

SCHOOL WASTE ASSESSMENT FORM

Putting waste in its place is important everywhere you go, especially at school! To have a successful waste management program, your school needs proper containers and signage and the participation of every individual in your school — including students, teachers, administration and custodial staff.

This form is a tool to assess whether the key areas in your school provide proper sorting. The four main waste streams are **organics, paper, recyclables** (containers) and **garbage**. For more information on what goes in each stream, contact your

local municipality or visit divertns.ca/recycling/sorting-guide

We suggest you complete this form early in the school year, and again mid-way through the year. The best time of day to complete your assessment is late in the day or immediately after school dismisses. This form can be completed by staff or students and we suggest you invite a custodian along for the assessment. If you would like assistance with any part of your waste diversion program, contact your local Waste Reduction Educator.

ASSESSMENT COMPLETED BY _____ (name)

School _____ (name)

Date _____

School Contact _____ (name and title)

students _____ #staff/administration _____

Waste Collector Info _____

PRE-ASSESSMENT RATING	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree
Our school has an effective recycling program	1	2	3	4	5
Our school has an effective program for composting	1	2	3	4	5
Students actively recycle and compost	1	2	3	4	5
Teachers and administration actively recycle and compost	1	2	3	4	5

INTERIOR

For each school space below, mark if proper containers and/or signage are found:

Present
 Absent
 N/R Not Required

SCHOOL SPACE	CONTAINERS AND/OR SIGNAGE							Comments
	Paper	Recyclables	Refundables	Organics	Garbage	Containers Clustered	Signage	
Administration Office								
Classrooms								
Staff Room								
Corridors/ Lobby								
Cafeteria								
Kitchen/ Cooking Area								
Library								
Gymnasium								
Specialty Areas (Labs, etc.)								
Other Space: _____								

EXTERIOR

For each school space below, mark if proper containers and/or signage are found:

Present
 Absent
 N/R Not Required

SCHOOL SPACE	CONTAINERS AND/OR SIGNAGE						Comments	
	Paper	Recyclables	Refundables	Organics	Garbage	Containers Clustered		Signage
School Entrances								
Playground								
Waste Storage Area								
Other Space:								
Other Space:								

ADDITIONAL NOTES

SCHOOL RESOURCES



Free Signage!

Divert NS provides free waste sorting signage — available in bilingual (English & French), and French only. Trilingual signage (English, French & Mi'kmaq) can also be downloaded on our website.

Free Education Services!

Divert NS provides funding to municipalities to support Waste Reduction Educators across the province who provide free waste management advice and presentations to schools. Visit divertns.ca/about-us/what-we-do/education to learn more.

BEST PRACTICES FOR SORTING

- Cluster bins together in a central, easily accessible location – no stand-alone garbage cans!
- Color code your bins – blue for recyclables, grey or blue for paper, green for organics, and black for garbage.
- If you use a plastic bag in the organics bin, only the contents of the bag are to be emptied into the green bin for collection and the leftover bag **MUST** be placed in the garbage. **NO** plastic in the green bin.
- To avoid bin cross-contamination, leave the garbage opening uncovered. Also, put a lid on the opening for organics.
- Many municipalities encourage schools to line all containers with clear plastic bags so waste can be easily identified, however, some municipalities prefer recyclables be placed in blue bags. Check with your local municipality for their preference.

ABOUT DIVERT NS

Divert NS is a not-for-profit organization championing recycling in Nova Scotia. For over 20 years we've helped build a culture of recycling through environmental stewardship, education, and innovation. Divert NS operates the Beverage Container Deposit-Refund Program and the Used Tire Management Program. In addition, we work in collaboration with government, industry, and academia to divert waste-resources from landfill. Divert NS, in partnership with municipalities, delivers education and awareness programs to schools, businesses, and community groups. Divert NS also works to develop stewardship agreements and funds innovative research and development initiatives.



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