

# 100% Recycled Paper Purchase Policy - Work Plan

**Project Lead and Contact Info:** Annika, Jenna, Peter

**Project Team:** Green Team from pilot school

**Project Summary and Intended Impact:** Partner with at least one school in our district to pilot a program to reduce paper use and purchase only 100% recycled paper. Share data with Issaquah school district to create a new district-wide policy.

## **GOAL 1: Benchmark current conditions**

**TASK 1.1** Gather data on current paper usage, what type of paper (% recycled), and the unit cost per ream, carton, or pallet of paper. **PERSON: DUE:**

**TASK 1.2** Calculate environmental benefit of using 100% recycled paper. **PERSON: Annika DUE:**

**TASK 1.3** Determine which schools are already using some percentage of recycled paper and find out why they use it. **PERSON: DUE:**

**TASK 1.4** Identify current strategies to reduce paper use and identify any district policies that may already be in place regarding paper use reduction and recycled content **PERSON: DUE:**

## **GOAL 2: Identify and prioritize steps to improve conditions**

**TASK 2.1** Write a report based on benchmarked data and use it to identify at least one pilot school (Issaquah High School). If more than one pilot school wants to participate, establish a competition. **PERSON: DUE:**

**TASK 2.2** Find local paper suppliers to give us a volume discount. **PERSON: DUE:**

**TASK 2.3** Set goals for paper use reduction in order to afford a 100% recycled paper. **PERSON: DUE:**

**TASK 2.3** Find one or more local businesses to partner with us in reducing paper use and purchasing 100% recycled paper. **PERSON: DUE:**

## **GOAL 3: Measure progress and compare to school / city / county goals.**

**TASK 3.1** Track paper use. **PERSON: DUE:**

**TASK 3.2** Produce a cost/benefit report and compare it to the benchmarked data.

**PERSON: DUE:**

**GOAL 4: Communicate to stakeholders who need to know to advance project goals.**

**TASK 4.1** Report findings at spring Community Sustainability Summit.

**TASK 4.2** Lobby School Board to adopt district-wide policy.

**TASK 4.3** Lobby City Council to adopt same policy

**TASK 4.4** Lobby Chamber of Commerce to encourage more businesses to adopt the same policies.

**TASK 4.5** Share methods and results with green teams in other school districts.

**TASK 4.6** Share results on school morning announcements.

**TASK 4.7** Lobby PTA to adopt same policy and deliver message to all parents.

**TASK 4.8** Lobby Rotary Club to adopt same policy