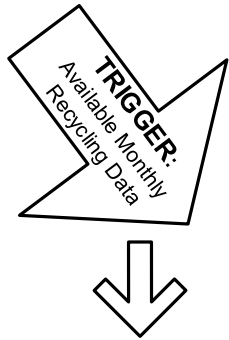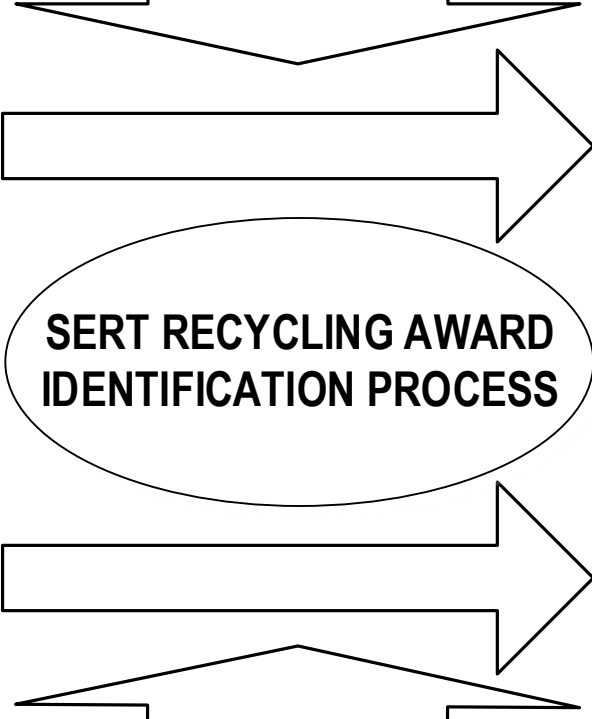# IGOE

END:

Award List Published

Economy, recycling awards budget, MCPS Recycling Policy (ECF-RC), school recycling performance, feedback from schools (principal meetings)

GUIDES

INPUT

SERT program recycling budget, observations by SERT program staff, and assessments of school recycling performance

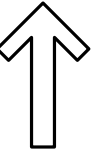## SERT RECYCLING AWARD IDENTIFICATION PROCESS

OUTPUT

List of award-winning schools and increased recycling awareness and participation

KEY FOR PREEMPTIVE
REVIEW DRIVERS:

