



# Photo Documentation Form

Name of School: \_\_\_\_\_

Date: \_\_\_\_\_

This form is required for School Waste Prevention & Recycling Grant applications, including waste education request forms to demonstrate compliance with recycling best practices #1 and #2 below in interior spaces (exception: Traditional Recycling grant applications). If your project is for multiple locations, please complete one form for each location.

### Required Minimum Recycling Best Practices

- 1. Paired Containers:** All trash containers are paired with recycling containers (within 10 feet), except where paper towels are collected (e.g., restrooms and classroom sinks are exempt).
- 2. Color-Coded Labels:** All containers have legible, color-coded labels on the top and visible sides of the container. The labels are titled "Recycling" or "Recycle," "Trash," and have accurate images of acceptable items.

### Additional Best Practices

- 3. Color-Coded Containers:** All containers and lids are blue for recycling and grey or black for trash.
- 4. Appropriate Lids:** Containers with lids have openings appropriate for the collected material. Where contamination is an issue (e.g., hallways), recycling containers have lids with Saturn-shaped openings and trash containers have lids.
- 5. Appropriate Bags:** Recycling containers have no bag or clear bags and trash containers have black bags.

Hallway/Shared Space	Classroom & Offices	Cafeteria
		





	Recycling Best Practices			Additional Best Practices		
Area of School	Paired Containers	Color-Coded Labels <i>-Legible -Top and sides -Accurate</i>	Insert Photo (from each area) demonstrating Recycling Best Practices.  <i>You may need to change file type to JPG (default is PDF). If unable to upload photos within form, please attach photos to submission email labeled by area of school.</i>	Color-Coded Containers	Appropriate Lids	Appropriate Bags
Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hallway	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Lounge	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

