STEPS TO YOUR SCHOOLS COMPLIANCE WITH CALIFORNIA SENATE BILL 1383

STEP 0 – SALINAS VALLEY RECYCLES IS HERE FOR YOU!

SALINAS VALLEY RECYCLES IS HERE TO HELP YOUR SCHOOL COMPLY WITH ENVIRONMENTAL LAWS FOR FREE! WE DO NOT CHARGE FOR THE EDUCATION AND OUTREACH WE PROVIDE!

WHY NOT LET THE PEOPLE WHO UNDERSTAND THE LAWS AND LEGISLATION AND WANT TO HELP YOU FOR FREE, HELP YOU WITH YOUR COMPLIANCE?

STEP 1 – UNDERSTANDING THE LAW

WHAT IS THE LAW? BASICALLY, YOUR SCHOOL MUST DIVERT FOOD SCRAPS FROM THE LANDFILL TO RECYCLING FACILITIES AND WORK WITH LOCAL AGENCIES TOWARDS PROGRAMS THAT WILL CAPTURE AND DIVERT EDIBLE FOOD WASTE TO PEOPLE IN NEED.

WHY DO WE HAVE TO COMPLY? IT IS A CALIFORNIA STATE LAW

IS IT MANDATORY THAT WE COMPLY? YES, YOU MUST COMPLY NO LATER THAN JANUARY 1, 2024.

STEP 2 – GET YOUR STAFF ON BOARD

Have talks with all of your staff and get them on board. The staff that needs to be on board with the program are the Admin staff, Kitchen staff, Custodial staff and Lunch Supervisor Staff. It is crucial that these staff members are onboard with this new law. Anything new is always scary because of the unknown. What we have found with schools that have already implemented these programs is that it is easier on the staff than a regular garbage program. SVR Staff and Staff from your hauler are available to come to your staff meeting and speak with your staff regarding this very important program.

STEP 3 – TRAINING

Salinas Valley Recycles offers trainings for school district administrators, direct school administrators, kitchen staff, custodial staff, lunch supervision staff, teachers, parents and students in order to instill a culture of common knowledge and understanding as well as facilitate cross-generational learning and lifelong passion for sustainability. In order to have Salinas Valley Recycles assist your school with compliance on SB 1383, your school must commit to sending staff to the following trainings:

MANAGEMENT MEETING – The management meeting is for district level and school site level administration members to come and learn about the laws and the SVR program at a faster pace higher learning level. This one hour meeting includes topics such as legislation, environmental sustainability, fiscal sustainability of environmental programs, employee buy in, developing a culture for a successful program and how administration can facilitate future environmental sustainability program growth and learning.
**TRAIN THE TRAINER** – The Train the Trainer Workshops are designed for the hands-on staff. Specifically, the Kitchen Supervisor, the Custodians, and the Lunchroom Supervisors. It is extremely important that these staff members not only understand the process of sorting the waste for diversion but understand the simple science behind the change, why it has to be done and why it is important to be a positive role model in supporting the students in their growth and learning process. These staff will be the staff implementing these programs with the students. This training step is crucial for a successful program in your school.

**WALLY’S WARRIORS LEADER WORKSHOP** – Another crucial step in the success of your program is the development of a GREEN TEAM. A Green Team is a group of student leaders who volunteer their time during the lunch period to help other students to sort their lunch waste and ensure a clean stream of food waste as well as help students share uneaten leftovers. The GREEN TEAM LEADER should be a dedicated staff member or parent volunteer who has a passion for sustainability, has excellent organizational skills and wants to help lead a passionate group of young people. This workshop will cover how to recruit students, how to train the team, how to schedule team members, team bonding and motivation, solving potential conflicts and how to recognize team members.

**CONTINUED EDUCATION** – For the Train the Trainer and the Green Team Leaders, there will be at least 1 quarterly 1 hour workshop for extended learning. These workshops will also be an opportunity to inform your program staff about any changes, grant opportunities, new and fun classroom activities and troubleshoot issues that may be arising with your food recycling programs.

**STEP 4 – AFTER TRAINING – WHAT NOW**

**ORDER YOU 64 GALLON FOOD WASTE CARTS** – These carts need to be ordered from your Trash and Recycling Hauler. Changes to your contract are necessary and carts need to be delivered. Please allow appropriate time to make these changes before you schedule your start date.

**REQUEST 1 FREE KITCHEN CART FROM SALINAS VALLEY RECYCLES**

**START BACK OF THE HOUSE (KITCHEN/FOOD PREP) FOOD SCRAP RECYCLING** - Kitchen Supervisors will implement the back of the house recycling program immediately upon return from their training as soon as the 64 gallon food waste carts have been delivered by the hauler and SVR has delivered your 13 gallon Kitchen cart.

**GO ONLINE TO (SIGN UP GENIUS LINK HERE) AND SIGN UP FOR YOUR SVR & HAULER SITE ASSESSMENT**
STEP 5 - PREPARE FOR SITE ASSESSMENT

EQUIPMENT NEEDED

SCHOOL STAFF, SVR STAFF & YOUR WASTE HAULER STAFF WORK TOGETHER TO AQUIRE NEEDED EQUIPMENT

LIQUID WASTE CONTAINER – SVR has grants available to schools to receive a free liquids waste container.

