



Win with Waste for Schools

How to set up
a recycling programme
or
drop-off centre

Waste is part of our everyday lives. Everything we buy and do creates waste. Why throw your waste away? Waste can actually be useful. It can be re-used or recycled. Collect waste for recycling and **Win with Waste**.



How can your school Win with Waste?

- Include waste management and recycling in the curriculum
- Set up a Win with Waste task team
- Do a waste opportunities audit of the waste in your school
- Contact recyclers to find out about recycling options
- Start a recycling programme in your school
- Set up your own recycling drop-off centre (people bring and you sell)

What is recycling?

Steps involved in the recycling process

First, we sort our waste, separating general waste from items that can be recycled. Glass, cans, paper, plastic, oil and electronic items can be recycled. We put the recyclables out for collection or take them to a collection point. The recyclables are collected, treated, taken to a factory, broken down or melted and used to make new products.

This whole process is called recycling. We, as the general public, are only involved in the first two steps, i.e. sorting and collection.

Why collect waste for recycling?

Using recyclables rather than virgin raw materials to make new products:

- could use less water and energy
- could mean less air and water pollution during the manufacturing process
- saves natural resources

Less waste going to landfills:

- saves scarce landfill space
- reduces the need for new landfills
- saves transport costs

Collecting waste for recycling could mean:

- more jobs for informal collectors and sorters
- less litter lying around on our streets and veld
- less water and air pollution caused by littering

A recycling programme in your school will:

- help to manage and reduce your waste
- create a cleaner school
- protect the environment from too much waste
- earn money from selling recyclables

How to start a Win with Waste Programme



1. INCLUDE RECYCLING IN THE CURRICULUM

Download [Are you Ready to Recycle?](#) - an education programme on making wise choices about waste. Although it targets intermediate phase learners, you can adapt it for lower or higher grades.



2. SET UP A WIN WITH WASTE TEAM

Set up a Win with Waste Management Team consisting of representatives of

- school management and parents
- educators and learners
- cleaning staff

Choose an enthusiastic educator or staff member as a Win with Waste champion to lead the team and the project. Success depends on whole school involvement. Where practical incorporate all the activities as part of the curriculum.



3. AUDIT YOUR WASTE

Waste Creation Audit

Do a walk-through audit of your school to find out the type of waste your school creates. Draw up a survey form with the following headings:

Location/Event	Type of waste	What happens to it?

Do the same exercise for school and sporting events

Waste Opportunities Audit

As a classroom activity use the information from the waste creation audit to do a waste opportunities audit. Draw up a survey form with the following headings:

Type of waste	No action	Keep as waste	Opportunities			
			Reduce	Re-use	Repair	Recycle



4. MAKE CONTACT

Success depends on good research and planning. Do your homework, find answers to all your questions and decide what you need. Then you will be ready to prepare your business plan.

Before you start a recycling programme or set up a drop-off centre, contact **recycling companies** for advice and ask your questions. See pages 6 and 7 for contact details or visit National Recycling Forum website www.recycling.co.za

Questions to ask:

- Will you visit the school to tell us about recycling?
- Do you have recycling programmes for schools?
- Do you have educational materials for the classroom?
- Do you run competitions for schools?
- Where is the nearest drop-off point?
- What is needed to set up our own collection point or drop-off centre?
- What recyclables do you accept and what don't you accept?
- Do you supply bags, drums or containers?
- Do we need to clean and sort?
- Who will collect?
- Where can we deliver?
- How much do you pay?
- What are the health, safety, fire and environmental risks?
- What about security?
- Do you provide training?
- How can you help us to get started?

Contact the solid waste department of your **local municipality** and ask:

- Do we need a licence or permission to set up a drop off centre, especially if it will be open to the public?
- Do we need to submit building plans?
- Where is the nearest municipal garden site or drop-off centre?
- How can you help us to get started?

Click on [My Waste](#) or e-mail info@mywaste.co.za to find your nearest drop-off centre.



CONTACT DETAILS

CANS

Collect-a-Can

Tel +27 (0)11 466 2939

www.collectacan.co.zainfo@collectacan.co.za

GLASS

Glass Recycling Company

Tel 0861 2 GLASS (45277)

www.tgrc.co.zainfo@tgrc.co.za

PAPER

Paper Recycling Association of South Africa

Tel +27 (0)11 803 5063

www.recyclepaper.co.zae-mail: info@prasa.co.za**Mpact Recycling**

Tel 0800 022 112

www.mpactrecycling.co.za**Neopak Recycling**

Tel +27 11 799 7111

www.neopakrecycling.co.zae-mail: meshack.mosiya@neopakrecycling**Sappi ReFibre**

Gauteng & North West:

Mpumalanga & Limpopo:

W.Cape:

