

## Waste Reduction Tips for Schools

### Reducing Paper Waste

- ▶ Edit on the computer before printing.
- ▶ Use half-sheets of paper for short quizzes and notes.
- ▶ Increase use of blackboard and overhead transparencies to reduce handouts.
- ▶ Circulate or share documents and publications such as newspapers, magazines, and journals.
- ▶ Photocopy and print on both sides of the paper.
- ▶ Refold and reuse file folders, or put on new labels.
- ▶ Recycle or reuse homework and used computer paper.
- ▶ Set up a school-wide paper recycling program.

### Changing Purchasing Policies

- ▶ Buy reusable and refillable pens, pencils, and laser printer cartridges.
- ▶ Encourage suppliers to use minimal packaging and to ship materials in reusable containers.
- ▶ Buy sturdy, long-lasting office and school supplies.
- ▶ Repair equipment instead of replacing it.
- ▶ Extend equipment life through proper maintenance.
- ▶ Purchase longer-lasting light bulbs.
- ▶ Buy items made of recycled materials.

### Reducing Cafeteria Waste

- ▶ Use reusable trays and tableware.
- ▶ Change menus to reduce wasted food.
- ▶ Purchase milk in bulk or in refillable bottles.
- ▶ Buy concentrated food items.
- ▶ Compost the organic items in student-made composting bins.



### Setting Up a School Exchange

- ▶ Designate a day to be a swap day and have students exchange items that are no longer used such as sports equipment, clothes, compact discs, and old posters.

Source: INFORM Inc., Making Less Garbage: A Planning Guide for Communities (New York, NY: INFORM, 1993)