



Lake Washington  
School District



# GREEN TEAM ADVISOR GUIDE

2022-23

[#LWSDGREENSCHOOLS](#)

Prepared in partnership with  
McKinstry and King County Green Schools

# Lake Washington School District

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# LWSD Green Team Advisor Guide

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## Introduction

Welcome to the LWSD Green Team family. Our district gains momentum every year in sustainability from our educational opportunities, daily operations, and our community partnerships. As a Green Team advisor or partner, you and your students have a vital role to play. The purpose of this guide is meant to help get you started, provide information on district projects and procedures, and offer additional resources for your team.

We hope you'll read this guide and engage the district, other green teams, and leverage partnerships. Your expertise and your example can create an impact far beyond your school. Together we make the most impact.

- Who and What are We?
- King County Green Schools
- Getting Started: Set Up and Sustain Your Team
- LWSD Project Requirements & Best Practices
- LWSD Sustainability Summary
- LWSD Project Procedures & Guidelines



## 1. Who and What Are We?

Our first task in developing a comprehensive structure to coordinate LWSD's sustainability efforts begins with this question: Who and What Are We? Apart from the amazing things taking place in classrooms as part of the curriculum, there are some groups with a key role in advancing sustainability at LWSD.

### 1.1. SCHOOL GREEN TEAMS

School Green Teams are at the heart of LWSD's sustainability efforts. Comprised of students (as a separate club or as part of another interested club like ASB), teachers, custodians, librarians, and/or administrators, the teams can come in all shapes and sizes. In fact, the diversity of these teams is one of our greatest strengths as a district. Some teams have been well-established for many years and offer a great deal of expertise, while other teams are just beginning and bring new energy and ideas.

Advisors are invited to join the Green Team site in Teams and email list. Contact [lwsdsustain@lwsd.org](mailto:lwsdsustain@lwsd.org) to do so.

### 1.2. LWSD GREEN TEAM ADVISORY COMMITTEE (GTAC)

Comprised of select district staff, King County Green Schools leadership, PTSA, local utilities, municipalities, and various student groups, GTAC is a way for our staff and community partners to coordinate sustainability efforts and bring their voice to LWSD decisions and directions.

Key responsibilities include:

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- Advise and support school-level green teams, including approval of major projects
- Recommend goals, focus areas, and projects for the GTO to develop for district-level initiatives
- Coordinate multiple stakeholders in the implementation of specific initiatives touching multiple schools
- Assist in sustainability-related communications & King County Green Schools (KCGS) recruitment
- Provide recommendations on technology, team members, educational programs.

## 1.3. LWSD GREEN TEAM ORGANIZATION (GTO)

Due to the fact that sustainability touches all departments within LWSD, the district established the GTO in 2019 as an internal group of district department heads and key support staff. GTO organizes major sustainability goals and efforts, particularly those that impact multiple schools or require high-level support. To that end, several GTO participants attend GTAC meetings and Green Team events to assist in coordination and guidance.

The LWSD Director of College and Career Readiness chairs the group, and participants include the following:

- Curriculum & Instruction
- College & Career Readiness
- Support Services
- powerED Program (Resource Conservation Management)
- Communications
- Nutrition Services/Sodexo

## 1.4. LWSD powerED RCM PROGRAM

The LWSD powerED Resource Conservation Management (RCM) program is dedicated to reducing district utility costs, including energy, water, waste services, and stormwater fees. The district created the RCM program in 2006 within Support Services, and it has supported the district in many savings opportunities, including utility accounts oversight, capital project scope review, recycling/compost programs, and more. McKinstry, a Seattle-based facilities management and consulting firm, has operated the program since 2014. Refer to section 5.3 Resource Conservation to learn more.

## 1.5. OUR PARTNERS

Community partners provide assistance in a number of ways, including curriculum, externship opportunities, and in an advisory capacity in the GTAC. Their support has been and will continue to be instrumental in our progress.

LWSD PARTNERS IN SUSTAINABILITY	
Cascade Water Alliance	LWSD PTSA Sustainability Committee
City of Kirkland	Puget Sound Energy
City of Redmond	Sustainability Ambassadors
King County Green Schools	



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## 2. King County Green Schools

LWSD partners with the [King County Green Schools \(KCGS\)](#) program for support of all school Green Teams. After planning your own goals and interests, contacting KCGS is the best first step in setting up your team.

KCGS helps schools and school districts engage students and employees in learning about and practicing resource conservation. As of 2022, 320 K-12 schools across King County have benefited from the program. The program provides hands-on help and the tools LWSD schools need, such as educational signs and indoor recycling bins. Guidance from the program assists students, teachers, and other school employees to expand their environmental understanding and practices. King County also offers an assembly program for elementary schools and classroom workshops for grades 1-12.



The program includes four levels of participation as well as recognition on the four levels (explained in detail in following section).

- Level One: Waste reduction and recycling
- Level Two: Energy conservation
- Level Three: Water conservation and pollution prevention
- Sustaining Green School

King County Green Schools recognizes a district as a King County Green Schools District when at least 75% of schools have reached recognition Level One or higher (and each year LWSD gets closer to that goal). Each spring, the program recognizes schools' progress towards becoming a Sustaining Green School as well as student teams that complete innovative projects.

### 2.1. CURRENT PARTICIPANTS

See the [district website](#) for the most updated list of LWSD schools and KCGS level recognitions. As of August, 2022, the KCGS program has recognized 33 LWSD schools for achieving at least one of the program levels. We invite you to read the many success stories in the King County Success Stories section of this document for more information, ideas, and connections. Each school's level of participation and recognition in the KCGS is shown in the following tables.

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## Highest Recognition

Congratulations to the highest-achieving schools earning the Sustaining Green School Recognition for consistent success in Waste Management, Energy Conservation, and Water Conservation for multiple years. Sandburg Elementary/Discovery Community continues as a flagship for sustainability and sets the example for other LWSD schools, with Environmental & Adventure School—true to its special mission—joining the lead as of 2020:

2022 Sustaining Green School, Highest Level
<a href="#">Carl Sandburg Elementary</a> / Discovery
Environmental & Adventure School

## Level Three Recognition

Congratulations to the following schools achieving Level Three recognition for Waste Reduction, Energy Conservation, and Water Conservation Success for at least one year:

KCGS Level 3 Schools
Eastlake High School/ Renaissance
Redmond High School

## Level Two Recognition

Congratulations to the following schools having achieved Level Two recognition for Waste Reduction and Energy Conservation success:

KCGS Level 2 Schools	
Baker Elementary School	McAuliffe Elementary*
Carson Elementary School*	Tesla STEM
Dickinson Elementary School	Inglewood Middle School
Lake Washington High School	International Community School
Mann Elementary School	Wilder Elementary School
<i>*Newest schools in Level 2 recognition, completed 2021-22</i>	

## Level One Recognition

Congratulations to the following schools for having achieved Level One recognition for Waste Reduction success:

KCGS Level 1 Schools	
Alcott Elementary School*	<a href="#">Kirk Elementary School</a>
Audubon Elementary School	Kirkland Middle School
Bell Elementary School	Keller Elementary School
Blackwell Elementary School	Mead Elementary School

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KCGS Level I Schools	
Emerson HS & Northstar MS	Redmond Middle School
Evergreen Middle School	Rosa Parks Elementary School
Finn Hill Middle School	Rush Elementary School
Franklin Elementary School	Timberline Middle School*
Juanita Elementary School	Twain Elementary School
Juanita High School	
<i>*Newest schools in Level 1 recognition, completed 2021-22</i>	

## Initial Program Entry

Congratulations to these schools for having participated in the KCGS program. We look forward to your successful recognition soon!

