items or activities.
- All activities must be documented; SVR staff will evaluate each school’s activities after the PowerPoint presentation is submitted.

Important Dates
- Application deadline – **December 18, 2015**
- Notification of acceptance, first 13 schools - **Week of January 18, 2016**
- Deadline to request a waste assessment – **February 5, 2016**
- Deadline for submitting completed **Reduce, Reuse, Recycle, Rot, and Administrative and Promotional** Activities - **May 6, 2016**
- Review of results and notification to awardees – **First Week of June 2016**
- Awards presented at the Salinas Valley Recycles Board Meeting on **August 18, 2016**
Instructions

1. **APPLICATION**—Complete form on page 5 **on or before Friday, December 18, 2015 by 5pm** (this page needs to be signed by principal). Submit this form by email to wallywastenot@svswa.org. The Principal or Primary Contact will be notified during the week of January 18 if your application was one of the first 13 to be accepted. All of the activities documentation from pages 6 to 11 needs to be recorded and included in the **Wally-Waste-Not Power Point (WWNPP)**. Download application and WWNPP at: www.salinasvalleyrecycles.org. (Check sticky notes at top of pages for more information and instructions).

2. **4R ACTIVITIES** – Review mandatory activities and select additional activities in each section. Assign a primary contact for tracking activities. Between January 18 - May 6, 2015, complete all **26 required Reduce, Reuse, Recycle & Rot (4R) Activities (5 sections)**. All the activities need to be recorded in WWNPP provided. You can add pictures, comments, notes, posters, etc. Please refer to www.salinasvalleyrecycles.org for additional resources to assist in completing the activities.

3. **SUBMIT**– Submit the completed WWNPP **on or before Friday, May 6, 2016 by 5pm**. Activities must be documented in the WWNPP. **If no WWNPP is provided, the application will not be reviewed.**

4. **DIVERSION RATE** – A diversion rate will be assessed for each school and any increases (or decreases) will be recorded by comparing garbage and recycling service levels (based on capacity) for a four month period: January 2016 (baseline) and May 2016 (ending). Your school’s weekly garbage and/or recycling service levels can be obtained during the required waste assessment, by contacting your garbage and recycling hauler, or by obtaining a copy of your schools’ monthly or quarterly garbage and recycling service invoice from the main or district office.

**Local Garbage & Recycling Haulers***:

- **City of Salinas** - Republic Services of Salinas - Contact: Maria Guerrero MGGuerrero@republicservices.com (831) 751-5453
- **Cities of Gonzales, Soledad, Greenfield and Spreckels** - Tri-Cities Disposal & Recycling Contact: Maury Treleven mtr11@outlook.com (831) 262-2156
- **King City** - King City Disposal/Waste Management - Contact: Kristen Skromme kskromme@wm.com (831) 796-2220
- **Unincorporated County Areas (Pajaro, Prunedale, Chualar, Pine Canyon, Arroyo Seco, etc.)** - Waste Management - Contact: Kristen Skromme kskromme@wm.com (831) 796-2220

*If a School District hauls their own garbage and recycling, they are responsible for providing the service level information.

**For additional questions please contact Estela Gutierrez:**

Salinas Valley Recycles.org
Attn: Wally-Waste-Not Award
128 Sun Street, Suite 101, Salinas, CA 93901
Phone: (831)775-3000 | Fax: (831) 755-1322
Email: wallywastenot@svswa.org
# WALLY WASTE NOT AWARD APPLICATION

## School Information

School District: ___________________________________________ Date: _______________

School Name: ____________________________________________________________________________

School Address: ____________________________________________________________________________

Principal: ___________________________________________ Phone: __________________________

Primary Contact: ___________________________ Phone: __________________________

Fax: ___________________________ E-mail: ___________________________

Name of group that will be the primary Wally-Waste-Not Award Leaders (if applicable):


## CURRENT GARBAGE & RECYCLING SERVICE LEVELS:

Baseline Service Levels - February 2016: (if the school has more than 3 garbage & recycling bins add them below the chart). Service level can be provided by your hauler (check hauler info on page 4).

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Size of Bin</th>
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Ending Service Levels – May 6, 2016: COMPLETE CHART ON PAGE 11 on the WWNPP.

## SIGNATURES:

I certify that I am aware of the requirements of this application and that this school will complete the 4R Activities and documentation as required.

