



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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**TITLE:** DISTRICT RECYCLING PROGRAMS

**NUMBER:** MEM-997

**ISSUER:** Angelo J. Bellomo, Director  
Office of Environmental Health & Safety

**DATE:** May 12, 2004

**PURPOSE:** The purpose of this memo is to provide information on how schools and other facilities can participate in the District's recycling program.

**MAJOR CHANGES:** None

**INSTRUCTIONS:** The District has established recycling programs for a number of materials, including mixed paper, plastic and aluminum beverage containers, and toner cartridges. Schools wishing to participate in these programs should follow the instructions provided below.

**ROUTING**  
All Schools and Offices

**Paper Recycling Program:**

- Individual mixed paper recycling boxes for classrooms and offices may be ordered from the District Warehouse, using Commodity Code 100-07-74500. There are 24 boxes per bundle and they are free.
- Large (55-gallon) mixed paper recycling container may be requested from the Office of Environmental Health and Safety (OEHS) at (213) 241-3199. The required number of containers will be determined by OEHS based on the volume of paper generated within your facility, and delivered to your site.
- Extra-large exterior white-colored recycling bin(s) may be ordered by submitting a written request to the school's Complex Project Manager (CPM). The CPM will then submit the request to Truck Operations, who will coordinate delivery and pick-up with the waste hauling company.
- Training on recycling may be requested from OEHS at (213) 241-3199. We will help set up your program and provide training to students and staff.



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### **Beverage Container Recycling Program:**

The Los Angeles Conservation Corps (LACC) has offered to set up beverage container recycling at your school upon request. Revenues from containers collected go directly to each of the participating schools. LACC provides educational materials on recycling free of charge. Following is a brief description of LACC's recycling programs.

- *Recycling Services:* The LACC provides large metal "Recycling Centers" for schools that desire a beverage container recycling program on campus. Along with delivering the recycling centers, the LACC will provide regular collection services. All revenue generated by the collection of recyclables goes back to the schools.
- *Education:* The LACC Recycling Environmental Education Program is aligned with the District's Student Learning Standards. The LACC environmental educators visit every classroom and lead small groups of students through a series of age and grade specific recycling workshops. While on campus, the LACC Environmental Educators will also perform campus beautification projects, help set up a campus recycling program, and facilitate a recycling drive. All proceeds generated by the recycling drives are returned to the school administration at every campus visited.

For information on the LACC's School Recycling Services, contact Helio Altamirano at (213) 749-3601 or by e-mail at [haltamirano@lacorps.org](mailto:haltamirano@lacorps.org).

### **Toner Cartridge Recycling Program:**

The District has arranged for the recycling of laser toner, inkjet, fax and copier cartridges through ECCO Recycles. ECCO has offered to set up a recycling program at no cost to schools. They will reimburse any revenue generated from each recycled cartridge directly to your school. ECCO will also provide the associated informational flyers, recycling containers, and mailing labels to assist with your participation in the program.

For more information, please call Anthony Stead at (800) 368-5881 or visit ECCO's website at [www.ecco-recycles.com](http://www.ecco-recycles.com).

#### **RELATED RESOURCES:**

Information about recycling is available on <http://www.lausd-oehs.org> or <http://www.ciwmb.ca.gov>

#### **ASSISTANCE:**

For assistance or further information, please contact Douglas Santos, Environmental Compliance Coordinator, OEHS, at (213) 241-3199.