

50 SIMPLE ACTS: City of Cleveland Waste Reduction Challenge



What's the difference between trash and recycling? That's easy, it's One Simple Act.

Below are 50 simple acts that can be completed by you or your team as part of the City of Cleveland Waste Reduction Challenge. Complete as many actions as you can between August 3rd - August 28th. Team leaders can use the waste challenge tracking sheet to track progress and completed actions. Use social media tools like Facebook, Twitter and Instagram to share team members getting "caught in the act" using the hashtag #caughtintheactcleveland.

13 SIMPLE ACTS TO REDUCE WASTE WHILE YOU'RE AT WORK

1. Hang up "One Simple Act" recycling posters in visible locations near all office waste stations.
2. Conduct an inventory of office recycling bins. Contact Kristin Hall if additional desk-side or communal recycling bins are needed (khal@city.cleveland.oh.us, 216-664-3652).
3. Remove individual waste receptacles from workstations. Centralize office waste stations.
4. Educate colleagues about what to recycle, and monitor bins to make sure ALL recyclable materials go in the blue recycle bins. Accepted recyclable materials include: plastic containers (#s 1-7); glass bottles and jars; aluminum cans and other metals; paper, magazines and cardboard; and aseptic containers (milk cartons, juice boxes, etc.).
5. Collect paper used on one side (mis-prints, extra copies, etc.) and consider recycling or reusing for scratch pads or draft paper.
6. Prior to disposing of office supplies or furniture, check to see if they could be used by other departments.
7. Avoid printing unnecessary emails or copies. Share files electronically and when applicable, share printed copies of documents with co-workers.
8. Have each employee update printer and copier settings on their computer to print double-sided pages and use the ecoprint option by default.
9. Recycle used ink and toner cartridges.
10. Offer tap water in pitchers during meetings, rather than bottled water. Consider signing the Year of Clean Water Pledge to help reduce waste from disposable water bottles at meetings and events.
11. Where possible, utilize PowerPoint presentations or other media tools for meetings and presentations, rather than printed handouts. You can always email presentations and handouts before/after the meeting.
12. Reuse envelopes for interoffice mail.
13. Form a team and collect materials to participate in the Great Lake Erie Boat Float in September. For more information on the Boat Float, contact Cathi Lehn (216-664-2421, clehn@city.cleveland.oh.us) or visit www.lakeerieboatfloat.org.

**WHILE
YOU'RE HERE**



7 SIMPLE ACTS TO REDUCE FOOD AND BEVERAGE WASTE

1. Reduce use of plastic by drinking tap water instead of buying bottled water.
2. Drink from a reusable mug or water bottle.
3. Pack your lunch in a reusable container and lunch bag. Avoid using disposable plastic bags in lunches.
4. Recycle food packaging from lunches, including plastic to-go containers.
5. Bring reusable cups, dishes, napkins and silverware for lunches, rather than disposable items.
6. Take home food scraps for composting; create an office composting station so all can use. If your office has a freezer, storing food scraps in a large coffee can or tupperware container can prevent odors and make it easier to transport home.
7. Use reusable plates, cups and silverware for office parties and events.

**CHEW
ON THIS**



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6 SIMPLE ACTS TO REDUCE WASTE FROM PURCHASES

1. Review existing requirements contracts in your department that are soon to be up for renewal. Identify opportunities to reduce what is being purchased by buying in bulk or joining forces with other departments buying similar products.
 2. Incorporate waste reduction specifications into bids and RFPs. Need sample language? Contact the Office of Sustainability for assistance!
 3. Purchase products with no packaging, less packaging or reusable packaging. If possible, request that vendors/suppliers ship deliveries in returnable containers.
 4. "Precycle." Buy products that you know can easily be recycled when you're done using them.
 5. Recycle cardboard and other recyclable packaging material from all department purchases.
 6. Collect packaging styrofoam and recycle at the Cuyahoga County Solid Waste District. For more information on CCSWD's styrofoam recycling program visit www.cuyahogaswd.org.



**SMART
SHOPPING**

7 SIMPLE ACTS TO REDUCE AND SAVE ENERGY

1. Turn off monitors when not at your desk and at the end of every work day.
2. Shut down computers and other office equipment at the end of each work day.
3. Make sure computers, printers, desk lights and other electrical equipment are plugged into a power strip, rather than directly into the wall outlet. Flip the power strip off at the end of each work day.
4. Turn off office lights at the end of each day.
5. If possible, open blinds and enjoy natural lighting or use task lighting, rather than overhead office lighting.
6. When applicable, use thermostat controls to set temperature settings in offices and facilities.
7. Update computer settings to the energy saving mode.

**MORE
POWER TO YOU**



5 SIMPLE ACTS TO CONSERVE FUEL

1. When possible, carpool with co-workers to off-site meetings and events.
2. For short trips, use public transportation, bike or walk.
3. Use teleconferencing or video conferencing, rather than traveling for meetings.
4. When traveling to multiple locations, use online mapping tools to map the most fuel efficient route.
5. Follow the City's Anti-Idling Policy and do not let vehicles run more than is absolutely necessary.

**HITTING
THE ROAD**

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7 SIMPLE ACTS TO LEARN MORE ABOUT WASTE REDUCTION AND SHARE YOUR STORY

1. Review City recycling guidelines to understand what materials can be recycled and take the brief Cleveland recycling survey to test what you've learned (www.surveymonkey.com/r/X65MHMS).
2. Check out www.sustainablecleveland.org/zerowasteeventguide for tips and timelines for preparing a zero waste event.
3. Attend or host one of the Cuyahoga County Solid Waste District's seminars to learn more about waste reduction at home at work and in the community (www.cuyahogaswd.org).
4. Host a Sustainability 101 session for your Department/Division. Contact Philena Seldon for more information (216-664-2801, pseldon@city.cleveland.oh.us).
5. Share your waste reduction accomplishments in department communications and newsletters and through social media like Facebook, Twitter and Instagram. Remember to use the hashtag **#caughtintheactcleveland** when you post!
6. Create an "I am Sustainable, Cleveland" poster highlighting what's being done to reduce waste in your department/division. Contact Kristin Hall (khall@city.cleveland.oh.us) for assistance with design and printing.

**LEARN
AND SHARE**



5 SIMPLE ACTS TO REDUCE WASTE AT HOME

1. Reduce use of plastic by taking reusable bags to the grocery store. Don't forget about reusable produce bags!
2. Donate clothes, household items and furniture to your local thrift store, Habitat for Humanity ReStore, Cleveland Furniture bank, church bazaars or another charitable organization that accepts donations. Reuse leftover materials and support upcycling by shopping at places like the Cleveland Flea and Upcycle Parts Shop.
3. Purchase bulk foods whenever possible to reduce packaging, as well as avoiding purchasing single-serving foods. When faced with a choice between two similar products, choose the one with the least amount of packaging.
4. Prevent food waste by composting your food scraps. If you are an apartment-dweller, try balcony composting or vermicomposting.
5. Dispose of hazardous waste responsibly. If you are a City of Cleveland resident, the City's Division of Waste Collection and Disposal hosts monthly hazardous waste drop-off events at their facility at 5600 Carnegie Ave.



**BRING
IT ON HOME**

**ONE
SIMPLE
ACT.**



OneSimpleActCleveland.com