Principal Signature: ___________________________________________

Primary Contact Signature: ___________________________________________

## RETURN APPLICATION TO:

Salinas Valley Recycles.org
Attn: Wally-Waste-Not Award
128 Sun Street, Suite 101, Salinas, CA 93901
Email: wallywastenot@svswa.org | Fax: (831) 755-1322

Only this page #5 needs to be returned by December 18, 2015.
This page is not included in the WWNPP.
4R Activities Forms

Section 1: Reduce (5 Activities Total: 3 mandatory & 2 additional)

3 Mandatory Reduce Activities
1. Schedule a waste assessment by contacting Estela Gutierrez at 831-775-3017 before Friday, February 5, 2016. The waste assessment will determine if the school needs to adjust garbage and recycling services. SVR staff will work with the school and local garbage and recycling haulers to implement any service level changes.
2. Encourage a school-wide practice of double-sided printing, copying, and student work by enabling the duplex printing capability as a default for copiers and printers. Post signs at printers, copiers, and fax machines to remind staff to reduce paper use by double-siding.
3. “Like” us on Facebook at https://www.facebook.com/SalinasValleyRecycles or follow us on Twitter at https://twitter.com/svswa

Select a minimum of 2 additional “Reduce” activities from the list below:

4. Use reusable trays instead of single-use trays in the cafeteria.
5. Coordinate a waste-free lunch day where students and teachers pack food only in reusable containers. Visit www.wastefreelunches.org for more information.
6. Conduct a lunchtime event showing students how much food and lunch packaging goes into the garbage. Visit www.wastefreelunches.org
7. Organize a classroom activity to identify over-packaged items that students use or buy.
8. Have students write letters to a manufacturer to request a reduction in packaging or to take back non-recyclable or difficult-to-recycle products.
9. Subscribe to journals, trade magazines, etc. online rather than receiving hard copies.
10. In the teacher or staff break room, replace disposable products with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt and pepper, etc.
11. Encourage cafeteria staff to switch to bulk condiments for ketchup, mustard, mayonnaise, etc. instead of individual disposable condiment packets.
12. Organize a cleanup around the school, neighborhood area or city park. Identify the Location: ___________ and Number of garbage and recycling bags filled: ________
   Have students separate all the small pieces of plastic (micro-trash) and create an art project, share the story with the school about the dangers of small plastic pollution in the oceans. Visit http://www.chrisjordan.com/gallery/ rtn2/#gyre for more information.
13. “Reduce” activity of choice (pre-approval required)
   Describe: __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   Activities need to be recorded in the Power Point Presentation. Download at: www.salinasvalleyrecycles.org
Section 2: Reuse (5 Activities Total: 2 mandatory & 3 additional)

2 Mandatory Reuse Activities

1. Create a system for teachers to give away unwanted school supplies for next year’s students to use.

2. Participate in a charity reuse collection program such as: Food Drive for Monterey County Food Bank, Teddy Bears with Hearts, One Warm Coat, The Princess Project (prom dresses), the Pantene Beautiful Lengths Program (hair donation for wigs), or local charity or program of your choosing. At least one classroom or equivalent needs to participate to receive credit. Specify activity: ________________________________

Select a minimum of 3 additional “Reuse” activities from the list below:

3. Organize a “BYORB” day at school: Bring Your Own Reusable Lunch Bag or “Bring Your Own Reusable Water Bottle”

4. Organize a class "supplies swap" so students may trade toys, equipment, books, or other items. At least one classroom or equivalent needs to participate to receive credit. Specify activity: _______________________________________________________

5. Hold a fashion show using reused or salvaged materials.

6. Have your toner and ink cartridges refilled for reuse.

7. Write a letter to school board members informing them about the benefits of using reusable trays and silverware over disposables. Find out more information in this case study http://www.pca.state.mn.us/index.php/view-document.html?gid=21760.

8. Organize a fundraising rummage sale for old toys/clothes with proceeds donated to local charity.

9. Use recycled materials for an art project or assignment, or purchase art supplies from a second hand store (i.e. Savers, RAFT, Goodwill, Salvation Army). For art project ideas visit: http://www.salinasvalleyrecycles.org/kids.cfm or https://www.wholekidsfoundation.org/kids-activities/hands-on/scrapkins-recycled-art

10. Purchase used or refurbished equipment and/or furniture for school or classroom use.

11. Donate unwanted furniture, computers, or supplies for reuse or use a waste exchange program where another school can take your unwanted items such as www.freecycle.org or www.craigslist.org (Reuse within your school district is encouraged).

12. Offer lanyards or another form of reusable visitor tags instead of disposable stickers or labels.

13. Use chalkboard signs or reuse large banners at school events instead of re-printing them.

14. Organize a cleanup around the school, neighborhood area or city park. Specify Location: ____________________________ Number of garbage and recycling bags filled: ________

Have students separate all the small pieces of plastic (micro-trash) and create an art project, share the story with the school about the danger of small plastic pollution in the oceans. Visit http://www.chrisjordan.com/gallery/ rtn2/#gyre for more information.
Section 3: **Recycle** (6 Activities Total: 4 mandatory & 2 additional)

