



***i recycle* Program
SOP Guidelines
January 2009**

Please refer to the detailed Program Description updated on 1/23/09 for more information on the program.

I. School Responsibilities

- A. Aggressively promote the *i recycle* program within your school. Determine what methods are most effective with your school. For example, weekly can drives with prizes for individual who brings the largest quantity of cans to school, or extra credit for students based on bag size and number of bags. Ideal goal is to fill your bin once a week.
- B. Schools are also encouraged to coordinate with Peggy Denney, the program administrator, in order to schedule presentations on the *i recycle* program (and recycling in general) for students, teachers, staff and PTOs, PTAs, etc.
- C. Identify individuals/groups who will be responsible for monitoring your bin and ensuring that there is no contamination. Contamination is anything that is not an aluminum can. Obvious types of contamination are food, paper, plastic bottles, and Styrofoam. Less obvious contamination are the steel cans, i.e., Mr. Brown. Steel cans cannot be crushed with your hand and have a seam down the side. Contamination also includes the plastic bags that contain the cans. Ideally, they should be emptied into the bin after

they have been checked for contamination.

- D. Upon filling the *i recycle* bin, contact Peggy Denney, program administrator, at 483-9415. She in turn will coordinate with Guahan Waste Recycling dba Mr. Rubbishman for pick-up of your bin. It is recommended that each school maintain a record of the dates their bin is emptied as a backup record. Records are maintained by Mr. Rubbishman in the form of daily route sheets. Ms. Denney also maintains a record of the dates each school has called for a pick-up, and she periodically compares her records against Guahan's daily route sheets.
- E. Beginning sometime in January 2009, as soon as nighttime access is obtained from schools, Mr. Rubbishman will institute biweekly pick-ups at the schools between midnight and 6:00 a.m. Those schools that do not provide nighttime access are requested to provide the times of the earliest arrival at the school and the latest departure in order to coordinate pick-up times outside of regular school hours. Please contact the program administrator, Ms. Denney, at 483-9415 regarding access to your school.

After the biweekly route is implemented, if you require additional pick-ups, please contact Ms. Denney and she will coordinate with Guahan.

II. **8 cubic yard Recycling Bins**

A. Maintenance

Bins will be periodically refurbished as necessary. It is anticipated that all 40 bins will be sanded, primed and painted throughout 2009. In order to prevent collection of water within the bin and retard rusting, please remove the plug located on the bottom side of the bin.

B. New signage

New signage, which will be provided by Express Signs & Graphics, will be attached following painting of bins.

C. Typhoon protection

Heavy-duty canvas strapping with ratchets will be provided to each school in order to secure the bin in case of typhoon. These will be provided following the refurbishing of the bins during the spring semester of 2009.

III. **Income Generation**

A. Calculation for monetary value of each bin:

The gross amount received from Anheuser-Busch Recycling Corporation (ABRC) is determined by multiplying the current market value per pound of aluminum times the total weight of the aluminum shipped to them. This value fluctuates with the market. For example, as discussed in the program description, the first container, which was shipped in April 2008, weighed 23,280 pounds, and ABRC paid \$.98 per pound. *i recycle's* second container, which was shipped in mid-August, weighed 23,480 pounds, and we received \$.82 per pound from ABRC. The third container, which was shipped in mid-December 2008, weighed 14,586 pounds. We are awaiting notification from ABRC as to the per pound rate for this container. The reduced weight can be

attributed to the implementation of new loading restrictions, which include strapping the individual bales into larger bales of a specified size and providing for a specified amount of space between rows of bales and between the top of the bales and the ceiling of the container.

The number of pounds delivered directly to Pyramid Recycling, primarily for the schools without bins, based on receipts generated by Pyramid, is deducted from the total weight. The net weight is then divided by the total number of bins filled by the schools, and that determines the weight per bin. The weight per bin is then multiplied by the net per pound rate. The net per pound rate is calculated by subtracting the shipping/wharfage expenses incurred on the West Coast from the gross received from ABRC. The net per pound rates were \$.90 and \$.72 for the first and second containers, respectively. The value per 8cy bin is determined by multiplying the weight per bin by the net per pound rate.

The number of bins generated per school is based on the daily route sheets generated by Guahan Waste Control drivers, and those are reviewed by the program administrator in order to compute the total number of bins filled per school. That number is then multiplied by the value per bin to provide the total due each school. For schools without bins, or for those schools that had additional bags of cans dropped off for them at Pyramid, the total pounds per school (based on the receipts) is multiplied by the net per pound rate.

B. Check preparation and distribution

Checks are then prepared by the program administrator using QuickBooks (tutoring provided by Ernst & Young), and the checks are signed by two of the four partners who are officers of the GBPRI and signatories on the GBPRI bank account at BankPacific. The checks are delivered to the participating schools by the program administrator.

C. Reporting on expenditure of funds by schools.

All participating schools are requested to provide to the program administrator a description of how their earnings from the *i recycle* program are being spent. These descriptions will be placed on the program Web site for the public to read. Pursuant to the attached SOP from the GPSS Education Policy Board, funds received by the public schools must be deposited into the Student Activities Fund and can be used for appropriate purchases within that fund. No such restrictions are placed on the participating private or military schools.