



International School



## **PROCEDURE FOR COLLECTING RECYCLABLE MATERIALS FROM INTERNATIONAL SCHOOL PREMISES**

One of the core duties of the Eco-School Committee within our International School premises is collecting and proper disposal of recyclable materials. This includes non-organic materials such as: paper, metal and plastic.

### **Collecting non-organic recyclable materials within school premises:**

The act of collecting non-organic materials within school premises is taking place in our school dining area in the bins that were specifically made and designed for collecting this type of waste.

The Eco-School Committee's duty is to educate the students and the teachers to dispose of these recyclable materials properly so they can be later removed properly from the school premises and be re-used in the Recycling Center in Belgrade. This education of school's staff and students can take place through constant monitoring, workshops, posters, or other ways of reminding the personnel and the students to act accordingly.

### **Taking out the recyclable materials away from the school premises:**

The act of removing the recyclable waste that has been collected within school premises is done in the following manner.

- Eco-School Committee members identify that recycling bins are full (any of them)
- They notify the school representative who is in charge of communicating with external institutions
- The representative contacts the Center for Recycling and arranges that the waste is collected



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- The representative is in charge of filling in the official document of waste movement regulated by the law of the Republic of Serbia
- Upon the arrival of the Center for Recycling representative and upon collecting the waste from the school premises, the school representative signs the official document for waste movement and gives a copy to the Center for Recycling
- All documents for the waste movement need to be signed, filled in, and neatly stored in the designated folder
- A separate document is filled in for every type of waste collected – paper, metal and plastic

Upon collecting the waste from the school premises, the Eco-School Committee members proceed to educate all others to properly dispose of non-organic collected materials for further recycling.

Belgrade, September 2021