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## MEMORANDUM

DATE: August 2, 2000  
TO: All Principals  
FROM: Gary Brawley  
SUBJECT: RECYCLING

In October of 1993, the Board of Education established the following policies regarding recycling:

### 810.3 Recycling Measures

The following materials will be collected separately from trash when financially feasible. Recycling pickup can be arranged with the garbage hauler, or separate arrangements for recycling can be made at the discretion of the facility. Periodic updates will be needed for changes in materials that will be accepted.

- Office paper, including computer paper
- Corrugated cardboard
- Newspaper
- Aluminum, tin cans, plastic bottles
- Yard waste

### 810.4 Additional Steps

Each facility will consider additional reduction steps that are appropriate to their circumstances. Will include inspection of the facility's waste output to determine other possibilities for reductions. Additional steps that should be considered include

- Onsite composting of food waste
- Substitution of reusable items for throw-away items
- Elimination of unwanted junk mail getting off mailing lists
- Two-sided copying

AB 939 requires every California City and County to divert 50% of its waste from landfills by 2000. Both the City of Ukiah and the County of Mendocino have asked for our assistance in this effort. In addition, AB 75 is making its way through the California Legislature which would require school districts to recycle 50% of their waste.

A recent study of our recycling program by the Mendocino Solid Waste Management Authority indicates that Ukiah Unified School District is presently recycling 20% of its waste.

In an effort to make Ukiah Unified School District more responsive to this critical issue, we are setting the following goals for recycling:

- 25% by January 2001
- 30% by January 2002
- 35% by January 2003
- 40% by January 2004
- 50% by January 2005

Managers are to take the following steps during the 2000-2001 school year to aid in this effort:

- 1) Become familiar with “Progress Report on Waste Reduction and Recycling” (attached);
- 2) Use “Waste Handling Procedure” document as a guide to implement recycling procedures at the site (attached);
  - (a) Office Areas and Staff Rooms: Clearly mark recycling receptacles:  
“PAPER-TO BE RECYCLED”\*  
“TRASH ONLY”\*  
“CANS AND PLASTIC”\*
  - (b) Classrooms: Separate recycling and trash
  - (c) Reduce paper use:
    - Print on two side
    - Print correct number of copies
  - (d) Secondary Schools: Place aluminum can receptacles at strategic points on campus\*.
  - (e) Grounds: Continue efforts to recycle “green” waste.
  - (f) Cafeterias:
    - (1) Separate food items from trash.
    - (2) Empty and recycle milk cartons.
    - (3) Implement composting strategies, if possible.
    - (4) Cafeteria staff should supervise recycling empty food containers and cardboard.
    - (5) Implement procedures to increase recycling efforts in the following areas:
  - (g) All Sites: Separate out all corrugated cardboard.
  - (h) Head of Plant should be responsible to monitor waste removal to determine if the appropriate waste separation is implemented and the appropriate receptacles are available for waste and recycling.

\*Signage and aluminum receptacles are available for a low cost at Mendocino Solid Waste Management Authority

GLB/das