### 4 Mandatory Activities

1. Place Recycling Stations in each classroom. Place recycling containers in offices, workstations, staff break-rooms, and work/copy rooms, common areas, and kitchen and/or cafeteria. *Recycling containers and posters will be provided by Salinas Valley Recycles after a waste assessment is completed.*
   
   *For schools that have implemented a recycling program, it’s required to re-evaluate the program to ensure all of the Recycling Stations are still in each classroom or work/common area(s).*

2. Schedule staff and classroom recycling presentations with Salinas Valley Recycles. *Contact Estela Gutierrez at 831-775-3017 to schedule a presentation.*

3. Create an organized system for collection of recyclables by establishing a student group (Green Team or Recycling Team) that monitors and spot-checks your school’s recycling program on a weekly basis. *This group will also be responsible for continuing to educate students on what is and isn’t recyclable. Salinas Valley Recycles school recycling video can be viewed at:* [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org)

4. Schedule a FREE RecycleRama Assembly Show to continue educating staff and students about the importance of recycling. *Contact Estela Gutierrez to schedule a show(s).*

### Select a minimum of 2 additional “Recycle” activities from the list below:

5. Ensure your school collects and properly disposes of used batteries, fluorescent light bulbs, and electronics generated at the school. *For more information visit [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org)*

6. Create a recycling pledge. Have students sign a pledge to recycle at home and school and have them list four items that they will recycle.

7. Recycle ink cartridges. Turn ink cartridge recycling into a fundraising opportunity: [www.freerecycling.com](http://www.freerecycling.com), [www.fundingfactory.com](http://www.fundingfactory.com), or [www.advantagecartridge.com](http://www.advantagecartridge.com)

8. Participate in a TerraCycle program to recycle items such as juice pouches, Lunchables, chip bags, etc., that would otherwise go in the garbage: [http://www.terracycle.com/en-US/](http://www.terracycle.com/en-US/)

9. Recycle old school supplies by participating in the National Crayon Recycle Program: [www.crazycrayons.com/recycl_program.html](http://www.crazycrayons.com/recycl_program.html) or in the Elmer’s Glue Crew recycling program: [www.elmersgluecrew.com](http://www.elmersgluecrew.com)

10. Collect and recycle bottles and cans for fundraising. Visit [www.bottlesandcans.com](http://www.bottlesandcans.com) to find the closest buy-back centers.

11. Establish a system to collect plastic bags (bag-in-bag) and recycle them.

12. Start recycling at school sporting events by pairing recycling containers with trash cans and recycle materials collected.

13. Have older students act as a “Recycling Buddy” to younger students to teach them about recycling at school.

14. Organize a cleanup around the school, neighborhood area or city park. *Specify Location: ___________________________ Number of garbage and recycling bags filled:_____*
   
   Have students separate all the small pieces of plastic (micro-trash) and create an art project, share the story with the school about the danger of small plastic pollution.
   
Section 4: **Rot** (5 Activities Total: 3 mandatory & 2 additional)

### 3 Mandatory Activities

1. Schedule a composting presentation conducted by Salinas Valley Recycles staff and/or the garbage and recycling hauler. *Contact Estela Gutierrez to schedule a presentation. At least one classroom or equivalent needs to participate to receive credit. Specify date: ____________________________*
2. Set-up a milk waste diversion program in the cafeteria. Encourage the students to drink all the milk and/or don’t take one if they don’t want it. Dispose of liquids down sewer drain *(Prevention is more important than diverting the leftover milk. School can initiate a campaign to reduce milk waste or food waste by encouraging students to drink all or eat all and only take what they need.)*
3. Conduct a waste assessment in the cafeteria during lunch to separate all the food waste and milk waste and report back the findings to the school.
   - **Weight** all the food and milk to get accurate results.

**Select a minimum of 2 “Rot/Compost” Activities from the list below:**

4. Introduce a *food scrap* recycling and collection program for the cafeteria. *(Food scrap collection services are only available for Salinas schools at this time and are available upon request by contacting Republic Services of Salinas. Additional fees may apply.)*
5. Start an onsite compost or worm bin for food scraps and landscaping materials. Compost & worm bins can be purchased at [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org) or call 831-775-3000.
6. Start a yard waste collection program at your school. If the school is not recycling the yard waste, start a collection program. Yard waste collection is provided by your garbage hauler *(find hauler information on page 4).*
7. Set-up a milk carton diversion program during lunch. All cartons need to be empty and bagged in a clear plastic bag for recycling. *Recycling containers for the milk carton recycling can be provided by Salinas Valley Recycles. The school must provide clear plastic liners.*
9. Coordinate a one-day Zero Waste Lunch. Use one smaller garbage container at lunch time to emphasize the reduced need for garbage *(must be at least 50% smaller than recycling or food scraps containers). Visit: [www.wastefreelunches.org](http://www.wastefreelunches.org) or [www.montereyrecycles.org](http://www.montereyrecycles.org)
10. Have a student group or class conduct a survey of students recycling and composting habits and attitudes *(summary of survey results must be recorded in the WWNPP)*
11. Send home a composting awareness and instructional flyer to all students.
   - **Specify Lesson Taught:** ________________________________
13. Conduct a composting experiment to see how long it takes for materials to breakdown/or decompose *(summary of results must be recorded in the WWNPP)*
14. “Rot” activity of choice *(pre-approval required)*
   - **Describe:** ______________________________________________

