

Waste free school and office



There are many approaches to make your school and office greener. These options will cause less trees being cut down for paper, less fossil fuels used to make pens and accessories, and less energy generated to power our computers.

A matter of pens...

Over the last few decades pens have made the transition from sustainable wooden pencils to single use plastic products with often toxic ink that choke our environment. Maybe it is time to rediscover some traditional alternatives or choose durable modern products.



Refuse the madness of the free-pen giveaways.



Even highlighters are available as pencils and will never dry out.



Use refillable pens, whiteboard markers or even convert to fountain pens.



Use pencils- some are made from recycled paper rolled around the lead.



Revive blackboards instead of whiteboard and markers. High quality round chalks are nearly dust free with minimal costs and environmental footprint.



Crayons and coloured pencils are non-toxic alternatives for kids instead of felt pens, don't dry out or stain the clothes.



Sustainable accessories

There is no need to buy school and office supplies made from virgin plastics. Recycled plastics, timber, paper, bamboo and biodegradable corn-starch are great alternatives for staplers, scissors, rulers, sharpeners, hole punches, calculators or pencil cases. Cardboard or paper can serve as clip boards, folders or book covers. Paper clips or a staple free stapler hold your files together, whilst an eco glue avoids nasty chemicals – especially relevant for school kids.

.. and paper

You can minimise your paper footprint by three main steps:

Buy recycled: Choose recycled and chlorine free products for your printing, note books, envelopes and packaging or consider paper made from hemp or bamboo.



Reduce your usage: Unsubscribe from junk mail, print and photocopy double sided by default, sign up for electronic bills, statements and phone directories, and store and distribute memos or manuals electronically. Use a return address rubber ink stamp instead of stickers.

Reuse: Staple single sided paper into notepads, shred unwanted paper for packaging material and reuse shipment boxes and envelopes.

Energy savings Encourage employees to car pool, cycle or commute to work, or offer telecommuting and flexible hours to enable them to stay at home once a week. Turn off lights and unplug equipment when not in use and use energy smart settings on you heater or air conditioner. Buy smaller monitors or even laptops and banish screen savers.

Don't sink your ink and other tips

To save ink avoid colour printing when you can and print in draft mode. Recycle everything from food packaging to cartridges, batteries and e-waste and buy recycled products such as toner and ink to close the cycle. Offer buckets next to printers and photo copiers to collect unwanted paper and don't forget your own lunch box and drink bottle!



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www.tangaroablue.org