Other provinces:

www.sappirefibre.com

Tel +27 (0)13 741 3378

Tel +27 (0)13 741 3378

Tel +27 (0)21 550 9072

Tel +27 (0)21 982 2296

CARTONS (Beverage)

Tetra Pak South Africa

Tel +27 (0)11 570 3073

www.tetrapak.come-mail: Agripa.Munyai@tetrapak.com

AEROSOLS

AMASA

Tel +27 (011) 440 8704

www.aerosol.co.zaemail: execdir@aerosol.co.za

CONTACT DETAILS

PLASTICS

Plastics|SA

Tel +27 (0)11 314 4021

www.plasticsinfo.co.za

e-mail: enquiries@plasticsSA.co.za

PETCO

Tel 0860 147 738

www.petco.co.za

e-mail: info@petco.co.za

POLYCO

Tel +27 (0)21 531 0647

www.polyco.co.za

e-mail: lisl@polyco.co.za

Polystyrene Packaging Council

Tel +27 (0)21 531 0647

www.polystyrenerecyclingnetwork.com

e-mail: Adri@polystyrenepackaging.co.za

SA Vinyls Association

Tel 082 444 6866

www.savinyls.co.za/

e-mail: info@savinyls.co.za

OIL

ROSE Foundation

Tel +27 (0)21 448 7492

www.rosefoundation.org.za

e-mail: usedoil@iafrica.com

e-WASTE

e-Waste Association of SA

Tel +27 (0)31 535 7146

www.ewasa.org

e-mail: info@ewasa.org



5. DISCUSS AND DECIDE

What will be the best for your school? Think very carefully about the safety and security implications before you decide. Present your ideas to the principal, school governing body, educators and learners, and obtain the necessary approval.

Should the school

- Separate and take to a drop-off centre?
- Set up a drop-off centre for school use only?
- Open the school drop-off centre to the public?
- Encourage learners to sort recyclables?
- Allow learners to actively collect waste from neighbourhood sources?

Setting up a drop-off centre is a great responsibility and requires constant management and monitoring to keep it going:

- Draw up procedure and controls
- Monitor volumes
- Phone for collection
- Monitor payments
- Manage staff and volunteers
- Monitor housekeeping, health and safety
- Communication and education programme

Use the information from the waste audits and work with the recycling companies to set up an internal recycling programme for your school.

Start your planning exercise to set up a recycling drop-off centre. Where practical, make as many of the activities part of classroom activities. Consider two Win with Waste Task Teams - one to manage the internal recycling programme and the other to manage the drop-off centre.



6. FIND A SITE

Identify a suitable site on your school premises. Ask recycling companies for advice on the layout of the site. Prepare a rough floor plan.

1. Consider:

- Unused space the size of a double garage
- Space next to outside fence or wall for easy access by parents, the public and collectors
- Location away from high traffic areas
- Not visible from neighbouring properties
- Nuisance value of odours, flies and bees
- Health and safety risks
- Possible fire and environmental risks
- Security aspects to prevent pilfering or damage to containers



2. Estimate your space requirements based on:

- Volumes and type of recyclables to be stored
- Period to be stored
- Containers (type, size and quantity)
- Space for sorting tables and baling equipment
- Access, turning space and headroom for collection vehicles

3. What will you collect?

- Cans
- Glass
- Paper
- Plastics
- Used oil
- Electrical and electronic waste



Used oil and e-waste are potentially hazardous and special precautions need to be taken. Discuss with the relevant recycling companies or agents.

4. Possible sources of recyclable materials

- Own school waste
- Learners and educators bring from home on special days
- Parents bring in recyclables

Think carefully about the following possible sources:

- Open your site to the public to bring in recyclables
- Identify and actively collect from neighbourhood sources such as nearby schools, restaurants, sports stadiums, outdoor events, shopping centres and offices

This should only be done in consultation with owners/managers, under strict educators' supervision and with the necessary permission from parents.



5. School communication programme

- Ongoing communication plan
- Identify communication channels – assembly, educator meetings, staff meetings, notice boards, newsletters, posters. Include information on:
 - reasons for controlling waste
 - advantages of controlling waste
 - Win with Waste objectives and how it works
 - fact finding and audit process
 - launch date
 - implementation and operation guidelines





7. DECIDE WHAT YOU WILL NEED

Here is a checklist to help you decide

	YES	NO	SOURCE?
1. Labour			
Security			
Housekeeping			
Sorting			
Other tasks			
Quantity			
2. Volunteers (from school)			
Tasks and quantity			
3. Services			
Access to water			
Access to electricity			
Access to ablution facilities			
4. Security			
Fencing, walls			
Lockable gate			
5. Offloading area			
Parking space for vehicles			
Paving to support heavy trucks			
Paving to prevent mud during rain			
6. Sorting area (if required)			
Covered or uncovered?			
Protection from wind/rain			
Paving			
7. Storage area			
Covered or uncovered?			
Paving, easy to clean			
Protection for recyclables from rain and fire			

