

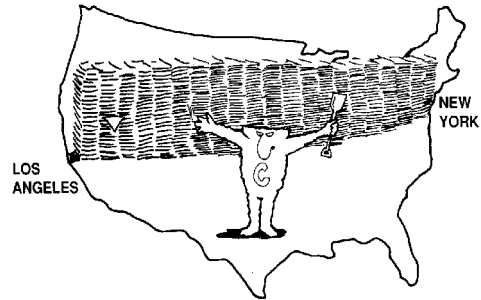
New York State Department of Environmental Conservation
Division of Solid & Hazardous Materials
Bureau of Waste Reduction & Recycling

YOUR SCHOOL CAN S.T.O.P.!

(Save That Outgoing Paper)

Would You Like To Help Save Our Planet?

Recycling is one way you can do just that. By getting your school involved in recycling paper, you can reduce the amount of waste that goes into landfills. Recycling also saves energy and natural resources. Recycling paper through a Save That Outgoing Paper (STOP) program can STOP waste from happening.



With the office and writing paper we throw away every year, we could build a 12 foot high wall from Los Angeles to New York City!

If One Ton Of Paper Is Recycled -



- ☺ 17 trees are saved
- ☺ 460 gallons of oil are conserved
- ☺ 8 cubic feet of landfill space are saved
- ☺ Air emissions are decreased by 95 percent

How Does A STOP Program Work?

In your school, students and faculty would separate recyclable paper at their desks and deposit the paper at a central location, typically at the front of the classroom. At the end of the day, the paper would be collected from the classroom locations, prepared as necessary, stored and then transported to a market.

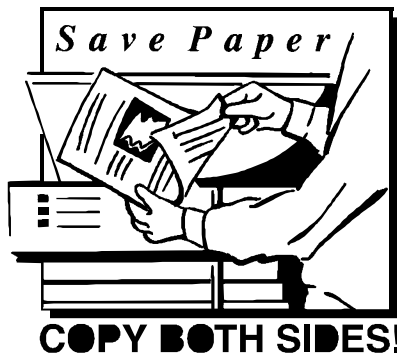
Starting Your STOP Program

- ★ Form a committee of students, teachers, custodians and others. Broad involvement leads to better planning.
- ★ Designate one person as the recycling contact person for your program. This contact person will deal with the markets for your STOP Program and can monitor and report on the program's success.

★ Locate a market that will take your paper. Contact your local recycling coordinator for help. If you are not sure who that person is, contact the us, the New York State Department of Environmental Conservation, at (518) 402-8704.

★ Have a design contest to promote participation in your STOP program. The winning poster or logo can be displayed on all STOP collection boxes. Placing the poster or logo on every STOP box will help avoid confusion and ensure that garbage will not get mixed in and contaminate the paper to be recycled.

★ Chose a central location to store the collected paper. Don't forget the copy machine room. Be sure to check with your local code enforcement office to be sure you are complying with all applicable building and fire codes.



★ Decide who will collect the paper. Try to collect on the same day every week. Program participation is dependent upon reliable and consistent paper collection.

★ Contact local newspaper and television stations for coverage. They may be interested in what you are trying to do.

What Types Of Paper Can Be Recycled Through A STOP Program?

This will vary, depending on your market. It is important to inform all STOP participants and label all STOP boxes as to what is/is not acceptable for recycling.

Monitoring Your STOP Program

- ✓ Keep track of the amount of paper you have recycled.
- ✓ Keep the school informed on the success of your program. You can use the numbers from *If One Ton Of Paper Is Recycled* to let everyone know how much they have saved by recycling.



- ✓ Remember to thank the students, faculty, and custodians for their cooperation in the STOP Program.
- ✓ Continual promotion of your program is crucial for success. Even after your program is off the ground, keep reminding everyone about recycling.

Helpful Hints

- ✿ Use the slogan "when in doubt, throw it out!". If you are not sure if certain paper can be recycled, it is better to throw it out than to contaminate the rest of your paper,
- ✿ Take a field trip to a paper recycling company, if there is one nearby.

Going Beyond Recycling...

Recycling is only one part of dealing with your wastes, here are some ideas that will help you reduce, reuse and recycle:

Waste Reduction Ideas:

- ★ Double-sided copies should be made.
- ★ Single-space typing should be done.
- ★ Copies of subscriptions should be circulated instead of distributing individual copies.
- ★ Mail sent home should go with one student per family, instead of each family receiving multiple copies.
- ★ Mailings should be consolidated whenever possible.



Reuse Ideas:

- ★ Save and reuse boxes, mailing tubes, cardboard mailers and inter-school mailing envelopes.
- ★ Reuse three-ring binders, manilla folders, pocket folders, report covers and other school and office supplies.
- ★ Reuse laser toner cartridges and printer ribbons.
- ★ The cafeteria should try to use reusable trays, dishes and silverware.
- ★ Staff and students should bring reusable dishes, mugs, cups and utensils to school (this should also be done for class parties).

Recycling Ideas:

- ★ All schools need to recycle what their community recycles (contact your local recycling coordinator for information and assistance).
- ★ Use white paper, instead of different colors, to make your paper recycling program more marketable.
- ★ Try composting your cafeteria wastes.

Buy Recycled Ideas

- ★ Close the recycling loop, Ask your school administrator to look into buying recycled paper and other recycled products.

For more information or a copy of our detailed guide for a paper recycling program, ***STOP Right There!*** Contact us at the address below.

We Would Like To Here From You!

Please write us and describe your recycling program. Let us know how you set it up, any problems you had to overcome and how much you are recycling.

contact:

New York State Department of Environmental Conservation
Division of Solid & Hazardous Materials
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E-mail us at: dshmwrr@gw.dec.state.ny.us

Our website is: <http://www.dec.ny.us/website/dshm/redrecy>



New York State Department of Environmental Conservation
GEORGE E. PATAKI, Governor **DENISE M. SHEEHAN, Acting Commissioner**