- Einstein Elementary School
- Kamiakin Middle School
- Lakeview Elementary School
- Muir Elementary School
- Rose Hill Elementary School
- Rose Hill Middle School
- Thoreau Elementary School

## 2.2. 2021-22 SCHOOL ACCOMPLISHMENTS

In June 2022, the King County Green Schools (KCGS) program handed out recognition to schools for their work in resource conservation. Several schools from LWSD were acknowledged for their efforts as part of this program. Below is a list of the schools recognized with an explanation of what they accomplished this school year.

### Student teams in action

Twenty student teams and their schools from throughout the county were highlighted in the June newsletter for the work they did as they learned about resource conservation and took steps toward sustainability this school year. Below are the three LWSD schools that were mentioned:

- **Environmental and Adventure School (EAS):**  
Green Team students at Environmental and Adventure School (Lake Washington School District) researched energy conservation strategies and helped their peers learn how to reduce carbon emissions. With a \$5,000 grant from Washington State Department of Ecology's Waste Not Washington program, plus funds from printer cartridge and cell phone recycling, the school purchased a Ridan Food Composter. Learning to use the composter efficiently had a learning curve, but the students never gave up. As part of a new lunch routine, students placed their food scraps in a food grinder to increase surface area of the scraps and to improve the quality of the compost.



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- **Ella Baker Elementary School:**  
Students and PTSA members at Ella Baker Elementary School (Lake Washington School District) pulled weeds and laid down cardboard to prepare raised garden beds. Students helped make a composting instructional video which was shown on Earth Day. In April, with the school custodian, the students restarted the school's composting collection program.
- **Christa McAuliffe Elementary School:**  
Students at Christa McAuliffe Elementary School (Lake Washington School District) shared monthly waste reduction, recycling, and energy conservation messages with the school. The PTSA posted weekly "Waste Reduction Wednesday" tips and facts on its Facebook page. In October 2021, the school hosted its second annual "Virtual Walk-tober" where students recorded days they walked, biked, or scooted on calendars and turned them in for rewards.

## Sustaining Green Schools 2021-22

The following LWSD schools are recognized as Sustaining Green Schools for sustaining their Level One, Two, and Three practices, and completing an additional conservation action or educational strategy.

- **Carl Sandburg Elementary School / Discovery Community School**
- **Environmental & Adventure School**

## Level Two (energy conservation)

The following LWSD schools are recognized as Level Two Green Schools for learning about and engaging in energy conservation actions while maintaining their Level One waste reduction and recycling practices.

- **Christa McAuliffe Elementary School**
- **Rachel Carson Elementary School**

## Level One (waste reduction and recycling)

The following LWSD schools are recognized as Level One Green Schools for initiating or improving waste reduction and recycling practices.

- **Louisa May Alcott Elementary School**
- **Timberline Middle School**

## 2021-22 Green Team Recognition

KCGS also recognized several LWSD Green Teams for exemplary success in several sustainability projects in 2021-22:

2021-22 Special Recognition	
Audubon Elementary	Juanita High School
Baker Elementary	Lake Washington High School
Carson Elementary	Rockwell Elementary
Dickinson Elementary	Rush Elementary

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2021-22 Special Recognition	
Environmental & Adventure School	Sandburg Elementary/ Discovery
Franklin Elementary	Timberline Middle School
Inglewood Middle School	Wilder Elementary
Juanita Elementary	

## 2.3. KCGS PROGRAM BENEFITS

- **Assistance** – King County representatives provide hands-on assistance and guidance.
- **Conservation** – Improved conservation practices reduce depletion of natural resources and help to protect our environment.
- **Cost savings** – Conservation practices save money.
- **Education and leadership opportunities for students** – Students take action, learn about conservation, and develop leadership skills. Action-oriented environmental education engages students and can improve learning and test scores.
- **Recognition** – Schools and school districts receive recognition which enhances student, staff, parent, and community ownership and pride.
- **Resources** – King County provides information, assistance, referrals, recycling containers, and signs.

## 2.4. PROGRAM ASSISTANCE

King County experts in waste reduction and recycling, green building, and hazardous materials management provide recommendations and guidance. A program representative is assigned to assist each district. Tailored to the needs of each participant, assistance includes helping in the following:

- Assess current conservation practices, with a focus on waste reduction and recycling during Level One of the [program](#).
- Make improvements, track successes and complete program criteria.
- Educate students and staff about conservation practices.

In addition, the program provides:

- Recycling containers up to \$200 per school.
- Recycling stickers for containers.
- Website resources for [waste reduction](#), [recycling](#), [energy conservation](#), [water conservation and pollution prevention](#), [environmental education](#), [environmental purchasing](#), [healthy schools](#), [green building](#), [litter reduction](#) and [transportation](#).
- [Recognition](#) for schools and school districts that complete program criteria.

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## **2.5. HOW IT WORKS**

King County schools and districts may progress through three program levels: Level One, Level Two, and Level Three. Beyond Level Three, schools and districts may receive recognition as a Sustaining Green School or Sustaining Green School District each year they sustain and build on their Level One through Three education and practices. KCGS provides assistance, resources, tools, and support. After completing criteria in each level, participating schools and districts receive recognition. (Schools and districts that do not complete the criteria are still eligible to receive assistance.)

To get started, contact Dale Alekel at [Dale.Alekel@kingcounty.gov](mailto:Dale.Alekel@kingcounty.gov) or 206-477-5267, write to [sustainlwsd@lwsd.org](mailto:sustainlwsd@lwsd.org), or issue a request through LWSD InfoCentre work order system.

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## 3. Getting Started: Set up and Sustain the Team

This section is intended to serve as a guide with tips and lessons learned for setting up and keeping momentum in your Green Team. These are our recommendations based on experience in LWSD, King County Green Schools, and guidance from other successful Green Teams across the country.

Green Teams come in all shapes and sizes. At their core, a Green Team is a group of individuals and partners who work together on sustainability activities, educational opportunities, experiences, projects, and programs. Green Team members may include students, teachers, custodians, administrators, and parent or community volunteers. The team can be a stand-alone group, or made a formal part of other clubs, classes, or organization (e.g. ASB).

A deliberate approach to setting up and supporting the team will set you up for success. In this section, we describe tips (shown above-right) and specific strategies.

We know this is all easier said than done. Developing and supporting a Green Team is no small task! So, believe us when we say how much we appreciate you taking this on. Fortunately, there's no right or wrong way. In sustainability education, the journey is just as important as the results.