Activities need to be recorded in the Power Point Presentation. Download at: [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org)
Section 5: Administration & Promotion
(5 Activities Total: 2 mandatory and 3 additional)

2 Mandatory Activities

1. Notify students, parents and faculty of your school’s recycling program through email or social media.
2. Publish at least one article promoting waste reduction and recycling in your school’s newsletter, website or social media or give a presentation during a school assembly.

Select a minimum of 3 additional “Administrative & Promotion” activities from the list below:

3. Purchase at least 30% post-consumer recycled content paper for school copies and printing.
4. Display student-made art pieces or posters promoting recycling around your school (attach pictures of the art in the WWNPP).
5. Give a presentation to your school’s Board of Trustees informing them of your school’s waste reduction and recycling programs.
6. Send a press release to a local newspaper or radio station informing them of your school’s waste reduction and recycling programs (include the press release to your Power Point Presentation).
7. Send a letter to the editor or a company to reduce over-packaged items or to start take-back programs. Visit: www.calpsc.org for more on these programs (include the letter in your Power Point Presentation).
8. Form a Sustainability Team; members should include representatives from the whole school community including teachers, students, administrators, custodians, and parents/guardians.
9. Broadcast at least three school-wide public service announcements to promote recycling throughout the year.
10. Hang a flyer or poster highlighting your school’s waste reduction and recycling achievements in the main office or on a centrally located bulletin board.
11. Have at least one classroom write and submit letters or essays to the editor of a local newspaper and/or an elected official promoting waste reduction and recycling.
12. Purchase indoor furniture (chairs, desks, cabinetry, flooring, etc.) with one or more of the following attributes: (1) made with 100% recycled materials, (2) contain no volatile organic compounds (VOCs) or are certified for reduced indoor air emissions, (3) made from rapidly renewable materials (i.e. linoleum or bamboo). Specify the items: ______________________________________________________
                                                                 ______________________________________________________
                                                                 ______________________________________________________
13. “Administrative and Promotion” activity of choice (pre-approval required)
    Describe: __________________________________________________________________________________________
                                                                 ______________________________________________________
                                                                 ______________________________________________________
ENDING GARBAGE & RECYCLING SERVICE LEVELS:  

DATE:____________________________

Ending Service Levels - May 2016: (if the school has more than 3 garbage & recycling bins add them below the chart).

<table>
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<th>Size of Bin</th>
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<th>Number of Pick-ups per Week</th>
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________________________________________________________________________________________

SIGNATURES:

I certify that this school has completed the 26 4R Activities indicated in this application and all applicable documentation* is included in the WWNPP.

Principal Name: _______________________________________________  
Principal Signature: ________________________________  Date: ________________________________

Primary Contact Name: ________________________________
Primary Contact Signature: ________________________________  Date: ________________________________

*Written or photo documentation and any additional information developed to complete the 4R Activities must be recorded in the WWNPP. If no WWNPP is provided the application will not be reviewed and will be disqualified.*

RETURN FORMS TO:

Salinas Valley Recycles  
Attn: Wally-Waste-Not Award  
128 Sun Street, Suite 101  
Salinas, CA 93901  
Email: wallywastenot@svswa.org  
Fax: (831) 755-1322  
www.salinasvalleyrecycles.org
Salinas Valley Recycles STAFF USE ONLY:

School: ________________________________________________________________

Site Visit Date: ____________________ Contact: ____________________________________________

SVR Site Visit Facilitator(s): ____________________________________________________________

Wally-Waste-Not Award Year: ____ 2015-2016 ______________________________________________

Existing School-Wide Recycling Program?: Y  N

Feb 2016:
Baseline Weekly Garbage Generation (Date): _______________________________
Baseline Weekly Recycling Generation (Date): _______________________________
Baseline Diversion Rate (Date): _______________________________

May 2016:
Ending Weekly Garbage Generation (Date): _______________________________
Ending Weekly Recycling Generation (Date): _______________________________
Ending Diversion Rate (Date): _______________________________

4R Activities completed:
Section: 1 - _______ 2 - _______ 3 - _______ 4 - _______ 5 - _______
Total number of activities completed: ____________/26

2015/16 Wally-Waste-Not Award: Y  N  SVR staff initial: _____________________________________

<table>
<thead>
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<th>To</th>
<th>Check Number</th>
<th>Check Date</th>
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Notes:
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