



# LINCOLN PUBLIC SCHOOLS

REBECCA E. MCFALL, ED.D.  
SUPERINTENDENT

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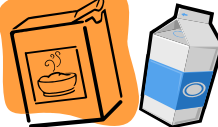



April 1, 2013

To: Lincoln School Committee  
From: Rebecca McFall, Superintendent  
RE: Single Stream Recycling, Lincoln Campus

To date, recycling on the Lincoln campus consists solely of recycling paper. We have been pursuing options for expanding recycling on the Lincoln campus to include additional materials. We currently have a proposal from Integrated Paper Recycling of Woburn, MA that will allow us to incorporate a "single stream" style of recycling. Single stream recycling means that our community will be allowed to place all allowable recyclables into one container and the sorting of these recyclables takes place elsewhere.

Integrated Paper Recycling currently holds the contract with the Lincoln Transfer Station for recycling. I propose that we enter into an agreement with Integrated Paper Recycling for the remainder of FY13. They will act as our contact, collector and distributor of our single stream recycling program. This will be a trial period to ensure that we can effectively carry out this process on the campus. Two recycling dumpsters will be placed on the Lincoln campus. These dumpsters will be picked up every other week at a cost of \$25 per dumpster or \$50 every other week. Costs for recycling will be covered through the maintenance budget.

There may be some initial start up challenges as we shift our practices and work with faculty, staff, and custodians to carry out the process. The gains of recycling, at a minimal cost to the district, will far out weigh the logistical challenges. We look forward to providing recycling across the district. Information about allowable materials for recycling is provided on the attached chart.

Material	What to Recycle 	How to Prepare 	Do not include 
	<b>Flattened Cardboard</b>	Flatten cardboard boxes Do not tie	No boxes with food residue
	<b>Magazines</b>	No special preparation required	No plastic (examples: mailing jackets and CD advertisement discs)
	<b>Office Paper (including shredded paper)</b>	Shredded paper loose or in plastic bags or paper bags only Colored paper ok	No tissues, paper towels, paper plates or other paper that have food residue
	<b>Brown Paper Bags</b>	No special preparation required	No food residue
	<b>Newspapers</b>	No special preparation required	
	<b>Plastic Bottles and Containers</b>	<b>Numbered plastics 1-7 only</b> Rinse clean. caps, lids, labels ok	No plastic bags No kitchen bags No plastic wrap No Styrofoam
	<b>Junk Mail</b>	No special preparation required. Plastic windows ok.	
	<b>Phonebooks</b>	No special preparation required.	
	<b>Paperboard</b> Includes milk, orange juice cartons and juice boxes	Flatten boxes Empty and rinse cartons May be flattened	Remove wax and foil liners from food boxes Remove straws No food residue
	<b>Glass Bottles and Jars</b> Clear, green, brown glass bottles and jars only	Rinse clean Caps, lids, labels ok	No broken glass No ceramics No other glass
	<b>Aluminum Cans, Foil, Pie Plates</b>	Rinse clean Labels are ok	No paint cans No coat hangers No food residue
	<b>Steel Cans and Empty Aerosol Cans</b>	Rinse clean Labels are ok Cans may be flattened	No paint cans No coat hangers No food residue