### Green Team Tips

- **Start with You**
- **Create an Advisor Scope**
- **Contact King County Green Schools and LWSD**
- **Always Promote, Recruit, & Partner**
- **Foster Ownership & Consistency**
- **Make it Fun. Bring Learning to Life!**
- **Start Small**
- **Recognize & Reward**

### 3.1. START WITH YOU

As a new advisor, it's natural to want to hit the ground running and start recruiting everyone in sight on Day One and sharing your ideas. Despite this, we suggest you start with you. Consider this: you are the foundation of the Green Team. Your job is to support the team's functionality as a group, maintain its connection to the school's core educational mission, and ensure that the team survives into the future. So, take a moment to invest in that foundation and consider some important questions:

1. What are your goals as an advisor?
2. What strengths and interests do you bring to the role?
3. What type of commitment is realistic and most impactful?
4. How can you help the team operate efficiently and effectively?
5. What type of outside support would help you in that role, and are you able to receive that support?
6. What pitfalls could appear as an advisor, and how can you prepare for those?

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## 3.2. CREATE AN ADVISOR SCOPE

Once you've put some of your ideas together, discuss them with your administrators to develop the scope of your team for the school year. Include a discussion of expectations, deliverables, and how administration can provide the best support. Some examples of goal types and deliverables are shown below:

### 3.2.1. Example Goals and Deliverables

Below are some goals and deliverables themes for you, your students, and your administrator to consider in developing the Green Team and stipend scope. We would love to see the team's Game Plan and annual reports, so please send them to us and your KCGS representative.

Lake Washington ES Green Team Plan [Example]		
Theme	Goal Topics	Example Deliverables
Green Team Planning	Time and types of commitment Team Goals Student skill-building Learning plans Monthly and Annual Projects/ Programs	Green Team Game Plan Updated team calendar
Outreach & Recruitment	Deliberate, consistent, and creative outreach and recruitment goals Partnerships with outside groups or individuals	Outreach materials & articles Progress reports Attendance or participation reports
Projects & Activities	Smaller monthly projects One annual project Project diversity & accessibility	KCGS Level 1-3 recognition Completed projects Project plans or reports Photos & videos Guest speakers Field trips
Learning & Skill-Building	Student ownership and leadership Learning & subjects of interest	List of team officers Learning, project, or activity plans
Team Building	Team-building activities Fostering positive team culture and interaction	Activity summary plan Roles & responsibilities information
Collaboration	Collaboration with other groups, such as other student teams, other schools, the district GTO or GTAC, and PTSA	Number of projects completed in partnership
Future-Building	Building a process to train younger students to take leadership roles in future years' Green Teams. Younger student participation and leadership Create guides, templates, traditions, etc. for future teams	Training plan Individual school team guides Best practices & recommendations Roster of next year's leaders
Sharing	Discussing and sharing the year's projects, achievements, lessons-learned, recognitions, etc. (Please submit to GTAC!)	Annual Report Individual project reports Student projects (art, writing, video, materials, etc.)

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## 3.3. CONTACT KING COUNTY GREEN SCHOOLS (KCGS)

KCGS will be an invaluable resource for your team. We strongly urge you to contact them once you've discussed your scope for the team. Visit their website at <https://kingcounty.gov/depts/dnrrp/solid-waste/programs/greenschools.aspx> to download an application form and submit it to the district's KCGS representative, Ms. Dale Alekel, at [dale.alekel@kingcounty.gov](mailto:dale.alekel@kingcounty.gov). A KCGS representative will contact you soon thereafter to start the process.

## 3.4. ALWAYS PROMOTE, RECRUIT, AND PARTNER

As with any team, membership and participation naturally changes. As the team's advisor, maintaining participation is a core responsibility that deserves organized and active support. We know it's not the most exciting part of being in a Green Team, but consider it an investment. With more support, your job as the advisor will be easier, more impactful, and more fulfilling over the long run.

We don't have to tell you that communications can come in any number of shapes, sizes, colors, patterns, and combinations. As long as promotion and recruitment are a formal part of the Green Team program, you'll naturally find the right fit for your school.

### Adults:

- **School Staff:** Include at least one other school staff member on your team.
- **Custodial:** Include a member of the custodial team wherever possible. LWSD custodians are some of the best in the world, and they know the facility and how it operates.
- **Parents:** Find your parent champion. Many schools have PTSA Sustainability Chairs. He/she is out there, and they care about sustainability just as much as you do. They can also tap into an enormous amount of parent support for your projects and activities.
- **Other Green Teams:** Many other Green Teams throughout LWSD and district staff have resources and good advice you can use. A small amount of time reaching out can save you lots of time re-inventing the wheel and helps make the job of an advisor a little easier. Consider joint Green Team activities to increase participation, especially activities with secondary school Green Teams students who can serve as role models.

### Students:

- **Elevate:** Green Teams have a special role and deserve team members that are committed and willing to participate. Success isn't a race to the biggest group possible. As Steve Jobs said, "A small team of A+ players can run circles around a giant team of B and C players." Use a formal application or pledge process that asks students to commit to serving on the team and communicates clear scope and expectations.
- **Formalize:** As noted previously, make student recruitment and promotion efforts a formal part of your and the Green Team's planning, roles, and measures of success.
- **Collaborate:** Ask an existing club to include Green Team activities or responsibilities. Green Team activities are a great fit for science, environmental, and community service (including ASB) clubs. Green Team leadership and projects are also an excellent opportunity for service hours and capstone projects.



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- **Recognize** new students and guests at each meeting or activity to make each feel welcome and part of the team.

## 3.5. MAKE IT FUN AND BRING LEARNING TO LIFE

Sustainability projects provide unparalleled opportunities to gain hands-on, fun, front-row learning experience. Projects can simultaneously include elements of math, science, artistic expression, teamwork, leadership, and more. For example, after each major activity, have team members discuss what went well and what would work best next time.



## 3.6. FOSTER OWNERSHIP & CONSISTENCY

- **Ownership:** Encourage ownership in projects and team leadership. The success of the Green Team can be measured not only in what goals it accomplished, but also in how it accomplished them. As an advisor, facilitate the team in finding projects that best suit their own needs and interests. Encourage them to delegate tangible roles. Make sure each project has a designated leader who will follow up on tasks.
- **Team Culture & Identity:** Have the team focus on the team. What are the team's roles and expectations of each individual? What norms will students follow? How can each member of the team feel welcome, learn, and participate? What role does each member of the team have in making the team a successful group?
- **Team-Building:** Consider designating one or two students to focus on team-building activities and welcoming of new students.

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- **Designate:** Consider designating a specific grade level as the Green Team leaders. Graduating students can train incoming students in their responsibilities a few months prior to the end of each school year
- **Green Team Game Plan:** Create and maintain an annual plan in partnership with your students to guide the year and provide a sense of cohesion. Include a list of team members/officers, goals & interests, calendar, project tracking sheet, reports, photos, meeting agendas, annual plans, lessons, and more. Make it fun. Design it such that it can be an easy template for next year's team.
- **Formal & Fun Meetings:** When held regularly, meetings are the best ways to sustain Green Team enthusiasm. While meetings benefit from a formal and productive tone (using agendas, calendars, delegation, and meeting minutes), encourage students also to conclude each with fun activities and games to keep students' attention and excitement. See an example meeting agenda later in this section.
- **Keep a Calendar:** Maintain a team calendar of projects, activities, future meetings. Put the calendar in front of students at each meeting for real-time updates.
- **Meaningful Projects:** Track projects and establish clear ownership and support needed from the team. See a project tracker example later in this section. Share your completed projects with the district at [lwsdsustain@lwsd.org](mailto:lwsdsustain@lwsd.org) and include photos so we might tell the story of your accomplishments.

