

Sustainability Resources

Documents at SWANCC.ORG:

- [Closing the Loop Brochure](#)
- [Eco-Friendly Marketplace Guide](#)
- [Eco-Landscaping Guide](#)
- [Recycling Guidelines](#)
- [Composting Guidelines and resources](#)
- [Signage for collection containers](#)
- [Recycling Works - a Toolkit](#)

Food Donation Policy

Good Samaritan Act

<http://ilga.gov/legislation/ilcs/ilcs3.asp?DocNum=5530&GAID=13&GA=99&DocTypeID=HB&LegID=94939&SessionID=88>

HB 5530 - Amendment to School Code that allows food service providers to donate food

<http://www.ilga.gov/legislation/billstatus.asp?DocNum=5530&GAID=13&GA=99&DocTypeID=HB&LegID=94939&SessionID=88>

Sharing Tables - in-house sharing of unopened/uneaten foods & milk

https://fns-prod.azureedge.net/sites/default/files/cn/SP41_CACFP13_SFSP15_2016os.pdf

Food Recovery

- Greater Chicago Food Depository chicagofoodbank.org
- Northern Illinois Food Bank solvehungertoday.org
- ReFED Report refed.com/roadmap
- Save the Food Campaign savethefood.com
- U.S. Dept. of Agriculture usda.gov
- Feeding America feedingamerica.org

Composting

- Illinois Food Scrap Coalition illinoiscompost.org
- U.S. Composting Council compostingcouncil.org
- BioCycle biocycle.net

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

Energy

- EPA Energy Star Program energystar.gov
- Environmental Defense Fund environmentaldefense.org
- Illinois Dept. of Energy illinoisenergy.org
- National Energy Education Development NEED.org
- U.S. Dept. of Energy eere.energy.gov

Paper Related

- Stop junk mail: dmachoice.org
catalogchoice.org
privacyrights.org
yellowpagesoptout.com
- Environmental Paper Network environmentalpaper.org
- American Forest & Paper Association afandpa.org
- Sustainable Forestry Initiative sfiprogram.org

Organizations

- Earth 911 earth911.com
- IL Environmental Protection Agency epa.state.il.us
- U.S. Environmental Protection Agency epa.gov/osw
- U.S. Green Building Council usgbc.org
- Environmental Working Group EWG.org
- Keep America Beautiful kab.org
- Midwest Pesticide Action Center midwestpesticideaction.org
- Organic Consumers Association organicconsumers.org/usa
- Plastic Pollution Coalition plasticpollutioncoalition.org
- Population Connection populationconnection.org
- The Recycling Partnership recyclingpartnership.org
- The Story of Stuff storyofstuff.org
- National Resources Defense Council NRDC.org
- Metropolitan Water Reclamation District mwrdd.org
- New American Dream newdream.org

Environmental Happenings

- America Recycles Day americarecyclesday.org
- Arbor Day arborday.org
- Earth Day earthday.org
- Earth Hour earthhour.org
- Make a Difference Day makeadifferenceday.com
- National Environment Week eeweek.org



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Waste Reduction Solutions



Tips for Home, Work and School

Why is Reducing Waste Important?

There are tangible, economic and intrinsic benefits to preventing and minimizing waste. Waste reduction is the result of practicing both source reduction (reduce and reuse) and recycling/composting. Source reduction, the most effective means of sustainable resource management, is defined as reducing the amount (or toxicity) of waste that is generated. Source reduction efforts in combination with recycling programs equal waste reduction.

Prevent Waste - Reduce & Reuse

- Provide reusable mugs for staff and guests
- Stock kitchen with reusable cups, plates, and cutlery
- Donate unopened/unused food to a local pantry or shelter whenever possible
- Provide a water cooler or install a filter on the faucet and offer reusable cups
- Encourage staff to bring a waste-free lunch - reusable containers, napkin and bag
- Set printer on double-sided default settings
- Establish a box for paper that has only been used on one side
- Use other side for faxes or drafts
- Reduce spacing and font size to keep documents to one page
- Make note pads from old letterhead
- Distribute company memos and newsletters electronically
- Subscribe to online newspapers, magazines, and newsletters
- Cancel junk mail and phone books
- Reuse cardboard boxes, bubble wrap, and packing peanuts - or take to a UPS/FedEx store
- Repair items when possible
- Repurpose items for an art or craft project or make a new game
- Donate gently-used equipment or supplies to charities or schools

Environmental Benefits:

- Preserve landfill capacity
- Conserve natural resources
- Conserve energy and reduce emissions

Business Benefits:

- Streamline business operations and increase operating efficiencies - can result in reducing costs
- Demonstrate environmental stewardship
- Reduce liabilities

Recycle Right

- Establish a service provider - know acceptable items
- Put materials loose in collection containers
- Make sure materials are clean and empty
- No plastic bags!
- Educate staff and custodial personnel
- Put signs on collection containers - with a clear message of acceptable materials
- Make sure there is a recycling bin next to a garbage can in all areas of building
- Look for niche programs for materials that can't go into curbside cart
- Manage "Universal Waste" by using specialty vendors for mercury, electronics, and chemicals

Procurement

- Establish a joint-purchasing policy with departments
- Purchase recycled-content office supplies
- Have a central location for office supplies to avoid surplus
- Buy goods with little or no packaging - or in packaging that can be recycled
- Ask suppliers not to use excessive packaging and to backhaul pallets and large boxes
- Buy Energy Star electronics and appliances
- Buy eco-friendly material awards and t-shirts for recognition
- Purchase eco-friendly cleaning products

First Step:

You can't manage what you don't measure! Conduct a waste audit to determine what can be reduced, reused, recycled, or composted. Then establish a team of associates to devise a plan for a comprehensive source reduction and recycling program.



Compost - Research Options

- Vermi-compost indoors - year-round using worms.
- On-site composting - know local ordinances
- Use a service provider to pick up food organics
- Connect with a community garden or farm

Energy Efficiency

- Plug electronics in power strips - turn off on nights, weekends, and holidays
- Set computers and printers for sleep mode
- Use natural light as much as possible
- Install motion sensors for lights
- Install programmable thermostats
- Use rechargeable batteries
- Switch to energy-efficient lights as old bulbs burn out

Water Conservation Measures

- Fill dishwasher/laundry machine before running
- Line-dry clothing when possible
- Turn off water while brushing teeth
- Take shorter showers - capture initial cold water for plants
- Collect rain water for outdoor plants
- Fix leaky faucets and toilets
- Landscape with native drought-resistant plants and grass
- Provide real plants indoors to filter the air naturally