

# Sample Waste Management Plan.....School

## Introduction

This Waste Minimisation Plan is prepared for .....School as a contribution to becoming a WasteWise school. It is prepared for the whole school community to follow.

## Goal

.....School is committed to working towards Zero Waste and maximising recycling opportunities. ....School has integrated waste minimisation into its School Charter and day-to-day practices which demonstrate this commitment. The goal is to reach Gold WasteWise Schools status by 2019.

## Current Practices

### Classrooms

All classes have labelled food scrap bins, a paper bin a recycle bin and a landfill bin. Teachers may have a small landfill bin which is used strictly under supervision. All classroom bins are emptied into the appropriate school bins by students once a day. Every class has rubbish monitors who are responsible for emptying the bins and sorting out the recycling. The rubbish monitors change once termly.

### Break times

Students sit down for their eating breaks and after they have finished eating they can play. Classes are each responsible for ensuring that a food scrap bin is available for the class. Children are not allowed to go and play until their food has been put away. All lunchbox packaging and leftover food is taken home.

Teachers on duty hand out slips for students who pick up litter. The student who has the most can win a termly prize.

### Staff room

The staff room has recycling bins available and staff deposit their food waste and recyclables into appropriate bins. These are serviced by the WasteWise Team.

### Office

Office staff use recycling bins in their offices, recycle ink-cartridges and have an understanding of where to take their electronic waste.

### Senior Management

Have appropriate recycling systems set up in their offices.

### Cleaners

Are inducted into the recycling protocol and recycle as part of their job description.

## **Induction**

New staff are inducted on commencement of contract /term to promote understanding of

- ✓ school recycle systems by means of reading this waste management plan in the teacher's manual.
- ✓ WasteWise scoring criteria
- ✓ Current waste minimisation goal of becoming a 'Gold' WasteWise School and to have less than 20% of its total waste consist of recyclable or compostable materials.

Induction ensures continuity, and uptake of the recycling systems and responsibilities.

## **Monitoring and Evaluation**

For any plan to be successful the results must be monitored and evaluated against the desired outcome (the goals). That means the school must monitor how well the plan is being executed and undertake another audit to ascertain the accuracy of resource recovery and percent diversion from landfill. The results can be compared with the original audit undertaken by EcoSolutions. Depending on the outcome the systems can be adjusted to ensure the school moves towards its zero waste goals.

EcoSolutions can provide support with the waste audit.

For any further discussion and support please contact EcoSolutions on 09 408 1092 or [EcoSolutions@cbec.co.nz](mailto:EcoSolutions@cbec.co.nz)

<b>Material</b>	<b>from</b>	<b>to</b>	<b>By whom</b>	<b>To</b>	<b>By whom, which waste provider?</b>
<b>Paper</b>	Paper4 trees bins in <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Offices,</li> <li>• Resource room,</li> <li>• Library</li> <li>• Other?</li> </ul>	Paper bins in recycling shed opposite caretakers' shed	Waste monitors  (will they do offices as well?)	Transfer station	Waste management
<b>Card-board</b>	Office,  Caretakers shed  Classrooms	Cardboard cage	Office staff (?)  Caretakers  Students	" "	" "
<b>Plastics 1-5</b>	Staff room  Classrooms	Mixed recycle bins in recycling shed opposite caretaker's shed	Waste monitors	" "	Waste Management
<b>Electronic waste</b>	Offices and classrooms	Resource room/caretakers shed	Teachers and office staff	Transfer station	Caretaker
<b>Food waste</b>	Staff room and classrooms	Pig bin by the gardens	Waste monitors	Pig farm	Pig farmer
<b>Green waste</b>	Grounds	Compost pile on the back field, smaller stuff in the compost bin by the gardens	caretakers		
<b>Landfill</b>	Classrooms Staff room Offices	Skip	Waste monitors		
<b>Lost and found clothing</b>	Outdoor areas	Resource room	all	Op-shop	Librarian
<b>Ink-cartridges</b>	Offices and resource room	office	staff	Sent to printer company	
<b>Other</b>					

## Waste Minimisation Template

<b>Material</b>	<b>from</b>	<b>To; Where?</b>	<b>By whom?</b>	<b>To; where does it go after it leaves the school?</b>	<b>By whom, which waste provider?</b>
<b>Paper</b>	Paper4 trees bins in <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Offices</li> <li>• Resource room</li> <li>• Library</li> <li>• Other?</li> </ul>				
<b>Card-board</b>	Office Classrooms				
<b>Plastics 1-6</b>	Staff room Classrooms				
<b>Electronic waste</b>	Offices classrooms				
<b>Food waste</b>	Staff room class rooms				
<b>Green waste</b>	Grounds				
<b>Landfill</b>	Classrooms Staff room Offices				
<b>Lost and found clothing</b>	Outdoor areas				
<b>Ink-cartridges</b>	Offices other				
<b>Other</b>					