## 3.7. START SMALL

- Keep project goals achievable. Start small. For most schools, it works well to plan one small project (or one activity or step toward a larger project) per month and one large project per year. Working towards the KCGS Levels is the best way to organize these efforts into a consistent theme.

## 3.8. RECOGNIZE AND REWARD

Celebrate successes—even the small ones—as a team and as a school. Green Team members work hard and deserve to be acknowledged for their efforts and successes. Positive reinforcement encourages existing members to stay on the team and draws others to join. Some examples include:

- King County Green Schools recognition (available even without achieving a Level-based recognition)
- Designate one or two members of the group to lead rewards and recognitions
- Publicly recognize others in the school who have helped with a recent project or activity.
- Recognize the team and its successes at a school assembly, a school staff meeting, and a school district board meeting.
- Recognize the team and its successes in a school or district newsletter, an online bulletin, a hallway bulletin board, or school website. (LWSD is always looking for stories and examples to highlight!).
- Provide certificates of recognition. Printable templates are online.
- Provide team members with additional recess, credits towards an assignment, or free time.
- Show a movie or plan a special activity of the team's choosing during lunch or after school.

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## 3.9. GREEN TEAM AGENDA, CALENDAR, AND PROJECT TRACKING EXAMPLES

The following pages provide examples of a Green Team meeting agenda (including calendar) & project tracker. Distributing the agenda to the team before each meeting (so individuals can fill in notes and next steps) will provide a helpful sense of structure and consistency. Keep the calendar available during the meeting for real-time updates.

### 3.9.1. Example Meeting Agenda with Calendar

LWSD Green Team Meeting & Activity Agenda [Example]																																																																																																				
March 13, 2021																																																																																																				
Activity	Description	Notes & Next Steps																																																																																																		
Welcome	Introduce new members & guests																																																																																																			
Announcements (President)																																																																																																				
Review Calendar																																																																																																				
Team Building Update (Jeff)	Wear matching green shirts on Thursday																																																																																																			
Promotion, Recruitment & Partner Captain's Update (Sara)	Assembly announcement will be made next week. Two students have applied to join.	Should we talk to ASB about doing project together on World Oceans Day?																																																																																																		
Projects & Programs	Review Project Tracker																																																																																																			
Recognitions & Awards (Kelsey)																																																																																																				
Activity! (Mr. Harris and Emily)	Guest Speaker Trivia Game																																																																																																			
Close	Discuss logistics for next meeting																																																																																																			
LWSD Green Team Calendar																																																																																																				
Updated May 2, 2021																																																																																																				
Date	Activity & Key Dates	Notes																																																																																																		
4/03/21	Next Green Team Meeting																																																																																																			
4/14/21	Earth Day announcement at assembly	Sheri to lead																																																																																																		
4/21/21	Earth Day!!																																																																																																			
4/23/21	Green Team Meeting	Work on scavenger hunt. Everyone brings one idea.																																																																																																		
5/13/21	Everyone on the team will wear green shirts																																																																																																			
5/09/21	Green Team Meeting & Activity	King County Green Schools virtual summit 5:00pm																																																																																																		
6/03/21	All posters are due for printing																																																																																																			
6/08/21	<a href="#">World Oceans Day</a>																																																																																																			
October	Energy Awareness Month																																																																																																			
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# LWSD Green Team Advisor Guide

## 3.9.2. Example Project Tracking

LWSD Green Team Project Tracker [Example]					
Project/Activity	Description and Goal,	Today's Updates	Next Steps	Lead	Key Date
Earth Day Video	Develop understanding of Earth Day in school.	Team decided to focus on recycling	Write up script and create first few minutes of footage	Andy	Due April 10
Campus Cleanup	Outdoor clean-up for next month's activity.	Spoke with custodian about support	Schedule time to speak with principal	Joe	Due by next meeting
Scavenger Hunt	Teach younger students about sustainability by participating in an environmental scavenger hunt.	No updates	Decide on location and time by next meeting.	Jane	Decide on location by 04/05/21  Hunt in early June?

## 4. LWSD Project Requirements & Best Practices

With experience in many sustainability projects in many different schools, LWSD has developed guidelines and procedures for common sustainability projects the district, and a process for new major project applications. Here, we also provide some common best practices and examples for several key projects schools should explore.

### 4.1. KEY PROJECT APPLICATIONS & APPROVALS

We amplify our impact if we coordinate our efforts, learn from others' experiences, and work together as one district. To that end, the district and its partners in the Green Team Advisory Committee (GTAC) have established priorities and guidelines to approve and facilitate major sustainability projects. The project application form is available online on the district's website "Sustainability" page. Please submit applications to [lwsdsustain@lwsd.org](mailto:lwsdsustain@lwsd.org).

We encourage each Green Team to submit at least one major project for GTAC to consider and support (refer to Appendix A for the project application form). Other types of projects require only the approval of your site administration and require little outside support.

How can you tell which is which? Contact your site administrator and KCGS representative for guidance, but in general:

- **Local projects:** Projects that affect only the local student body or community, generally requiring only the approval of your principal or site administrator.
- **Major projects:** Projects that may impact the building or its systems, site, health, and safety of students, or projects that involve or affect different organizations across the district.

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Examples of Local Projects	Examples of Major Projects
Solar PV poster competition	Submit a request to install a solar PV system on the school roof
Compost educational program	Installing on-site composting systems
School grounds clean-up event	Eliminate pesticide usage in fields
Setting up a school garden	Install an irrigation system for school gardens
Scavenger hunt for school	Scavenger hunt for district
Presentation at a staff meeting	Training event including multiple staff from several schools and/or outside organizations
Creating or posting signs about reducing food waste	Food share tables or donation programs Changes to kitchen operations
Monitoring school lunch trash stations to improve recycling	Eliminate single-use plastic flatware

## 4.2. RECYCLING

Recycling programs are pivotal to waste reduction efforts. It is important to work towards not only increased recycling, but also improved recycling. Only materials that are specifically listed as recyclable should be included on any signage.

### 1. Signage

In lunchrooms and gyms, we've found that 3D signage works best. This type of sign involves attaching actual (and clean) trash and recyclables to large posters behind or attached to the bins. The goal is to provide building occupants with clear, visual cues as to what materials go in what bin. Signs can be attached to the wall behind the containers, hung above the containers, or affixed to the containers with a yardstick as shown below.

Some lunchroom signage examples are shown on the following page (courtesy of KCGS and several LWSD green team photo submissions). For smaller containers, King County Green Schools can provide you with the stickers that indicate general classroom recyclables.





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## 2. Milk Buckets

We strongly encourage you to use a liquids bucket in the lunchroom next to the sorting station, as the vast majority of LWSD sites do. Especially with milk cartons and juice boxes, this significantly improves the quality of recycling and reduces odors in the dumpsters. Many custodians favor this approach as it can improve overall daily clean-up. However, it is best to discuss this with your school's administration and custodian for support and coordination.

For ease of use and spill prevention, buckets should be located on a desk to make it close in height to the other containers, such as shown below (from Keller ES).



## 3. Materials

Please visit the recycling guide websites for Redmond, King County, Kirkland, or Sammamish for more information on what materials can be recycled. We encourage you to print and laminate these guides for your site.

**Note:** It is important that all recycling is disposed of without plastic bags. These bags can impede the automated separation of materials at the recycling center.

