

## **60 Things You Can Do At Your Workplace To Encourage Pollution Prevention**

### **General**

1. Enlist support for pollution prevention from top management. Have them demonstrate that support by providing a written policy statement.
2. Appoint an unsinkable champion and give that champion the power to implement.
3. Keep working hard with the non-believers--be patient and persistent.
4. Believe in yourself.
5. Identify and publicize low-tech or retro technology options in place of high impact processes.
6. Seek fundamental understanding of the sources of waste.
7. Focus on optimizing the use of resources consumed in your process.
8. Use pollution prevention as a competitive strategy in public relations and to attract a high caliber work-force.
9. Devote adequate resources (people, money and energy) to pollution prevention.
10. Set up a structure for recycling that also compliments source reduction.

### **Culture**

11. Establish a clear pollution prevention goal that everyone in the organization feels empowered to put into practice.
12. Re-establish the culture of not wasting.
13. Instill a philosophy of continuous improvement.
14. Link zero discharge, total quality management, and pollution prevention into a working program.
15. Publicize pollution prevention accomplishments.
16. Convince all personnel that they have a role to play in pollution prevention; no one is exempt from pollution prevention, no matter what the job.
17. Share money saved through pollution prevention with the originator(s) of the idea.
18. Incorporate pollution prevention into performance evaluations for middle management.

19. Establish teams to promote pollution prevention, receive ideas, solicit suggestions, evaluate projects and champion implementation.
20. Have top management personally hand out all pollution prevention awards.

### **Work Place Education**

21. Produce innovative and exciting training for teaching pollution prevention concepts.
22. Educate each individual on what pollution prevention means.
23. Have primary contractors (if used) train and assist sub-contractors to do pollution prevention.

### **Decision Making**

24. Use expert systems and process simulation modeling to develop effective pollution prevention strategies.
25. Use and develop life cycle studies for processes and products.
26. Develop and implement methods for measuring progress to support continued pollution prevention strategies.
27. Develop performance-base specifications rather than prescriptive/design specifications.
28. Set a goal: Think of a bubble around your facility--nothing comes out but finished product.
29. Plan your waste reduction work and work your waste reduction plan.
30. Use expert systems to assist the design of new processes that avoid pollution in the first place.
31. Design products with zero ultimate waste potential, with cradle-to-grave functionality.
32. Incorporate pollution prevention into the development of new products and processes.
33. Assign life cycle responsibility to production management, linked to cost and liability.
34. Charge the true cost of the waste created to the operating unit and make the operating units responsible for liabilities, management, and costs of waste streams.
35. Develop analytical tools for accountants and financial managers to recognize full environmental costs of unwanted environmental programs.

## **Communication**

40. Develop an internal information system to exchange good ideas and technical knowledge within your business unit, division, or company.
41. Shift from paper systems to paperless communication (e.g., e-mail, intranet).
42. Create effective, friendly, human information networks for effective pollution prevention.
43. Encourage policies that allow plant engineers and managers to spend ample time on the factory floor.

## **Examples**

44. Avoid chlorinated organic solvents; cyanide compounds; and petroleum-based compounds when there are water-based substitutes.
45. Never allow leaks to persist.
46. Use aqueous cleaners when possible. If not possible, use an aqueous pre-clean to save solvent contamination.
47. Have and use covers for all containers holding fluids that evaporate.
48. Only use sprays when absolutely necessary, since they waste chemicals with overspray. Eliminate the use of aerosol cans when possible. If not possible, use reusable spray cans that be pressurized on-site.
49. Decrease the frequency of equipment cleaning.
50. Establish a chemical inventory/use program to reduce redundant purchases, track chemical use more efficiently, and avoid disposal of unused material. Put a received date on each container and use “first- in, first-out” policy to eliminate expired shelf life materials.
51. Separate hazardous wastes in storage and satellite accumulation areas to prevent cross contamination and increase their resale value.
52. Evaluate all spills thoroughly and make sure you understand the root cause of the problem and implement a complete solution.
53. Use paint coating systems that minimize material overspray and resultant toxic chemical emissions (e.g., High volume low pressure or electrostatic spray guns, powder coating systems, low VOC or water based paint).

54. Buy drain boards and drip pans to ensure drainage into process baths. Implement counter-current rinse systems.
55. Use green building techniques to save energy through reduced heating, cooling, and lighting.
56. Minimize or eliminate volatile organic compound emissions from storage tanks, by reducing the tank vapor pressure, add inert gasses, keep the tank at a constant temperature (paint tank white or insulate), return vapors to the tank truck.
57. Use disposable wipes to reduce solvent use. Disposables are smaller and contain a prepared amount of solvent. Minimize rag use if possible. If not possible, wring out solvent cleaning rags and send to an industrial laundry for washing.
58. Xeroscape--use low water consumption, drought resistant, native plants and low impact irrigation in corporate landscaping.
59. Recycle paper, cardboard, plastic, and metals.
60. Conserve water and reduce waste by installing water saving devices, reusing water and using only what you need.