[**Date**]

Dear [**Custodian**],

On [**Date of Audit**], a team of students will conduct a school waste audit of [**sampling location** **(i.e. cafeteria, hallway, courtyard, classroom)**] waste. This scientific audit will help assess how well we as a school community are doing to properly sort our waste.

On [**Date you need the samples ready**], please set aside a minimum of 2-4 bags each of landfill, recycle, and compost waste. Please DO NOT include bags from restrooms.

Thank you in advance. Your support of this initiative is critical and we appreciate all you do to help create a more sustainable school! If you have any questions, please reach out to [**Contact Information**].

Sincerely,
[**Your name**]

Trash for Science Experiment – *Please leave alone*

This bag was pulled from the (circle one):

Landfill Bin **Compost Bin** **Recycle Bin**

To Whom It May Concern,

[**Your Name or the Name of your Group**] is conducting a scientific waste audit investigation to assess our school's waste sorting practices. A waste audit is a formal, structured process used to quantify the amount and types of waste being generated by an organization. The custodian has kindly pulled aside bags of trash for us to use in this school waste audit. Please do not move these bags.

If you have any questions, please reach out to [**Contact Information**].

Thank you in advance for supporting student education and working to create a more sustainable school!

Sincerely,
[**Your Name or the Name of your Group**]