## 4. Dollies

Some sites have dollies that can accommodate both trash and recycling barrels, which custodians can roll to various locations for materials pick-up. However, two single-bin dollies can be used, with a bungee cord tying the two together for custodial convenience.

### 4.3. RE-USABLE LUNCH ITEMS

LWSD has worked for many years in partnership with its Nutrition Services vendor to reduce and replace disposable items used in lunch service, including trays, plates, bowls, and flatware with re-usable equivalents. Each school should consider implementation or increased usage of re-usable items. However, the possibility of re-usable items is dependent on how well each site's kitchen can accommodate them, in which case teams should look at compostable items if the school has a compost collection program.

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In schools with dishwashers, re-usable trays or plates are excellent alternatives to disposable items. In schools without dishwashers, the kitchen can be using red baskets with liners and paper boats for items such as fruit salad. Red baskets can be rinsed and sanitized in the kitchens' sinks.

Re-usable flatware can be used in locations with dishwashers, and several schools have done so for several years. However, kitchen and serving area conditions are not always conducive to re-usable flatware. Metal flatware is highly preferred, as it reduces confusion compared to re-usable plastic alternatives.

## 4.4. FOOD WASTE REDUCTION

Over one-third of food produced in the United States ends up in garbage bins! A University of Washington study in partnership with the Auburn School District and KCGS found that an average school can throw away 30 pounds of food each day while one in five children are food insecure. Production and disposal of our food is significant source of greenhouse gas emissions as well. So, food waste reduction programs can make a difference.

The following KCGS information on food waste communicates the issue well. Consult the [Reduce Food Waste and Food: Too Good to Waste](#) sections of their website for more information and videos. The items shown below offer some solutions to this important challenge:



### 1. Education

Effective educational strategies include classroom lessons, nutrition education, school educational campaigns encouraging students to eat the foods and beverages they select, pledge campaigns to reduce wasted food, school produce gardens that involve students, and sharing tips with parents and guardians on how to pack lunches their children will eat.

- [Pledge to reduce food waste at school](#)
- [Food waste reduction campaign at Westwood Elementary School](#)
- [How to pack a waste free lunch](#)
- [Food waste reduction articles for families](#)
- *Food for Thought* workshop offered by King County for middle and high school classrooms. See [secondary school classroom workshops](#)
- Sample announcements and newsletter articles tailored to each district and school are available from KCGS
- Watch this 9-minute video from University of California: [Food waste is the world's dumbest problem](#)

### 2. Compost

LWSD supports effective and student-supported compost programs. Lunchroom composting provides an excellent opportunity for hands-on learning and participation with measurable results. Successful lunch composting requires Green Team support, education, and commitment. Ongoing educational outreach and

# LWSD Green Team Advisor Guide

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monitoring of trash stations in the lunchroom is required. While parents are often an excellent source of support, the program must be officially guided by a staff member. Please note:

- Liners in outside containers are not required. Food can be collected in a standard trash bag and then be directly dumped into the containers.
- Custodians are responsible for compost container collection from lunchrooms and staff workrooms. Students are encouraged to assist where possible.
- Composting of leftovers from food preparation is considered standard practice in LWSD kitchens.
- Onsite composting systems should be limited in scope and primarily for educational purposes. Contact LWSD for the appropriate brands and models of tumbling compost containers. Large-scale systems are not currently authorized, though a pilot project is underway that may allow for expanded operations.
- Paper towels from restrooms are generally not allowed in compost bins due to the risk of contamination, though exceptions can be made with special team trainings.
- Cedar Grove can help with education, provide supplies, and even provide some free compost for usage in student gardens.

## 3. Food Share Tables

In 2022-23, food share tables are authorized if they are managed in accordance with the guidelines outlined in Appendix A. Placed in the lunchrooms during food service, these tables provide a place in which students may drop off un-used food so that other students may take it. This can include non-perishable and—with the right management—even perishable items. LWSD completed a pilot of five schools participating in food sharing with great success. We found the most common shared items were fruit and milk cartons.

## 4. Food Donation

In 2022-23, food donation programs are authorized if they are managed in accordance with the guidelines outlined in Appendix B. In these programs, foods leftover on Share Tables can be donated to nonprofit organizations that will share it with members of the community facing food insecurity. Non-profit organizations can also pick up any foods and drinks that cannot be served at a future lunch from school kitchens.



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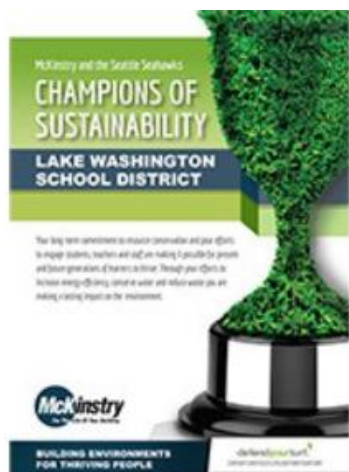
## 5. Sustainability at LWSD

Earth Day is every day at Lake Washington School District. This section describes the activities in which our district has been making progress. We are a recognized leader in sustainability practices and education in the region. This recognition has come from various organizations:



- [2019 U.S. Department of Education Green Ribbon School District Sustainability Awardee](#)
- McKinstry's 2015 *Champions of Sustainability* award.
- Eight-time winner of the King County Best Workplace for Waste Prevention and Recycling. Nearly 75 percent of schools in the district collect organic food waste for composting. The district is committed to proactively right-sizing service, including smaller garbage containers and less frequent pickups.
- LWSD is one of 12 districts in the nation to receive [Excellence in Integrated Pest Management star certification](#). This certification ensures the use of alternate, non-chemical pest control methods. The district passed a rigorous 37-point evaluation conducted by the independent nonprofit IPM Institute of North America.
- 2017 Green Cleaning Award from [American School and University Magazine](#). Cleaning to protect the health of students and staff without harm to the environment.
- Grants approved thus far from Puget Sound Energy for high-efficiency features for new schools since 2017: \$289,000.

The district's sustainability efforts rely on the participation of every person in the district, in addition to community partners and volunteers. Learn how LWSD is teaching today's students about sustainability, while using green building practices to construct the schools of tomorrow.



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## 5.1. STUDENT LEARNING

Students learn about sustainability through instruction on conservation and natural resources in science, social studies, and other areas.

Community partners also provide assistance. For example, the [King County Green Schools Program](#) provides assistance, educational resources and recognition for schools. [Sustainability Ambassadors](#) inspires students to initiate sustainability goals in their communities and measure performance along the way.

## 5.2. PROFESSIONAL LEARNING

LWSD encourages teachers to deepen their knowledge of sustainability instruction and problem-based learning. Professional learning programs and partnerships are available through organizations such as [Washington Alliance for Better Schools \(WABS\)](#), [Cascade Water Alliance](#) and [Sustainability Ambassadors](#).

Fellowships and externships bring teachers together with industry partners and university professors to explore questions they can bring back to their classrooms. These problem-based learning techniques align with [Next Generation Science Standards](#).

## 5.3. RESOURCE CONSERVATION MANAGEMENT

The LWSD powerED Resource Conservation Management (RCM) program is dedicated to reducing district utility costs, including energy, water, waste services, and stormwater fees. Refer to the following sections for more information.