FOOD SCRAP CONTAINERS – SVR can donate 2 Food Scrap Containers per school

23 GALLON COMPOSTABLE BAGS – These bags are to be used in the Food Scrap Containers only. SVR can donate 2 cases of bags to get the school started.

TRASH CONTAINERS – Most schools already have these in their cafeterias.

BLACK GARBAGE BAGS – These bags are for use in Trash Cans only.

SHARED RACK - The shared rack is typically a metal rolling rack that colored plastic bins are placed on.

COLORED SHARED RACK BINS – Typically there is one colored bin for room temp bagged foods, fruits and vegetables. Another with ice for milk or other cold items, and another for hot food items.

CART FOR TRAYS – Whether you have reusable trays or disposable trays, it is best practice to stack them after use.

LABELS – SVR will supply all labels for carts and bins

ADMIN, CUSTODIAL STAFF, KITCHEN STAFF, LUNCH SUPERVISORS MEET - Use the Building Your Program Workbook found on our website @ www.svswa.org/schools/schools-food-waste/ to prepare a plan for front of the house (food service, kids) in the cafeteria. Remember this is your school and your program. You learned how to plan your program in the workshops you attended.

• Reach out for help if needed! SVR Staff is available to sit in on planning meetings as available!!!
STEP 5 – PRELIMINARY SITE ASSESSMENT

During this site visit, SVR and Your Hauler staff will meet on site with your admin staff. We will visualize and map your school site, cafeteria, kitchen/food prep/service areas, Trash & Recycling Dumpster Enclosures and ask questions about service and flow of the kids. Staff will also ask questions about your school’s preparedness to initiate food diversion programs and about any other sustainability programs running in the school or by the district. It is crucial that admin staff be available for this visit.

STEP 6 – SVR PREPARES WORKING AGREEMENT

This is not as scary as it sounds. It is a simple agreement that puts into place agreements about which agencies will be responsible for which tasks in order to successfully complete compliance of the state mandates by enforcement dates. It is an agreement between Salinas Valley Recycles, School Administrators, District Administrators and your Waste Hauler. While there are fees for services from your hauler, Salinas Valley Recycles never charges for our Outreach and Education Services.

STEP 7 – GET THE SCHOOL EXCITED ABOUT THE NEW CHANGES

MORNING ANNOUNCEMENTS – SVR will supply the text for a week of morning announcements that let the entire school know that changes are coming! Get creative! Maybe the Green Team gets to read the announcements that week?

TRAINING VIDEOS – SVR has created videos for kids by kids that explain every step of the food waste sorting process. These minute long videos are extremely helpful in preparing the students for the sorting process. In the past, students who have viewed the videos at least once have performed better on day one of sorting than students who had not viewed the videos.

STEP 8 – SCHOOL STAFF IMPLEMENTS PROGRAM

Your staff that attended the training programs will be responsible for implementing the Food Scrap Sorting Programs in your school. Kitchen Supervisors should be responsible for implementing the back of the house programs and Lead Custodians, Lead Lunchroom Supervisors and the Campus Green Team Staff and Members should be responsible for implementing cafeteria sorting stations. This program is your program and your school staff need to take ownership and pride in presenting a quality program. SVR Staff and Staff from your local hauler will be available to support you by answering questions, helping you troubleshoot, offering continued training opportunities.

STEP 9 – SVR & YOUR HAULER COME FOR A PROGRAM EVALUATION SITE VISIT

On your pre-scheduled date, Salinas Valley Recycles staff and staff from your local hauler will come and observe your food scrap sorting process during your lunch time service. Staff will interact with staff and students to gauge their understanding of the program. Staff will have
the opportunity both before and after the lunch service to ask questions address concerns and take pride in a job well done.

**STEP 10 – SVR STAFF PREPARES AND DELIVERS A FINDINGS, RECOMMENDATIONS & BEST PRACTICES DOCUMENT**

After your observation visit, SVR will prepare a document that will list the observations from the visit, give the program some recommendations to help the program run more smoothly and cite best practices. This document will be a part of the final compliance report that will be filed in the California Recyclist Program.

**STEP 11 – SVR COMPLETES COMPLIANCE REPORT IN CA RECYCLIST PROGRAM ON BEHALF OF THE SCHOOL OR PREPARES A REQUEST FOR REIMPLEMENTATION**

Continued compliance will be monitored yearly and reported to the State of California. Yearly compliance visits will be conducted by SVR and your local hauler.

**MOVING FORWARD – ADDITIONAL PROGRAMS AND OPPORTUNITIES OFFERED BY SVR**

**Composting Workshops – Compost Piles, Vermicomposting & Commercial Composting**

**Johnson Canyon Landfill & Education Center Field Trips –**

**Recycling Program – AB 341 – Mixed Recycling in all of your classrooms and offices**

**Onsite - Garden Assistance –**

**Ongoing Food Waste Sustainability Programs -**

**School Assemblies – Eco Hero & Rock Steady Juggling**