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AGENDA COVER MEMO

DATE: October 1, 2008
TO: Lane County Board of Commissioners
DEPARTMENT: Public Works
PRESENTED BY: Sarah Grimm, Waste Reduction Specialist
Waste Management Division

AGENDA ITEM TITLE: IN THE MATTER OF APPROVING CHANGES TO THE K – 12 WASTE REDUCTION AND RECYCLING GRANT.

I. MOTION

MOVE APPROVAL OF CHANGES TO THE K – 12 WASTE REDUCTION AND RECYCLING GRANT.

II. ISSUE OR PROBLEM

The original purpose for the K-12 Waste Reduction and Recycling Grant program was to encourage schools to become Oregon Green Schools by providing them with financial assistance for the structural needs of recycling programs required for Oregon Green School Status. After six years, we have come to realize that the grant program as it is does not achieve that goal. The majority of grant recipients do not then apply for Oregon Green School status, in spite of that being part of the grant agreement.

Staff is seeking approval to change the grant program to be an incentive grant only. Monies will be disbursed to any school that applies for and successfully receives Oregon Green School status, as well as any school that moves up to merit or premier Green School Level. Ten \$500 incentive grants would be available per year.

III. DISCUSSION

A. Background

As Lane County's representative of the Oregon Green School Program (a statewide organization made up of local government agencies and nonprofits to promote and support school recycling programs), Lane County Waste Management staff partnered with the City of Eugene Solid Waste staff to initiate a grant program with the aim of increasing the number of schools seeking Oregon Green School membership. Approved by Board Order 05-8-24-13, Lane County disburses \$5000 annually (ten \$500 grants) to schools applying for the grant funds. City of Eugene partners in the effort by contributing \$2000 and helping to manage, promote and process the grant program.

The K-12 Waste Reduction and Recycling Grant program was designed to support and promote Oregon Green School application process. Extra points are awarded to schools that are current Oregon Green Schools, and the grant agreement includes statements that the school will seek Green School status within the school year. The grants give schools the resources they need to begin recycling and become an Oregon Green School. Oregon Green School member schools receive recognition, certification, window decal,

plaque, presentation and most importantly, invitation to a state wide conference designed for students and teachers that do the recycling at schools.

Schools that have received grant funding include; Springfield High School, South Eugene High School, Oak Hill School, Corridor Elementary, Harris Elementary, Kelly/da Vinci/Yugin Gakuen Middle School, Marist High School, Meadow View School, Temple Beth Israel School, Fern Ridge Middle School, Creswell High School, Cesar Chavez Elementary School, Pleasant Hill Middle School, Churchill High School, Territorial Elementary School, Page Elementary School, Ridgeline Montessori Public Charter School, Eugene Waldorf School, Meadowview School, Roosevelt Middle School, Prairie Mt. School, Kennedy Middle School, Willamette High School, Edison Elementary, Spencer Butte Middle School.

While there is no denying the value of the recycling programs that these schools have started using our grant funds, it has become glaringly apparent that the grant program is not producing demonstrable improvement in our area's Oregon Green School status. Of the 10 grants we distribute each year, we rarely see more than one or two schools submitting application for Green School status, in spite of that being one of the conditions of the grant agreement. And very few schools have moved from basic level up to merit or premier level in spite of receiving grants several years in a row.

To attend to these issues, we are seeking to change the name of the grant, application process and criteria. We would like to call it the K-12 Green School Incentive Grant. We would then provide the grant monies to the first 10 schools that apply for and are approved for Oregon Green School status. We believe the application process for the Oregon Green Schools is rigorous enough to vet deserving schools and the application and reporting process for this small of a grant is part of the reason schools don't then have time to apply for Oregon Green School status.

B. Analysis

What changing the the K – 12 Waste Reduction and Recycling Grant Program to the k-12 Green School Incentive Grant Program will accomplish:

As in its earlier form, the Oregon Green Schools Incentive Grant Program will assist Lane County schools, private and public, in the development and improvement of waste reduction and recycling programs. The funds will provide additional resources needed to enhance recycling opportunities and education in Lane County schools such as; purchase recycling containers, reusable lunch kits, compost bins, recycling signs and other recycling education materials.