The district created the RCM program in 2006 within Support Services, and it has supported the district in many savings opportunities, including utility accounts oversight, capital project scope review, recycling/compost programs, and more. McKinstry, a Seattle-based facilities management and consulting firm, has operated the program since 2014.

Utility usage and cost information is available online and updated monthly in a dashboard named Reveal, new to the program in 2022. Reveal also provides information on solar PV production at most sites. We use this data in many ways to identify energy and water savings opportunities.

To access Reveal, go to <https://reveal.mckinstry.com>

Username: [lwsdsustain@lwsd.org](mailto:lwsdsustain@lwsd.org)

Password: Lwsd#414

**Note!** COVID-19 required a significant change in ventilation requirements, which significantly increased energy usage at nearly all sites in 2020-2022. Many of these requirements will remain in place in 2022-23, affecting energy savings calculations throughout the year.

## 5.4. UTILITIES & TRANSPORTATION SUSTAINABILITY

The following sections describe in further details LWSD programs and results.

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## ENERGY

### Conservation & Solar PV

Through a combination of capital project investments (HVAC upgrades, lighting retrofits), Green Team efforts, the LWSD powerED RCM program, and improved efficiency in new schools, the district has achieved significant progress in energy conservation. For example, compared to the baseline year of 2005, the district's energy savings per square foot reached 30% in electricity and 37% in natural gas usage in 2019.

#### Key strategies include :

- Education & Outreach: the powerED program works closely with King County Green Schools and the communications team to educate the district community about the importance of energy conservation
- Energy Data: planning, tracking, and benchmarking energy usage and cost
- HVAC: Optimize heating and ventilation systems with close monitoring of their operations
- Lighting: Reduce lighting electricity usage through improved local lighting controls (occupancy and light level sensors), light scheduling operations, and lighting replacements with high-efficiency LED systems.
- Solar PV: Installing solar PV panels on several schools and making all new schools solar-ready
- Plug Load: Leveraging tools to reduce the energy usage of devices, especially information technology equipment.

#### Our district:

- ✓ Motivates, educates, and empowers building occupants through various outreach programs, King County Green Schools support, a dedicated website, newsletter articles, and social media platforms. A third-party online dashboard tracks all energy usage and savings, publicly providing the data online.
- ✓ Created the powerED Resource Conservation Management (RCM) program in 2006, with a dedicated person focused exclusively on energy, water, and waste service efficiency in all areas of a building's design, operation, and occupancy.
- ✓ Regularly monitors and optimizes HVAC, lighting, and water systems through building controls reviews, walk-through audits, near-real-time interval data, and utility billing analysis.
- ✓ Invests significantly in energy efficiency retrofits and conducts rigorous development and enforcement of high-performance standards in all renovations and new schools' design and construction.
- ✓ Builds new schools with geothermal heating systems (where feasible), high-efficiency heat pumps, condensing boilers and water heaters, LED lighting, advanced controls, and many other features far beyond current energy code requirements.
- ✓ As of 2021, 27% of our schools' heating will come from high-efficiency geothermal systems, including 75% of our high schools.
- ✓ Installs only the highest-efficiency Smart Academic Green Environment (SAGE) portable classrooms, over 40 SAGE classrooms have been installed since 2013.
- ✓ At 615 kilowatts, now has one of the largest solar PV capacities amongst Washington school districts.



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- ✓ Regularly inspects energy usage data in billing monitoring and—in most buildings—smart meter reporting of usage patterns. Many schools’ energy consumption can even be monitored every 15 minutes.
- ✓ Participates in local utility and state energy efficiency programs, including the Puget Sound Energy Commercial Strategic Energy Manager (CSEM) program.
- ✓ Has several schools that have reached recognition in King County Green Schools Level 2: Energy Conservation program.
- ✓ Builds new schools to meet high levels of energy efficiency and green building standards (Washington Sustainable Schools Protocol)
- ✓ Is replacing existing lighting with high-efficiency LED systems. Nearly all secondary school exterior lights are LEDs, as are all lights in buildings constructed after 2014.

## WATER

### Quality, Efficiency, and Availability

#### Key strategies include:

- Education & Outreach: the powerED program works closely with King County Green Schools and the Cascade Water Alliance to educate students and staff on water issues
- Capital Projects: Replacement of old toilets, urinals, and water-consuming equipment with high-efficiency water-conserving models.
- Landscape Conservation: Installing native landscaping that will not require irrigation past plant establishment
- Irrigation Control: Regular inspections of irrigation systems and installation of smart irrigation controls that adjust watering times based on weather conditions

#### Our district:

- ✓ Has reduced water usage per student by 30 percent, and irrigation water usage by 80 percent since 2008.
- ✓ Prioritizes water conservation and stormwater management in the LWSD powerED RCM program.
- ✓ Receives and reviews annual water quality report from our water providers.
- ✓ Tests all water taps and drinking fountains regularly to verify high water quality.
- ✓ Partners with cities and community groups to share playfields, allowing our community to enjoy activities without having to build their own fields.
- ✓ Retrofitted an elementary school’s sewage holding tank with a permanent sewer line, eliminating nearly one hundred sewer pump truck trips per year and saving approximately \$180,000 each year. All schools now have permanent sewage lines, ensuring all wastewater is appropriately treated.

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- ✓ Regularly inspects and repairs irrigation systems, and adjusts watering times based on weather. Most years, some larger fields are audited by professional 3<sup>rd</sup>-party professionals.
- ✓ Irrigates only secondary school playfields and shared playfields used throughout the summer. All other landscaping is native and requires no irrigation.
- ✓ Installs water bottle filling stations in all new schools and has installed them in many existing schools
- ✓ Replaced over 95% of older toilets with modern 1.6 gallons per flush (GPF) or—since 2008—1.28 GPF units.
- ✓ Retrofitted restroom sinks with high-efficiency 0.5 gallons per minute (GPM) aerators that reduce water consumption by 75 percent.
- ✓ Installs automatic shut-off valves on restroom sinks to prevent occupants from leaving the water running.
- ✓ Is replacing large kitchen dishwashers with high efficiency units, saving on both energy and water. Three major dishwashers were replaced in 2022 alone. As of 2012, new schools are also equipped with dishwashers that reuse steam to pre-heat incoming water.
- ✓ Replaced pre-rinse spray valves with low-flow units across the district
- ✓ Has several schools that have installed rain barrels for garden irrigation. One site (Finn Hill MS) has a large cistern that is used to irrigate its greenhouse.
- ✓ Utilizes natural rainwater detention and treatment systems wherever feasible, including bioswales and rain gardens. Pavement is also minimized—especially in parking lots. Several schools have permeable paving in various parts of the site, including fire lanes and walkways.
- ✓ Installs placards in many visible locations around the sites to educate students about natural rainwater treatment systems and the importance of watershed protection.

## SOLID WASTE:

### Reduction, Recycling, and Right-sizing

Waste reduction programs not only drive significant cost savings and better environmental stewardship across LWSD, they're also a unique hand-on learning opportunity for our students. At the heart of these programs are the student Green Teams helping to educate their peers and support recycling and compost programs. At the district level, waste reduction is a priority, highlighted extensively in district communications and forming a core part of the partnership with King County Green Schools.

