

## **Purpose/Background**

The Division has a responsibility to promote environmental stewardship through both environmentally and financially sustainable practices. Rocky View Schools (RVS) will work within communities where possible and practical, to foster change and innovation in developing sustainable practices.

Waste handling and recycling of specified materials shall be efficient, effective, economical and within the requirements mandated by provincial, municipal and RVS authorities in order to ensure a jurisdictionally consistent approach to recycling, waste handling, and disposal.

## **Procedures**

1. Environmental stewardship practices shall demonstrate high standards for learning, health, and safety, encompassing all aspects of the operation within the system.
2. All facilities, as they undertake waste handling and the recycling of materials will:
  - 2.1. Reduce the amount of waste going to landfills.
  - 2.2. Place recyclable materials in appropriate bins.
  - 2.3. Appropriately identify and dispose of materials not suited to recycling.
  - 2.4. Educate students and staff on the benefits of recycling.
  - 2.5. Maintain a healthy environment in all facilities and on RVS grounds.
  - 2.6. Model environmental stewardship within our communities.
  - 2.7. Adhere to all LEED Standards wherever required.
  - 2.8. Be familiar with storage and collection of recyclables and waste for the site.
3. It is recommended that a recycling team/club be established to support a culture of recycling in each facility. The team/club could include representatives from school administration, teachers, students, school council and caretaking staff. Staff representatives will ensure Occupational Health and Safety provisions are followed. Caretaking will dispose of the recycling bags from designated centralized location(s) into the proper bins.
4. Types of Waste and special conditions:
  - 4.1. Facilities will organize recycling efforts according to RVS defined recycling group guidelines.
  - 4.2. RVS is exploring viable approaches to organics waste disposal or recycling, however does not currently support the collection and storage of organic waste. Facilities are not to be engaged in any organics programs other than a “pack it in, pack it out” approach to organic waste disposal or recycling.
  - 4.3. Hazardous materials are to be carefully and specifically handled as per RVS Hazard Materials Procedures.
  - 4.4. Recycling of Stored Data:

- 4.4.1. Electronic (discs, flash drives, etc.) must be destroyed as per RVS Administrative Procedure 185 Records Management.
- 4.4.2. Paper based, must be destroyed as per RVS Administrative Procedure 185 Records Management.
- 4.4.3. For materials and processes not specifically mentioned above contact the Service Response Centre.
- 4.5. The caretaking staff are to be aware of the specific dates for pickup of waste and recycling. Any concerns regarding missed pickups or additional required pickups are to be directed by the Head Building Operator through Asset Planner.
5. Display of and adherence to RVS approved signage.
  - 5.1. The placement of waste and or recycled materials is to be undertaken as follows:
    - 5.1.1. Recycling and waste containers and signage are to be of the type approved and standardized by RVS.
    - 5.1.2. Recycling and waste materials, are to be collected, removed from the facility and placed in the dumpster provided.
    - 5.1.3. Recycling and waste containers are to be regularly maintained, appropriately placed, and cleaned.
    - 5.1.4. Contact RVS Service Response Centre in the event of an exceptional amount of waste products or recycling (e.g. at the end of the school year).
    - 5.1.5. Additional pick-ups can be arranged (additional costs may apply).

*Reference:*

- RVS Standardized Signage - Service Response Centre
- RVS AF5308 Hazardous Material for Disposal
- Hazardous Materials Handling Requirements
- RVS AP185 Records Management
- Leed Standards
- RVS Waste Management and Recycling Handbook