Here are some issues that have come up at different schools. ETC can be a big help here, as we have seen a variety of issues as well as a variety of unique solutions.

**In general:**

- Be flexible to adjust process continually as a means to capture user input and streamline.
- Signage is most effective when it includes images, words, and color.
- Ensure any before and after school programs are included as key stakeholders.

**Dumpsters and Compost Bins:**

- Situate properly for easy access, and secure them so no outside trash can get in.
- Place compost bins and trash dumpsters in same area.
- Monitor daily as part of custodial morning routine- look for unauthorized garbage, too much garbage, items in wrong place. This is to report, reduce and improve.
- Make sure there is a good system for bringing compost bin outside and to the correct place.
- Check the waste management company’s pick-up times. Verify that they come on the scheduled days to avoid any unexpected problems.
- The schedules for recycling, compost, and trash pick-ups should be posted for all to see to anticipate problems due to breach of service.
- Monitor use of dumpsters and bins to reduce number if possible.

**Products:**

- Look for alternatives for any plastics and overserving. Napkin packs are one example. Eliminate plastic cups for lunch items that can be placed directly into one of the 5 compartments or in a paper container.

**Teachers and staff:**

- Teachers can follow up in the classroom by showing students how to get their trays ready for the line. There are power points and videos available on our website [www.everytraycounts.org](http://www.everytraycounts.org).

**Administration or Point Person:**

- There should be a person that can fix problems, authorize changes, quickly.
- Be prepared to slowly reduce the number and frequency of volunteers as the procedures become routine. Make sure that students know they will be responsible for their own tray soon.