Key strategies include:

- **Education & Outreach:** Each school Green Team, King County Green Schools, local municipalities, powerED, and the LWSD communications team working together to educate the district community about the importance and power of waste reduction.
- **KCGS:** A majority of schools have been recognized as King County Green Schools for their commitment to reducing waste and recycling.
- **Right-Sizing Trash Service:** Regularly verify that the level of trash service provided matches the school's actual need. Put all sites' pick-up service on hold during extended school breaks

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- Re-Usable Lunch Items: Maximize the use of durable items in lunch service (trays, plates, flatware, etc.)
- Recycling: Promote recycling programs in all sites, improving diversion rates and reducing contamination
- Food Waste: Promote compost programs in all sites' lunchrooms, improving diversion rates and reducing contamination. Expand the usage of food share tables. Support food donation programs in both kitchens and lunchrooms where requested. Continue additional installations of water bottle filling stations.
- Equipment Surplus & Donations: Ensure as much material as possible is sold at surplus or donated to other educational organizations
- Paper Waste: Reduce the need for printing in business operations and encourage schools to use post-consumer paper products where possible.

Our district:

- ✓ Reduced waste cost per student by 40% since 2008, saving nearly \$170,000 per year.
- ✓ Has a majority of schools actively participating in the KCGS Level 1 Trash Reduction program.
- ✓ Is an eight-time winner of the King County Best Workplace for Waste Prevention and Recycling.
- ✓ Replaced Styrofoam tray usage with re-usable trays in nearly all lunch programs. Where re-usable items are not feasible, compostable paper products are typically used.
- ✓ Has compost programs in 70-80% of schools on average, including all high schools.
- ✓ Piloted Food Share Tables and food donations in five schools to minimize wasted food and address food insecurity in our area. Share Tables and food donation is now permitted across LWSD with local Green Team support.
- ✓ Works in close collaboration with local cities to maximize the impact of our complementary waste reduction programs.
- ✓ Composts all yard waste.
- ✓ Surpluses used furniture and equipment at public auctions wherever possible and donates items to other school districts.
- ✓ Has eliminated plastic straws.
- ✓ Replaces trash liners only when torn or soiled.

## TRANSPORTATION

### Safe Alternatives, Mileage Reduction, & Infrastructure

Key strategies include:

- Collaborate with Partners: Develop and promote non-vehicle transportation plans, maps, and improvement projects.
- Encourage Non-vehicle Transportation
- Encourage Carpool/vanpools

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- Leverage Public Transportation
- Maximize Route Efficiency: Ensure bus and food delivery routes minimize the number of miles driven
- Build infrastructure for future charging stations.
- Eliminate motor idling in both public and district-owned vehicles.

## Our district:

- ✓ Works in partnership with local municipalities to develop suggested walk and bike routes for elementary students with support and review by LWSD Transportation and Risk & Safety Department.
- ✓ Participates in a "Safe Routes to School" program.
- ✓ Has designated carpool or electric vehicle parking stalls.
- ✓ Evaluates bus routes and schedules on an on-going basis to maximize ridership and eliminate unnecessary miles driven.
- ✓ Has provided free bus passes to high school students at one high school and during the summer to all students who qualified for free/reduced lunch.
- ✓ Replaces aging buses regularly. In August 2018, LWSD Transportation received a \$560,000 grant from Washington's Department of Ecology to purchase 16 low-emission school buses. We expect this to reduce their emissions by up to 99 percent.
- ✓ Retrofitted all buses with extra particulate exhaust filtration to drastically reduce emissions.
- ✓ Instructs all bus drivers and maintenance staff to avoid idling. This is even enforced through sensors installed on buses.
- ✓ Promotes idle-free drop-off and pick-up with appropriate signage in nearly all schools.
- ✓ Equips schools with large walk-in coolers and freezers to reduce the number of food transportation truck trips.
- ✓ Partners to promote "Walk to School Day" in fall and "Bike to School Day" in the spring. Schools also participate in "School Pool" in October and May. Students are encouraged to walk, bike, carpool or bus to school, and can track progress to earn rewards.

# LWSD Green Team Advisor Guide

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## 5.5. GREEN BUILDINGS

The district also saves money and reduces its environmental impact by investing in high-efficiency features in its new buildings.

### 1. Geothermal Heating

LWSD has more lineal feet of geothermal loop than any other public school district in the state. The water in the geothermal loop warms underneath the ground, which retains heat in the winter. The cooled water returns to the ground where it warms back up. Geothermal energy is clean, renewable, and cost-effective.

### 2. Solar PV

LWSD has the largest solar energy capacity of any district in the state – 615 kilowatts. That’s enough energy to power 60 homes. The 2016 bond projects are being built solar-ready – for when funding becomes available to place solar panels on them.



### 3. Natural Light

After a school district passes a bond measure, it is eligible to receive funds from Washington state’s School Construction Assistance Program. Projects must meet detailed requirements to receive this money, including the incorporation of natural view lighting, which allows students to see outside. This reduces electricity costs and enhances student learning environments.

### 4. LED Lights

To help LWSD reach its goal of meeting or exceeding state energy standards, the 2016 bond projects will have LED lighting both inside and outside.



### 5. Landscaping

Plants that do not require watering over the summer are chosen for landscaping. Since 2006, we have reduced water used for outside irrigation by 80 percent.

### 6. Storm Water

Schools utilize a mix of plants to naturally filter storm water and underground tanks that filter impurities from run-off before water returns to a jurisdiction’s storm water system.

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## 7. Green Roof

Rachel Carson Elementary School was the first K-12 public school in the state built with a green roof in 2008. The green roof covers two sections of the school, reducing rain run-off from the building. The roof is covered in soil to hold succulent plants that can survive the dry summers. It also insulates the spaces below.

## 8. Water Conservation

High-efficiency plumbing fixtures and low-water cleaning procedures have helped the district reduce inside water use by 30 percent since 2006.



# LWSD Green Team Advisor Guide

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## 6. Appendices

### 6.1. APPENDIX A: LWSD FOOD SHARE TABLE PROCEDURES

#### **LWSD Food Share Table Procedures**

*Updated 8/23/2022*

LWSD schools' commitment to sustainability addresses many aspects of facilities, including reducing waste in our school lunchrooms. Placement of Food Share Tables in lunchrooms is one strategy to reduce landfill waste of edible food. As with all initiatives, LWSD strives for programs that have long-term commitment and support ensuring their success. To that end, this document provides the procedures and expectations for each program.

#### FOOD SHARE TABLE

A Food Share Table is defined as providing a table in the lunchroom or other location where students eat lunch onto which students may leave foods and drinks for other students to take and consume. At the end of the lunch period, any leftovers are removed by the table captain (see details below).

