



# Ontario-Montclair School District Recycling Guide

Our Commitment, Our Children, Our  
Community, Our Future



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A Joint Project of  
Ontario Montclair School District  
&  
The City of Ontario



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## Recycling Procedure Summary

Purpose: To suggest where the various recyclables may be collected and who may assist with the collection of the recyclables.

Recyclable Collected	Collected From	Collected By	Transported By
Styrofoam Trays	Lunch Area	Students/Proctor /Custodian	Custodian
Milk Cartons	Lunch Area	Students/Proctor/Custodian	Custodian
Commingled Recyclables	Classrooms	Students/Custodian	Custodian
Commingled Recyclables	Staff/Workroom	Staff/Custodian	Custodian
Commingled Recyclables	Kitchen	Kitchen Staff/ Custodian	Custodian

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# Things We Can Recycle

## Metals



Aluminum and tin cans

## Cartons



Empty Juice and Milk Cartons

## Styrofoam



Cups and trays

## Paper



Flattened cardboard, newspaper, office paper, magazines, junk mail, paper bags and brochures

## Organics



Food Waste

## Plastics



Rigid plastic containers  
1 through 7

## Milk Carton and Styrofoam Tray Collection

**When:** Breakfast, Snack and Lunch Time

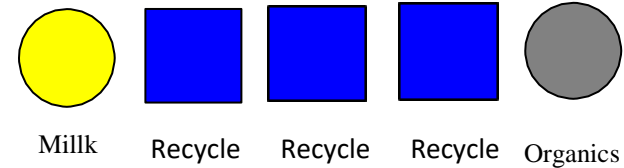
**How:** Milk Cartons

Student removes straw, empties milk into bucket and drops milk carton into blue recycling bin

Styrofoam Trays

Student taps Styrofoam tray contents into grey cans then stacks tray on table or box.

**Ideas for set up to collect cartons and trays:**



## Milk Cartons

1. Student drops empty milk cartons in blue recycling cart or can.
2. Cartons are bagged in clear bags and placed into recycle dumpster.

## Styrofoam Trays

1. Student taps tray, then stacks on table or in box.
2. Custodian discards into recycle dumpster.

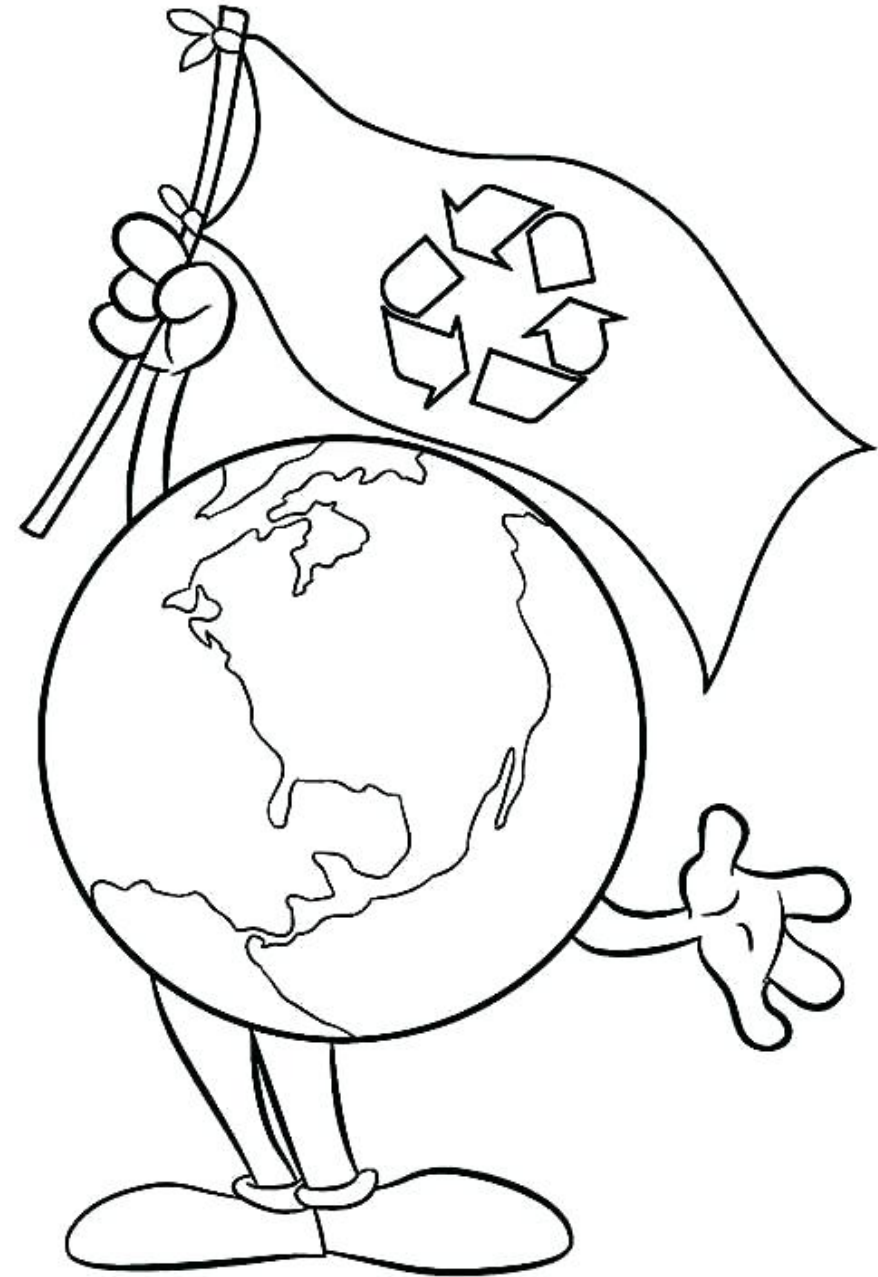
## V. Collecting Recyclables in the School Kitchen

Many recyclables are generated in the school kitchen. A list of common kitchen recyclables is included on this page.

1. Kitchen staff places recyclables into black trash cart.
2. Custodial staff empties cart into blue recycling bin in enclosure.

### List of Common Recyclables Generated in the School Kitchen:

- Cardboard
- Tin Cans
- Green Plastic Strapping
- HDPE-N (#2)
- HDPE-MC(#2)
- Aluminum Cans
- PET(#1)
- Plastic Containers #3-7
- Styrofoam



### I. Collecting Recyclables in the Classroom.

1. Students and Staff place recyclables in blue can.

### II. Collecting Recyclables in the School Office.

2. Students and Staff place recyclables in blue baskets.

### III. Collecting Recyclables in the Staff Work Room

3. Staff place recyclables in blue can.

