

**Good practices in the Green Office tutoring process**

<b>Good practice title</b>	Fun instructions on trash bins
<b>Good practice photo(s)</b>	
<b>Name of Office</b>	MTÜ Ökomeedia (NGO Eco-Media)
<b>Type of Office (sector)</b>	Environmental issues
<b>Website</b>	<a href="http://www.bioneer.ee/">http://www.bioneer.ee/</a>

<b>Country</b>	Estonia
<b>Tutor name</b>	Karin Kilk
<b>Environmental aspect/management aspect</b>	Waste, creativity
<b>Description of good practice (max 250 characters), including the aim of the activity; indicator(s); used measures and tools; results and achievements; communication related activities.</b>	<p>Signs with fun instructions were put on the trash bins/baskets. There are separate bins for general waste, biodegradable waste, plastic bags, plastic materials, paper, glass, bottles with deposit and batteries. Waste is being sorted in the office.</p> <p>The aim of the good practice is to promote sorting waste and to be creative.</p> <p>Thanks to the signs everyone knows what goes where.</p>
<b>Cost/payback period</b>	10 sheets of paper and some tape. The trash bins/baskets are reused – they were bought from a second hand store or found from the city.
<b>Challenges in implementation</b>	
<b>Replicability (yes/no)</b>	