To start a lunch time Food Share program at your school, the following procedures are required:

1. Approval of site administrators, LWSD Green Team Advisory Committee, and Public Health King County (PH) is required. All programs must be implemented in coordination with King County Green Schools' (KCGS) assistance.
2. Each school must fill out a Public Health-Seattle-King County request form each school year and share the draft form with LWSD at [lwsdsustain@lwsd.org](mailto:lwsdsustain@lwsd.org) and KCGS. Required forms—and many Public Health requirements—are available on the King County Green Schools (KCGS) [Reducing Food Waste in Schools](#) web page. After reviewing the request form and revising it as needed, the district will submit the form to PH.
3. A designated school contact, active Green Team, and table captain are required.
4. The table captain or approved designee must be present to ensure successful, safe use of the Food Share table, including daily monitoring and cleaning.
5. Green Team coordination with the custodian on the location of Food Share tables is required.
6. Share table bins, containers, or collection areas must be at least six inches off the floor. This can be accomplished by placing a share bin or container on a designated cart, counter, or table, or by placing the share bin or container on an empty milk crate or other sturdy surface that is six inches or more above the floor.
7. The following items are allowed on the Share Table:
  - a. Whole, uneaten fruits (except those with edible skins)
  - b. Unopened, packaged foods and drinks served by the food services program
  - c. Unopened, commercially-available packaged, non-perishable foods from home lunches
8. Fruits with edible skins may not be taken by students.
9. If a school wishes to include perishable items on the table, to maintain food safety: (a) All such items must be maintained at 41 deg. F through mechanical refrigeration or ice packs that are correctly used; or (b) Time control may be used along with record keeping and oversight approved prior to implementing. Perishable



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items not taken from the Food Share Table by students must be discarded | LWSD FOOD DONATION PROCEDURES | 2 within 20 minutes after each lunch period ends or stored in a designated refrigerator for donation to a nonprofit (see “Food Donation Procedures” document). Acceptable perishable items include:

- a. Unopened milk cartons
- b. Unopened cheese sticks
- c. Unopened yogurt containers

10. Students must be educated on what foods are acceptable to leave on the Share Table. To educate students, use visible signage (KCGS can provide materials if the school participates in the Green Schools Program) and regular announcements at lunchtime.
11. The food and drink items not taken by students either must be disposed of or can be donated if the school has set up such a donation program. Pantry Packs donations are acceptable if approved by local coordinators. See the district’s “Food Donation Procedures” in Appendix B.
12. Teams should include signage and reminders encouraging students to take only what they’ll eat. In each school, educate students about nutrition, food systems, and the impact on the environment of food production and transportation. School produce gardens and student gardening or culinary clubs offer valuable lessons in food production and nutrition. (Note that for grades 6 - 9, King County offers a free classroom workshop called “Food for Thought,” and the program can send sample curriculum for other grade levels.)

To get started, issue a request through InfoCentre at [servicedesk@info-centre.com](mailto:servicedesk@info-centre.com) or ask King County Green Schools Program manager, Dale Alekel (at [dale.alekel@kingcounty.gov](mailto:dale.alekel@kingcounty.gov) or 206-477-5267).

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## 6.2. APPENDIX B: LWSD FOOD DONATION PROCEDURES

### LWSD Food Donation Procedures

*Updated 8/23/22*

LWSD schools' commitment to sustainability addresses many aspects of facilities, including reducing waste in our school lunchrooms or classrooms. Food donation tables are permitted if the proper safety measures are carefully in place. Food placed in donation containers on tables or carts located in lunchrooms or classrooms can be given to a 501(c) (3) charitable food distribution non-profit to reduce landfill waste of edible food and address food insecurity in our community. As with all initiatives, LWSD strives for programs that have long-term commitment and support ensuring their success. To that end, this document provides the required procedures and expectations for food donation programs during the upcoming school year.

In a food donation program, food is placed in dedicated containers on a food donations table or cart, safely stored in washable containers or refrigerated, and then provided for pickup by a non-profit organization or by an individual volunteer who will transport the food to a local non-profit. Donation may or may not include dairy items requiring refrigeration. To start a food donation program at your school, the following procedures are required:

1. Approval must be granted by site administrators, LWSD Green Team Advisory Committee, and Public Health King County. Each program must be implemented in coordination with King County Green Schools' (KCGS) assistance.
2. Each school must fill out a Public Health-Seattle-King County (PH) request form each school year and share the draft form with LWSD and KCGS. Required forms are available in the district's "Green Team" Teams site files or from KCGS. After reviewing the request form and revising it as needed, the district will submit the form to PH.
3. Refrigeration:
  - If dairy items will be collected for donation, they must be refrigerated until pick-ups take place. PH does not require other items to be refrigerated.
  - The Green Team or volunteer(s) must secure a refrigerator separate from the kitchen/district refrigerators.
  - Coordinate the location of the refrigerator with administration and custodial staff.
  - Refrigerators must be completely emptied every two weeks and before any extended school breaks.
  - Refrigerators must be Energy Star rated, well-labelled, and lockable. (Padlocks are acceptable.)
  - Before summer break, refrigerators must be emptied, unplugged, and propped slightly open.
  - A thermometer in the refrigerator is required. Table captains must record the temperature of the donation refrigerator when donations are placed inside.
  - If the time control method is being used to control food safety (as described in LWSD Food Share Table Procedures in Appendix A), program volunteers must record both the date, time, and refrigerator temperature whenever dairy items are placed in refrigerators, as well as the date/time when they are removed. Time recording is not necessary if schools do not collect

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dairy items for donation or if schools use ice packs in food donation bins to keep dairy items cold. The form on which to record temperatures and times can be found in the "[Food Share Tables and Donations](#)" folder in the district's Green Team Teams site.

4. Storage Containers:
  - Non-dairy items may be stored in non-refrigerated containers.
  - If a dedicated donation refrigerator is already available, storing produce (with the exception of bananas) in the donation refrigerator is preferred in order to extend shelf-life after donation.
  - Food donation containers must be well-labeled, durable, cleanable, and placed at least six inches off the floor. (This can be accomplished by placing a donation bin or container on a designated cart, counter, table, empty milk crate, or other sturdy surface that is six inches or more above the floor.) Signs or labels on food donation bins should indicate that items placed in the bins are for donation only and not for students.
  - In order to keep produce fresh, containers for produce items should not be air-tight.
5. The school/Green Team/ASB must coordinate with KCGS to help secure a pick-up service by a non-profit or to help inform a volunteer(s) about PH and non-profit food distribution organization food safety rules.
  - If transported by non-profit entity or designee, perishable items and produce must be donated at least once every two weeks. (Note that some nonprofits discard foods that have reached expiration dates, others may require sorting before donation.)
  - If transported by individual volunteers, dairy and produce must be donated weekly. Fridges and containers must be fully cleaned at least once per month.
  - When picking up food donations, volunteers must sign a donation check-out form (prepared by LWSD and available from KCGS) which indicates PH requirements for safe food donation transportation.
6. Each container on food share or donation tables must clearly indicate in signage that donation-only food may not be removed once it has been placed in the container. The donation-only foods only may be removed by a volunteer who will place them in the designated refrigerator for storage until the foods are donated. No food or drink intended for donation may be returned to the kitchen or server area.
7. A table captain or approved designee is required each day and is responsible for placing all items in the refrigerator or appropriate storage container.
8. Volunteers must fully empty, clean, and sanitize the fridge and/or containers at least once per month.
9. LWSD reserves the right to cancel any donation program that is not in compliance with these requirements
10. Educate students about why reducing food waste is important, and encourage them to take what they will eat and eat what they take. See the KCGS [Reducing Food Waste in Schools](#) web page which includes resources, and ask KCGS for guidance.

To get started, issue a request through InfoCentre at [servicedesk@info-centre.com](mailto:servicedesk@info-centre.com) or ask King County Green Schools Program manager, Dale Alekel (at [dale.alekel@kingcounty.gov](mailto:dale.alekel@kingcounty.gov) or 206-477-5267).