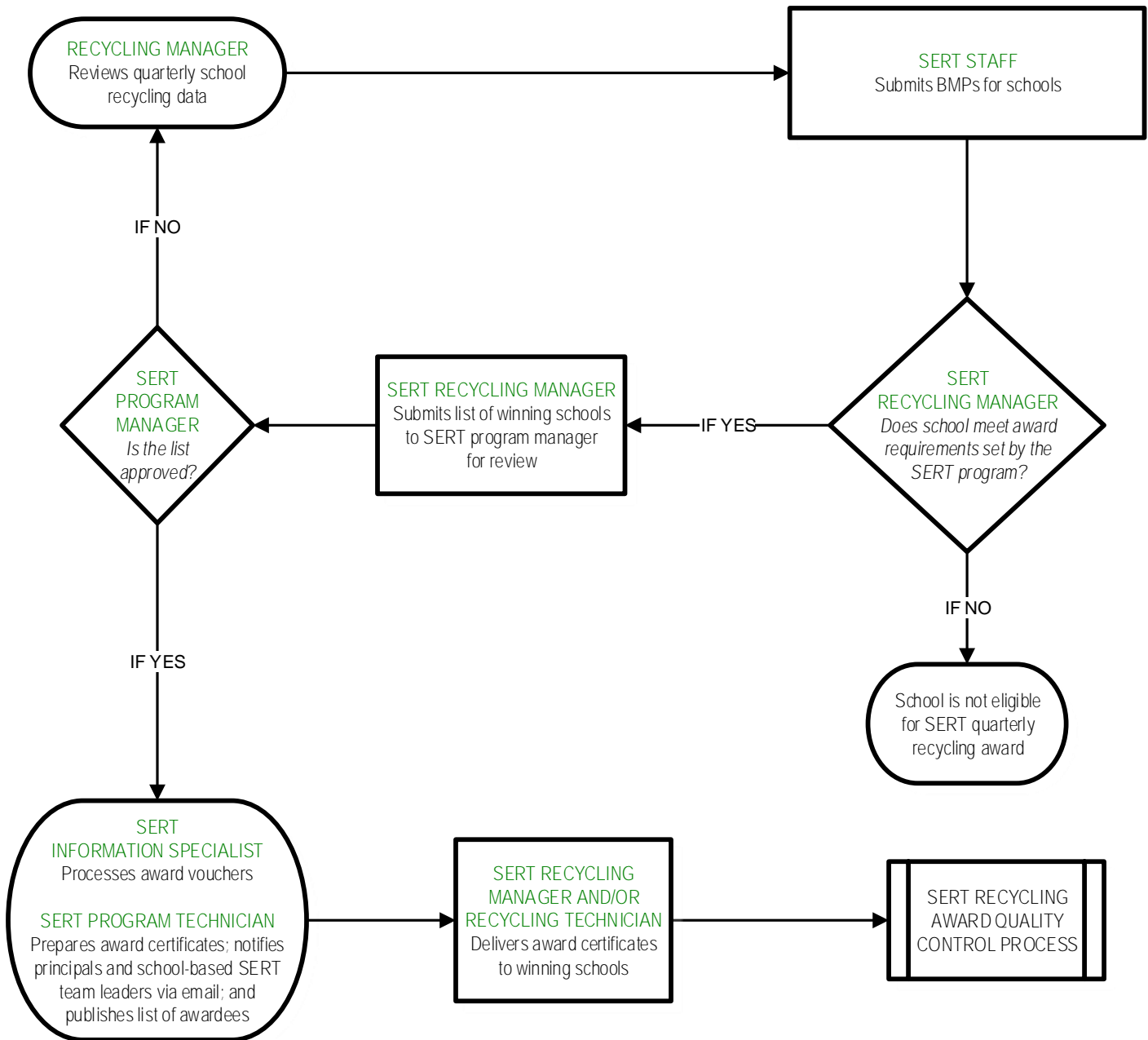| Customer Feedback	Staff Feedback
Performance Measure Review	

ENABLERS

OCOO, DOM (maintenance depots), SERT program staff, administrators, building services staff, and in-school SERT supporters

SERT PROGRAM
Identification Process for Recycling Awards

RECYCLING MANAGER
Reviews quarterly school recycling data

SERT STAFF
Submits BMPs for schools

IF NO

SERT PROGRAM MANAGER
Is the list approved?

SERT RECYCLING MANAGER
Submits list of winning schools to SERT program manager for review

IF YES

SERT RECYCLING MANAGER
Does school meet award requirements set by the SERT program?

IF NO

School is not eligible for SERT quarterly recycling award

IF YES

SERT INFORMATION SPECIALIST
Processes award vouchers

SERT PROGRAM TECHNICIAN
Prepares award certificates; notifies principals and school-based SERT team leaders via email; and publishes list of awardees

SERT RECYCLING MANAGER AND/OR RECYCLING TECHNICIAN
Delivers award certificates to winning schools

SERT RECYCLING AWARD QUALITY CONTROL PROCESS

SERT PROGRAM
Process for Recycling Award Identification

PURPOSE:

This process was developed to determine which Montgomery County Public Schools should receive a quarterly SERT recycling award.

PROCESS SUMMARY:

1. The process begins when quarterly recycling data has been investigated and approved by the SERT recycling manager.

2. School quarterly recycling data is compared to improvement over the baseline data set by the SERT program.

3. SERT staff submit recommendations of schools that have demonstrated best management practices during the quarter to increase recycling awareness and participation.

4. The SERT recycling manager reviews and confirms data and generates a list of schools that are eligible for the award.

5. The recycling manager submits the list of winning schools to the SERT program manager for review and final approval.

6. Upon approval by the SERT program manager, the recycling manager submits the award winners list to the information specialist to process the transfer of award funds.

7. The SERT program technician creates award certificates for distribution and publishes the list of winning schools in *SERT Spotlight* and on the website.

8. The recycling manager and recycling technician distribute award certificates to winning schools.

DESCRIPTION:

SERT recycling awards are given to schools that meet the recycling goals set by the SERT program. All best management practices and recycling data for each school during each quarter are taken into consideration to determine the winning schools.

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