In this new form, the grant program will save staff time and provide us with tangible results without having to track down recycling statistics from individual schools. Results will be viewable on the Oregon Green School's website in the form of more schools moving up in merit level. No longer will it be necessary to chase down summary reports, data and receipts from overworked teachers and school staff.

Who is eligible?

The first ten K – 12 schools within Lane County who submit a successful Oregon Green School application for basic level or who apply to move up to Merit or Premier Level. These schools will receive the \$500 incentive once the application is approved and the school is either a basic Oregon Green School, or has moved up to Merit or Premier level.

Membership in the Oregon Green School Program lasts 3 years, during that time a school is not eligible for the incentive grant unless the school is applying for Merit or Premier Level. At the three year expiration, a school applying for recertification is again eligible to receive the incentive grant when the recertify themselves at the same level, or moving up in merit level.

How much money is available?

\$5000 total, \$3000 from Lane County and \$2000 from the City of Eugene.

What is the selection process?

The Oregon Green School Application itself will be the foundation of our selection process. (see attached) Once a school has been through the processes necessary to fill out the application successfully, the designated County or City Oregon Green School coordinator will review and approve incentive check disbursement.

Once approved, the successful school will be notified by email and requests for grant checks will be processed through Lane County. The City of Eugene will reimburse Lane County \$2000 for their contribution. After the incentive grant funds are disbursed, no follow up reports receipts or impact data will be required.

C. Alternatives/Options

The Board may approve or choose not to approve changes to the K-12 Waste Reduction and Recycling Grant Program.

D. Recommendation

Approval of the K-12 Waste Reduction and Recycling Grant Program is recommended.

E. Timing

None

IV. IMPLEMENTATION/FOLLOW-UP

None

V. ATTACHMENTS

Board order
Oregon Green School Application

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF APPROVING CHANGES TO
) THE K-12 WASTE REDCUTION AND RECYCLING
) GRANT PROGRAM

WHEREAS, The Board of County Commissioners established a Waste Reduction and Recycling Grant Program to assist Lane County Schools in adding waste reduction and recycling to their waste handling operations, and

WHEREAS, the opportunity to recycle in schools is not only beneficial to the environment, but also adds to the continuing education of Lane County students, teachers and staff on ways to initiate and enhance recycling collection systems within schools and the wider Lane County community, and

WHEREAS, the purpose of the K-12 Waste Reduction and Recycling Grant Program is to support Lane County's participation in the Oregon Green Schools effort to promote and support recycling and waste prevention in schools, and

WHEREAS, the previous iteration the K-12 Waste Reduction and Recycling Grant Program did not provide the desired results of more Green Schools in Lane County and several small changes would result in a more effective and efficient program, and

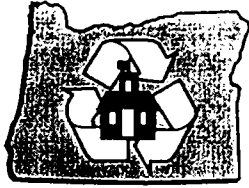
NOW THEREFORE IT IS HEREBY ORDERED, that the K-12 Waste Reduction and Recycling Grant Program be changed to an incentive grant triggered by approval of an application for Oregon Green School status.

Dated this first day of October 2008.

Approved as to Form
Date 9-17-08 Lane County


Office of Legal Counsel

Fay Stewart, Chair
Lane County Board of Commissioners



Oregon Green Schools Entry Level Application

First Time Applying at Entry Level Renewing at Entry Level

Use this application to become or renew as an Oregon Green School. It is a tool for setting up your waste reduction and resource conservation program and recording your activities. Each of the five sections represents an important aspect of a successful, comprehensive program. You will be asked to describe things that you are currently doing at your school as well as what your plans are for future activities, which will require you to set concrete resource conservation goals.

