

School Paper Audit

I. School Population

Students _____
 Facilities _____

Administration _____ Teachers _____
 Other _____

II. Paper In

By researching the following, find out about the paper your school receives each year. Either check school bills and records or estimate the volume by using a weeklong or month long tally.

A. Costs and Quantities

Type of Paper	Unit (e.g. ream or roll)	Cost per Unit	Weight per Unit	Units Received Annually	Total Annual Weight	Total Annual Cost
White office paper						
Colored office paper						
Paper towels						
Toilet paper						
Paper napkins						
Tissues						
Mail						
Newspapers						
Magazines						
Textbooks						
Other books						
Cardboard						
Other paper: _____ _____ _____						

School Paper Audit (cont.)

B. Sources

Type of Paper	Supplier	How much (%) of the paper is recycled content?	Is the paper "certified"? If yes, by whom?	Where did the supplier get this paper?	Where was the paper manufactured?	Where was the paper pulp made?	Where are the forest(s) from which the pulp was made?
White office paper							
Colored office paper							
Paper towels							
Toilet paper							
Paper napkins							
Tissues							
Mail							
Newspapers							
Magazines							
Textbooks							
Other books							
Cardboard							
Other paper: _____ _____ _____ _____ _____							

School Paper Audit (cont.)

III. Paper Use

1. Are any of the following done to reduce paper use at your school?

	Yes	No
A Storing records electronically?	<input type="checkbox"/>	<input type="checkbox"/>
B Communicating with staff by email?	<input type="checkbox"/>	<input type="checkbox"/>
C Communicating with students by email?	<input type="checkbox"/>	<input type="checkbox"/>
D Communicating with parents by email?	<input type="checkbox"/>	<input type="checkbox"/>
E Using online tests and evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
F Using online textbooks?	<input type="checkbox"/>	<input type="checkbox"/>
G Using double-sided printing and copying?	<input type="checkbox"/>	<input type="checkbox"/>
H Reusing paper that has been used on just one side?	<input type="checkbox"/>	<input type="checkbox"/>
I Reusing scrap paper for arts, notes, and so forth?	<input type="checkbox"/>	<input type="checkbox"/>
J Other paper-reducing strategies: _____	<input type="checkbox"/>	<input type="checkbox"/>

2. For those practices that your school does not use, what are the barriers to using them?

3. Does your school or school district have any written policies that affect paper use?
If so, what are they?

4. How does paper use differ among the different school populations: students, teaching staff, administrators and office staff, and maintenance staff?

5. What other practices affect the quantity of paper that your school uses?

School Paper Audit (cont.)

IV. Paper Out

By researching the following, find out about the paper that leaves your school. Either check school bills and records or estimate the volume by using a weeklong or monthlong tally.

How does it leave?	Annual quantity that leaves by that route (volume)	Estimate of annual weight that leaves by that route	What are costs to school associated with that route (e.g., fees)?	Where does the paper go after it leaves the school?	What happens to the paper after it leaves the school?	What percentage of it is recycled into new paper?
White paper recycling						
Mixed paper recycling						
Cardboard recycling						
Composting						
Trash (dumpster)						
Sewer						
With students or staff members						
Other routes:						