

Environmental Resources

- Beyond Pesticides beyondpesticides.org
- Clean Up the World cleanuptheworld.org
- Earth 911 earth911.com
- Energy Star energystar.gov
- Environmental Defense Fund edf.org
- Grey Water Irrigation greywateraction.org
- Grist grist.org
- Healthy Child Healthy World healthychild.org
- Illinois Department of Commerce.state.il.us
Economic Opportunity
- Illinois Environmental Protection Agency epa.state.il.us
- Illinois Recycling Association illinoisrecycles.org
Recycling Works Toolkit
- National Pollution Prevention epa.state.il.us/p2
- National Recycling Coalition nrcrecycles.org
- New American Dream newdream.org
- Stop Junk Mail dmachoice.org
privacyrights.org
catalogchoice.org
- Safer Pest Control Project spcpweb.org
- The Green Guide thegreenguide.com
- Treehugger treehugger.com
- U.S. Composting Council compostingcouncil.org
- U.S. Environmental ProtectionAgency (EPA) epa.gov
- U.S. Green Building Council usgbc.org
- Waste Free Lunch wastefreelunch.com

Need assistance or more information? Contact SWANCC at info@swancc.org or (847) 724-9205.

More Suggestions

Spearhead an Environmental Team to promote waste reduction activities and special collections. Have an ongoing Bulletin Board using a waste reduction theme. Allocate specific months that a grade or department will be responsible for its content. Update everyone on what activities you are doing to reduce waste. Graphs, photos and 3-D displays work well.

Contribute: Place an article in the school, office or community newsletter indicating the waste reduction activities that are scheduled in the upcoming months. Remind individuals what materials can be reused or recycled — include procedures. Start the day with a “Did you know?” environmental fact or quote during the morning announcements or in an office email.

Raising Funds: Encourage students and staff to have environmentally-friendly fundraisers, providing goods and services that benefit individuals while helping the environment. See SWANCC’s Closing the Loop brochure for suggestions on recycled-content products.

Eco-Fair: Exhibit trash-to-treasure items — selling them is optional. Design games using reusable or recyclable items such as plastic bottles, milk jug lids and cans.

Make Paper: SWANCC will provide a paper making kit and instructions to make recycled paper and holiday ornaments.

Educate Others: Make a video to promote the school or office recycling program. Visit other classes or offices to talk about the importance of making less waste. Participants can visit community groups to highlight special projects they are doing to promote the “Three R’s”.

Voice Your Opinion: Join together to write a letter to a school or municipal official requesting the procurement of recycled school supplies and office paper, or to request a better system for recycling traditional materials.

Senior Partner Program: Kids or employees can get involved by assisting elderly neighbors with taking out their recycling bins or carts to the curb each week.



Printed on 100% recycled paper.
Current as of April 2013.



Waste Reduction Solutions



Tips for Home, Work and School

According to the United States Environmental Protection Agency, each year Americans generate millions of tons of trash, more than any other country. “Source Reduction” (reduce and reuse) is a basic solution to the garbage glut. Because source reduction actually prevents the generation of waste in the first place, it comes before other management options that deal with trash after it is already generated. After source reduction, recycling and composting are the preferred waste management options because they reduce the amount of waste going to landfills and conserve resources. For more information, visit epa.gov.



Reduce

- Conduct a waste audit to determine what can be reduced, reused or recycled
- Provide reusable cups, plates, silverware, napkins
- Provide reusable mugs for staff and use at meetings
- Install a filter on the faucet or get a water cooler to cut down on individual bottles
- Encourage staff to bring waste-free lunches
- Tap and stack trays to reduce volume in the garbage
- Set printer on double-sided default setting
- “Be Nice Use It Twice Box” for drafts and faxes
- Make note pads from old letterhead or scraps
- Distribute newsletters/memos electronically
- Subscribe to online newspapers and newsletters
- Cancel junk mail and phone books
- Take reusable bags to the store

Reuse

- Repair when possible
- Find ways to use an items normally thrown away for an art piece, craft or new game
- Donate gently used items to charity
- Visit these sites to find new homes for items:
 - freecycle.org • throwplace.com
 - craigslist.org • freesharing.org
 - scarcecoed.org (Tools for Schools)
- Host a book, movie, game, puzzle or clothing exchange

Recycle

- Recycle – office paper, newspaper, junk mail, magazines, cardboard, cans and bottles
- Recycle – ink jet cartridges, cell phones, and more – see SWANCC’s Green Pages at swancc.org
- Put a recycling bin next to each garbage can inside and outside of building - lunchroom, offices, meeting rooms, gym, theater, outdoor sports fields, parking lot, etc.
- Promote recycling programs on an ongoing basis
- Highlight successes in common area of building
- Start an outdoor compost bin if community allows
- Have an indoor vermicomposting (worms) bin for organic scraps year-round

Procurement

- Make a list to avoid over-consumption
- Precycle – buy goods in containers that can be recycled
- Establish a joint purchasing policy
- Buy recycled-content copy paper and office supplies
- Buy gifts/clothing with recycled or sustainable fibers
- Buy in bulk with little or no packaging
- Centralize office supplies to avoid overbuying
- Purchase eco-friendly cleaning products
- Buy Energy Star electronics and appliances
- Buy eco-friendly t-shirts for team sports and clubs
- Recognize individual or department efforts with recycled glass, metal and wood awards

Energy Efficiency and Water Conservation

- Strive for an energy-efficient at home, office and school
Visit energystar.gov and illinoisenergy.org
- Plug machines in power strips - turn off at night/weekends
- Set computers and printers for sleep mode
- Install motion sensors for lights
- Install a programmable thermostat
- Use rechargeable batteries
- Use CFLs and recycle old bulbs
- Walk, bike or carpool whenever possible
- Make sure dishwasher/washing machine is full to run
- Line-dry clothes when possible
- Fix leaky faucets and toilets – install low-flow fixtures
- Turn off water while brushing teeth
- Take shorter showers – capture initial water for plants
- Collect rain water for outdoor gardens and plants
- Landscape with native drought-resistant plants and grasses

Environmental Events

America Recycles Day	americarecyclesday.org
Arbor Day	arborday.org
Buy Nothing Day	adbusters.org
Earth Day	earthday.org
	earthsite.org
Make a Difference Day	usaweekend.com/diffday
National Env. Week	eeweek.org