

## Pollution Prevention Ideas

- Establish a system for exchanging pollution prevention and energy conservation ideas as well as operational ideas on a regional, statewide and/or national basis.
- Use carpet adhesives or adhesive free systems that minimize the amount of off-gassing of chemicals during installation of carpeting.
- Avoid wood products and furnishings that use large amounts of formaldehyde as a bonding agent.
- Clean spills promptly.
- Ensure that the ventilation system is clean and that an adequate amount of outdoor air is supplied to occupied areas.
- Ensure that the mechanical rooms are free of trash and chemicals.
- Make sure the air intakes of ventilating systems are not in areas where equipment idles.
- Consider recessed grates, "walk off" mats and other techniques to reduce the amount of dirt entering the building.
- Encourage practices that reduce paper waste
  - proofing documents on the computer screen before printing;
  - storing final documents on disk rather than making final copies;
  - making two sided copies;
  - printing letters and reports on both sides of the page (duplexing); and,
  - reusing paper that is clean on one side for in-house drafts.
  - Avoid using cover sheets to send fax transmittals.
- Consider a limited or facility-wide waste audit to provide information on the individual components of the solid waste stream.
- Minimize packaging waste by specifying returnable or reduced packaging in supply agreements, particularly for items purchased in large quantities.
- Use electronic mail to send messages instead of written memos, whenever possible. Encourage employees to save e-mail documents electronically.
- Do research at libraries or on-line, rather than ordering written materials.
- Recycle items, such as paper, aluminum cans, cardboard and plastic bottles.
- Save used manila envelopes and file folders for in-house reuse.
- Keep a supply of extra mugs and glasses in common areas.
- Update mailing lists for annual reports and newsletters. A mailing list over two years old may be unreliable.

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- Share periodicals with associates instead of receiving multiple copies.
- Donate old or outdated equipment, books or furniture to local community organizations.
- Use rechargeable batteries and solar calculators.
- Consider leasing equipment from manufacturers that will take back and properly recycle their goods at the "end of their useful life."
- Save and reuse boxes for shipping and other uses.
- Consider a printer that can print on both sides of the paper at once.
- Work with janitorial staff to practice resource efficiency.
  - reusing plastic garbage can liners in rooms that generate only dry waste;
  - buy bulk cleaning supplies; and,
  - use plastic refillable spray bottles.
- Establish environmentally friendly guidelines for all purchases, including:
  - products made from recycled materials,
  - marketed with minimal packaging;
  - that can be recharged, refilled, or reused;
  - have longer operational lives; or,
  - can be easily repaired.
- Inspect raw material upon receipt from suppliers.
- Purchase only the needed amounts of chemical supplies to avoid disposing of extra, unused materials.
- Keep lids on containers of liquids to reduce evaporation.
- Use the least amount of product to complete the job.
- Employ "first-in, first-out" policy for expendable materials to keep them from becoming outdated.
- Check that all purchases have dated legible labels.
- Stack containers in a way that minimizes the chance for tipping, puncturing or breaking.
- Do not mix chemical and hazardous wastes with everyday trash, pour them down the drain, or dump them on the ground.
- Keep storage and work areas clean and well organized.
- Dispense and transfer materials using spigots, pumps and funnels.

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- Store containers to allow for visual inspection of corrosion and leaks.
- Regularly inspect dumpsters and compactors for spills and stains.
- Cover waste disposal areas and recycling bins to avoid rainwater infiltration.
- Store oil cans, paint cans and other liquid materials with like substances in drip pans or trays to catch leaks and spills.
- Fix leaks in toilets, faucets and pipes right away.
- Install low-flow faucet aerators and showerheads.
- Keep hot water pipes insulated.
- Clean equipment and areas, using dry methods (scraping, sweeping and shoveling) whenever possible.
- When washing, use high pressure, low volume washing equipment with minimal or no detergents.
- Orient buildings to catch breezes, minimize heat gain and take advantage of natural shading and light.
- Preserve existing vegetative cover and trees, along streams and other natural waterways to reduce storm water runoff. Design in bio-swales instead of ditches to help treat runoff as it passes through vegetation.
- Use water efficient plumbing fixtures, such as aerators and self-closing or electronic faucets for lavatories.
- Consider compostable toilets and waterless urinals.
- Recycle demolition and construction waste, whenever possible.
- Review purchasing records, and consider disposal costs and costs for cleaning up accidents when evaluating products.
- Use vegetable oil or water-based ink for printing.
- Buy products with less packaging or in returnable containers.
- Consider remanufactured items, such as recharged toner cartridges, re-formatted computer disks and returnable office equipment.
- Use water-based paints, and non/less-toxic floor cleaners and desk cleaners.
- Use products with toxic ingredients as infrequently as possible. Choose the least toxic product available for each task.

## Pollution Prevention Ideas

- Use refillable condiment bottles or containers instead of single-use packaging, and refill from bulk containers.
- Use washable wiping cloths instead of disposables.
- Purchase reusable coffee filters and compost the grounds.
- Work with suppliers to take back cardboard boxes or provide supplies in reusable containers, whenever possible.
- Provide employees with permanent-ware mugs or cups for their drinks.
- Reuse large containers for storage.
- Avoid purchasing items with excessive packaging.
- Establish a routine cleaning and maintenance schedule for all equipment.
- Clean up spills with a squeegee, broom or vacuum to avoid hosing materials down the floor drain.

### Resources

Environmental Institute for Golf  
<http://www.eifg.org/>

Enviro\$en\$e  
<http://es.epa.gov/>

EPA Office of Pollution Prevention and Toxics  
<http://www.epa.gov/opptintr/opptabt.htm>

National Pollution Prevention Roundtable  
<http://www.p2.org/>

U.S. Air Force Environmental Management  
<http://www.afcee.brooks.af.mil/ec/golf/process.asp>