

Waste Reduction

Please select one option

Do you have recycling bins in your office?*

We don't have recycling containers

We have some recycling containers

We have clearly labelled recycling containers

We have clearly labelled recycling containers and promote recycling as part of our office culture

Not applicable

What type of trash bins does your office have?*

We have stand-alone trash bins (e.g. garbage only, no recycling)

We have no stand-alone trash bins

Not applicable

How does your office purchase materials?*

We don't often buy office material in bulk. We purchase what we need when we need it.

We buy office material in bulk to reduce packaging waste

Not applicable

What is the fate of inter-office envelopes?*

We don't use and reuse inter-office envelopes

We use and reuse inter-office envelopes whenever possible

Not applicable

How does everyone bring their food to work?*

We don't bring food in reusable containers

Some people bring food in reusable containers

Most people bring food in reusable containers

We all bring food in reusable containers and waste reduction is part of our office culture

Not applicable

Does your office make use of a green bin?*

We don't have a green bin

We have a green bin but don't use it much

We compost most of our office's organic waste

We compost all of our food waste and composting is part of our office culture

Not applicable

We have a collection box for: (choose all that apply)

Batteries

Ink cartridges

Cell phones and/or electronics

Pens and/ or pencils

BONUS: Choose all that apply

We have a donation box for clothing, books, etc.

Our office participates in swapping activities (e.g. hosts an event at the office for members to bring items to trade)

If yes, please feel free to describe your additional office initiative.

This form is part of the complete Green Offices certification toolkit.
The full form can be found at uoft.me/greenoffice.
For more information please contact sustainability@utoronto.ca.