Please download the application, complete it, and then **submit it electronically** to your local Oregon Green Schools Coordinator, followed by a hard copy with signatures by mail. He or she will be able to answer any questions you may have about the application or about the Oregon Green Schools Program. To find the name of your Coordinator, refer to: <http://www.oregongreenschools.org/coord.cfm>

Applicant's Name: _____ Date: _____

Applicant's Job Title: _____

Name of SCHOOL: _____

Address: _____

Phone: _____ Fax: _____

Number of students: _____ Number of staff: _____

On-site resource conservation coordinator's name: _____

Coordinator's job title: _____

Phone: _____ E-mail: _____

Name of Garbage Company: _____

Name of Recycling Company: _____

1. INVOLVEMENT

How your school involves staff, students and others in your resource conservation program

Describe your waste reduction/resource conservation program. What is your school currently doing to reduce waste and conserve resources? Explain how your staff and students are involved in everyday activities that support waste reduction, and energy and water conservation. Things to consider:

- How you educate, train, and encourage staff and students to participate in your program
- How you publicize your program
- How your parent group participates and supports your program
- How you practice resource conservation in your everyday facilities operations

2. EVALUATION / WASTE AUDITS

- A. **Conduct a waste audit to determine your school's current solid waste composition.** This exercise will help you identify materials in the garbage that you can strive to reduce -- those that would be logical targets for reducing, reusing or recycling.

*Suggestion – Conduct annual waste audits each Fall to determine your goals for the year.

HINT: You will find an easy-to-use audit form and instructions at:
http://www.oregongreenschools.org/waste_audits.cfm

Briefly describe the types, volumes, and sources of materials found during the waste audit. **Be sure to include a copy of your completed audit form with the signed paper copy of this application.**

- B. **How much garbage is disposed at your school?**

Weekly volume OR weight of garbage: _____ cubic yards pounds
(check one)

HINT: When in doubt, check with your garbage hauler for this information.

- C. **How much water and energy does your school use?**

Enter your school's average monthly water and energy usage.

Water usage: _____ cubic yards gallons Oil: _____ gallons
(check one)

Natural gas: _____ therms Electricity usage: _____ kWh

Other: _____

HINT: Check with your school district facilities department or your utility companies for help with this information or learn how to read your school's meters at:
<http://www.jea.com/customer/meter.asp>

3. GOALS

Outline what your school will accomplish by continuing to improve and expand its waste reduction and resource conservation program.

- A. **Waste Reduction:** What are your school's waste reduction goals? (garbage, recycling, energy, water) and how will you achieve them? List at least one goal in each category and explain the steps you will take to achieve that goal.

HINT: Choose measurable goals such as reduction by a certain percentage, quantity or volume, or target a particular material.

1. Garbage

- Goal –
 - Steps to achieve -
- Goal –
 - Steps to achieve -

2. Recycling

- Goal –
 - Steps to achieve -
- Goal –
 - Steps to achieve -

3. Energy

- Goal –
 - Steps to achieve -
- Goal –
 - Steps to achieve -

4. Water

- Goal –
 - Steps to achieve -
- Goal –
 - Steps to achieve -

B. Permanence: Describe the plan to maintain your school's program over time. For example, how will the practices and attitudes be institutionalized? Will there be a formal written resource conservation policy adopted? How will the program survive if key players move on? Will responsibilities be included in staff job descriptions? Is there a district-wide policy in place that will support your efforts into the future?

4. REDUCE, REUSE, RECYCLE, CONSERVE

A. Reduce and Reuse: Briefly describe how your school reduces and reuses materials in order to reduce solid waste and conserve resources.

Examples to consider:

- *Routing messages rather than printing one for everybody*
- *Using e-mail rather than paper*
- *Choosing less toxic alternative products*
- *Making art projects from old office supplies*
- *Double siding*
- *Using half sheet forms rather than full sheet*
- *Using durable rather than disposable*
- *Setting up a REUSE IT closet or materials exchange for students or staff*
- *Donating unwanted items that are in good condition*

B. Recycle: List and estimate the total weekly volume of at least three materials that your school recycles:

Recycled Material	Volume (indicate gallons or cubic yards)
1.	
2.	
3.	
Other:	

HINT: If your school doesn't track and weigh the recycling from week to week, survey an average week and give those results. Contact your recycling service provider for help with this information if needed. Once cubic yard = 173.5 gallons.