ITEMS	YES	NO	SOURCE?
8. Administration			
Access to telephone			
Access to office equipment			
Access to "paymaster" to handle finances			
9. Containers			
Size, type, quantity			
Closed (to prevent wind-blown litter)			
Secure (to prevent pilfering)			
Containers for non-recyclable waste			
Labels/signage			
10. Equipment			
Scales			
Sorting tables			
Baling machines			
11. Housekeeping equipment			
Hoses, buckets			
Brooms, brushes, rakes			
Cleaning liquids, fly repellents, disinfectants			
12. Safety equipment			
Protective equipment and clothing			
Fire extinguisher			
First aid kit			
13. Signage			
Signboards to include: name of site, hours of operation, materials accepted/not accepted, contact details, sponsorship if applicable			
Direction signboards - negotiate with municipality			



8. MANAGE AND OPERATE THE SITE

Success depends on good management and constant monitoring

1. Collection

Based on the information from recycling companies, identify potential collectors to service your site. Consider whether to use one collector to take all materials or different collectors to take different types of materials.

Make your decision based on:

- Type of material collected
- Price offered
- Payment methods and frequency
- Minimum volumes required to be collected

2. Payment for recyclables

Negotiate with recycling company or nominated agents, but it depends on:

- Market demand
- Sufficient volumes
- Sorting and preparation of recyclables
- Quality and level of contamination

3. Security and access control

- Security during hours of operation
- Security after hours
- Access for vehicles
- Access for public

4. Recordkeeping

- Keep records: weights, volumes, types of recyclables sold
- Prices paid by collectors

5. Housekeeping

- Keep the site neat and tidy at all times to prevent bees, flies, rats, odours, unsightliness and accidents
- Sweep, wash and disinfect the site regularly
- On a daily basis pick up litter inside and outside of the site's fence
- Check and maintain containers and equipment

6. Pollution control

- Drainage system to sewer, for storm water runoff and effluent from site
- Dust and emission control measures

7. Safety and emergency

- Safety, emergency and fire protection plans and procedures
- Access to telephone to contact fire, police, or emergency service personnel in an emergency

8. Training

- Sorting and baling
- First aid
- Safety and emergency procedures

9. Advertising (if open to the public)

- Click on [My Waste](#) or e-mail info@mywaste.co.za to advertise your drop-off centre free of charge
- Local community newspapers
- Library notice boards
- Recycling companies

10. School awareness programme

- Ongoing awareness plan
- Implement internal recycling programme in the school
- Include recycling-related activities in the curriculum
- Launch activity
- Series of competitions with winning entries to be used for launch activity and ongoing awareness programme:
 - Drama/song using costumes and musical instruments made from waste
 - Poster competition
 - Leaflets, slogans
 - Art and teaching aids from waste
- Join in competitions organised by other organisations
- Arrange school outings to landfill sites/recycling depots
- Check your local environmental education centre to see if it offers education programmes on waste and recycling

11. Programme review

- What works and what does not?
- Are people participating?
- Is it being used correctly?
- Do the results justify the efforts?
- What changes are required?



9. DRAW UP A BUSINESS PLAN AND BUDGET

Prepare a business plan as if you were about to start a formal business. Use the following headings:

1. General

- Name of school and recycling centre
- Physical, postal and e-mail wqaddress
- Contact persons and telephone/fax numbers
- Management and staffing structure

2. The operation

- Description of the operation (cans, glass, paper, plastics, oil, electronic waste - collection by recyclers)
- Goals of the operation and area to be covered
- Description of the market (available recyclables, source of recyclables, price for recyclables, competitors)
- Start-up and working funding available

3. Start-up costs

- Site preparation, containers, labels, equipment
- Security, walls/fencing, signboards
- Administration costs - Telephone, office furniture, advertising, education of public
- Transport costs

4. Labour requirements

Number, type and cost

5. First year plan - month by month

- Recycling targets, sources of recyclables
- How and to whom you will sell recyclables
- Price you will get for recyclables
- Estimated income and expenditure
- Estimated profit or loss

GOOD LUCK!

Compiled by Liz Kneale



Institute of
Waste Management
of Southern Africa
P O Box 79
Allen's Nek, 1737
Tel 011 6753462
Fax 011 6753465

IWMSA promotes professional waste management practices. Members enjoy:

- *Networking with other waste management practitioners*
- *Updates on new developments, technology and legislation*
- *Free monthly newsletter and quarterly RéSource journal*
- *Special rates: IWMSA training courses, workshops and conferences*

e-mail: gail@iwmsa.co.za
web site: www.iwmsa.co.za