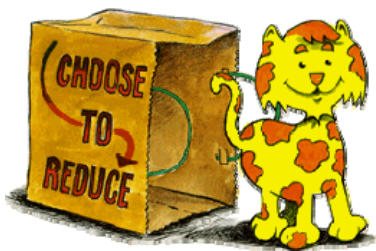


Using Paper the Smart Way

- Using double-sided copying, reusing single-sided paper, using electronic mail, and circulating documents with routing slips can save an organization a significant amount of energy and natural resources.
- Purchase paper products containing post-consumer recycled paper. One ton of recycled paper uses: 64 percent less energy, 50 percent less water, 74 percent less air pollution.

Shopping the Green Way

- Buy products that contain recycled materials.
- Buy in bulk when you can to avoid excess packaging. Use concentrated products which use less packaging.
- Use herbs, set out a small dish of vanilla or leave an open box of baking soda in the room as an air freshener.
- When improving or remodeling your home, try to salvage materials or buy recycled products. Flooring, insulation, plastic lumber, woodwork, shingles, and many garden/lawn products can be made from recycled materials.



- Reduce waste with reusable shopping bags.
- Use cat litter or sand instead of salt on icy walks.
- For further information on reducing waste visit: www.epa.gov/wastewise/

Using Water Efficiently

- Install a water-efficient shower head (2.5 gallons or less per minute) to reduce water consumption and energy use.
- Run only full loads in the washing machine or dishwasher.
- Turn off water while brushing your teeth and shaving.
- Replace your clothes washer, the second largest water user in your home. ENERGY STAR rated washers that also have a water factor at or lower than 9.5 use 35-50 percent less water and 50 percent less energy per load.
- It's usually not necessary to water grass every day. Instead, test your lawn by stepping on a patch of grass; if it springs back, it doesn't need water.
- Do not dispose of gasoline, oil or weed killers and other lawn and garden pesticides down the drain, into surface water, onto the ground, or in the trash. Check with your local household hazardous waste collection agency for safe disposal for these types of products.
- For more information on water use and ways to save money contact the EPA Water Resource Center at 1-800-832-7828 or visit the WaterSense Web site: www.epa.gov/watersense/.

For more pollution prevention tips, please visit EPA's Pollution Prevention Web site: www.epa.gov/p2/

EPA's Web site has many resources: www.epa.gov



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Tips for Preventing Pollution



Save Money, Help the Environment

Driving Smarter

- Leave your car at home at least two days a week — walk, bike, or take the bus or subway to work instead.

You'll reduce greenhouse gas emissions.

- Check your tire pressure regularly.

Under-inflation

increases tire wear, reduces your fuel economy by up to 3 percent and leads to higher greenhouse gas emissions.

- Recycle used motor oil — it can be re-refined into new oil, processed into fuel oils and used as raw materials for the petroleum industry. One gallon of used motor oil provides the same 2.5 quarts of lubricating oil as 42 gallons of crude oil. Recycle it at a "quick lube" shop, gas station, or auto store that accepts used motor oil.

- Combine errands into one trip when possible.

- Topping off the gas tank wastes money and pollutes.

- Make informed fuel economy choices and achieve the best fuel economy possible from your car. For tips visit www.fueleconomy.gov/.

Dealing with Pests

- Many plants and insects can serve as natural deterrents to weeds and garden pests. Introduce ladybugs to eat aphids, plant marigolds to ward off beetles.

- Before using insect repellent on your skin or in



your yard, read the label first! Visit www.epa.gov/pesticides/label for more information.

- If your excess pesticides cannot be properly used, dispose of them at a local household hazardous waste collection program.

- Never pour harmful household products down a sink, toilet or bathtub drain unless the label indicates it is safe to do so.



Eating Sustainably

- Eat a locally-produced diet when possible. You'll save money, eat quality foods, create jobs, increase farmlands, and strengthen your community.

- Buy food in bulk and buy products with reusable or recyclable packaging instead of those in non-recyclable packaging when possible.

Saving Energy

- Some home electronic products use energy even when they're off. Those that have earned the ENERGY STAR rating use as much as 60 percent less energy when off. Less energy means you pay less on your energy bill.

- Buy ENERGY STAR electronic equipment from manufacturers with take-back programs.

- Ask your power company to switch all or some of your electricity to green power.



- Get a programmable thermostat and set the temperature up in the summer and down in the winter when you are at work.

- Keep your home appliances running at peak efficiency. Remove lint and dust from your refrigerator/freezer coils.

- Install a renewable energy system (e.g. solar, heat pump, geothermal, wind). Some states will pay for part of the installation cost.

- Paint your exterior and interior walls a light color so more light is reflected. Utilize daylight instead of turning on lights.

- If your cooling system is more than 10 years old, now is the time to consider upgrading to a new unit that has earned the ENERGY STAR rating.

- For more ways to save energy and money visit www.energystar.gov or call the ENERGY STAR Hotline: (888) STAR-YES / (888-782-7937).

Landscaping the Green Way

- Use a variety of native plants. Native plants are more likely to thrive with minimal care and that means more resources, energy and money are saved.



- Small engines contribute significantly more air pollution per hour of operation than cars. Use hand tools when possible.

- Consider reducing your lawn to the minimum size needed. You may find you can even do away with a lawn entirely.

- If you don't use a mulching mower, compost excess grass clippings in your yard and add the compost to your soil.