C. Conserve: Briefly describe how your school reduces energy and water usage.

Examples to consider:

- *Post "Conserve Energy" signs by light switches*
- *Convert some incandescent lights to fluorescents*
- *Turn off every other bank of lights in classrooms/hallways*
- *Post "Conserve Water" signs by faucets*
- *Naturescaping*
- *Bioswales*
- *Incorporate water/energy conservation into your curriculum*

5. REPORTING

Inform key members of the school community of your school's waste reduction/resource conservation program and Green Schools Application:

- | | |
|---|--|
| <input type="checkbox"/> Principal
<input type="checkbox"/> Teaching Staff
<input type="checkbox"/> Custodial Staff | <input type="checkbox"/> School Food Service Staff
<input type="checkbox"/> Parent Organization
<input type="checkbox"/> Student Government/Club |
|---|--|

Please help us assess our program by answering the following question:

"How has your school changed as a result of your Oregon Green School certification efforts?"
 (Describe how attitudes, behaviors, or systems have changed at school or in staff members' or students' homes because of your school's program.)

Applicant's signature _____

Principal's signature _____

Head Custodian's signature _____

Thank you for applying to be an Oregon Green School!!! You are joining the ranks of schools that are making real-world steps toward linking economic, educational, and environmental issues.

Please send an electronic copy of this completed application to your Oregon Green Schools Coordinator. In addition, mail a hard copy with original signatures affixed, along with a paper copy of your waste audit form!

To find the name of your coordinator, refer to: <http://www.oregongreenschools.org/coord.cfm>

For Local OGS Coordinator only:

Received: _____ 20 _____ Approved: _____ 20 _____ Awarded: _____ 20 _____

Green School Application Checklist

Use this checklist to help you fill out your Oregon Green School Application. It will also help track your progress up through the three levels of recognition: Entry, Merit, and Premier Green School.

E M P

	E	M	P
INVOLVEMENT			
Identify designated on-site resource conservation coordinator.	■	■	■
Provide education, training and encouragement to staff, students & families.	■	■	■
Publicize and promote the program.	■	■	■
Practice resource conservation operation of school facilities.	■	■	■
Demonstrate the integration of waste reduction into the scope of the school's functions.	■	■	■
Provide waste reduction education and assistance to another school.		■	■
Provide waste reduction education and assistance to the community.			■
EVALUATION			
Conduct a waste evaluation and identify the types, volumes, and sources of materials found in the school's garbage.	■	■	■
Determine weekly garbage volume.	■	■	■
Determine water and energy usage.	■	■	■
Estimate the volume OR weight of recycled materials collected at the school weekly.	■	■	■
Devise and implement strategies to target large sources of waste and translate them to GOALS.	■	■	■
Compare results of waste evaluation to previous application and explain differences.			■
GOALS			
Establish waste reduction goals for garbage/recycling, energy and water.	■	■	■
Define method and steps to be taken to accomplish those goals.	■	■	■
Define method for maintaining waste reduction and resource conservation plan over time.	■	■	■
Identify a school-wide policy for reducing waste and conserving resources.		■	■
Demonstrate completion of waste reduction goals and objectives established in the school's original Green School application.			■
REDUCE, REUSE, RECYCLE, CONSERVE			
Describe how the school reduces and reuses materials to reduce waste and conserve resources.	■	■	■
Recycle at least 3 materials.	■	■	■
Describe how the school conserves energy and water.	■	■	■
Recycle at least 6 materials.		■	■
Purchase at least one item containing post-consumer recycled content.		■	■
Incorporate energy and water conservation into the operations of the school.		■	■
Demonstrate a reduction in the purchase or consumption of a product.			■
Describe how implementing resource conservation has affected energy and water usage.			■
REPORTING			
Inform principal, teaching staff, custodial staff, food service provider, parent organization and student government/club of school's program	■	■	■
Submit paper copy of complete waste evaluation form with application	■	■	■
Inform above people and school board of school's program			■
Provide thumbnail sketch and digital photos			■