

For the last 5 years, WasteWise has assisted businesses and organizations around the country with implementing comprehensive waste reduction programs through information-sharing networks and tailor-made tools. As a federal agency partner, you'll have access to a wealth of ideas to cut waste—and costs—at your facility. From office paper to old tires, WasteWise can help you find ways to reduce waste and buy recycled-content products cost-effectively.

Don't waste another day. Join the nearly 1,000 American businesses, institutions, and government agencies that have saved money by becoming WasteWise.

For more information, please call the WasteWise Helpline at 800 EPA-WISE (372-9473), send e-mail to <[ww@cais.net](mailto:ww@cais.net)>, or visit the WasteWise Web Site at <[www.epa.gov/wastewise](http://www.epa.gov/wastewise)>.

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# 13101 REASONS TO REDUCE YOUR SOLID WASTE

Federal agencies are faced with the dual challenges of tight budgets and expanded directives on waste reduction. That's where the WasteWise program comes in. The U.S. Environmental Protection Agency's (EPA's) free WasteWise program can help you minimize your agency's waste while maximizing cost-effective operations.

Executive Order 13101 directs all federal agencies to prevent waste, recycle, and buy recycled-content products. This task might seem overwhelming, but WasteWise can help you meet these new requirements and turn your agency's trash into valuable resources.

**"It only makes sense; there is a natural link between WasteWise and Executive Order 13101. A WasteWise partnership will benefit federal agencies by increasing their operational efficiencies and reducing waste."**

— Fran McPoland  
Federal Environmental Executive



EPA530-F-00-002

## What Does It Take To Be WasteWise?

### ★ Commit to reducing waste.

Most WasteWise partners join the program for a 3-year period. To accommodate federal facilities working on EO 13101 directives, WasteWise designed a flexible 5-year goal implementation period. As a first step, EPA encourages partners to conduct a waste audit on their operating and purchasing practices to identify cost-effective opportunities for waste reduction.

### ★ Establish waste reduction goals.

Within the first 6 months of membership, partners identify practical and measurable goals tailored to their specific needs. Partners set goals to: prevent waste, start or expand internal recycling collection efforts, and buy/manufacture recycled-content products. Again, the goals you choose are up to you.

### ★ Track progress.

Partners monitor their progress and annually update EPA on their accomplishments. WasteWise partners benefit from knowing how much they reduce and save and often use this information to communicate results to employees, managers, and the public.

EPA is available to provide information and help you establish goals, implement programs, and monitor progress.

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**"We joined WasteWise to obtain assistance in determining waste prevention activities that will be cost-effective for us. This also will help us to comply fully with Executive Order 13101."**

— Art Krohnert  
Northeast Regional Waste Management Coordinator  
Internal Revenue Service

## By Joining WasteWise, Your Organization Can:

### Save Money

As a WasteWise partner, your agency can save thousands, perhaps millions, of dollars by reducing, reusing, and recycling solid waste materials. Many WasteWise partners discover that waste prevention reduces procurement costs and waste disposal fees. In 1998, the **United States Postal Service Northeast Area** reported saving \$76,000 by eliminating more than 1,000 tons of undeliverable bulk mail by working with its mailers on improved addressing and mail list management. The Northeast Area also saved \$2.3 million by recycling nearly 41,500 tons of paper, 106 tons of plastic, nearly 1,000 tons of metal, and 1,650 tons of wood.

### Learn From Your Peers

When you join WasteWise, you become part of a network of organizations reducing waste in their operations. You will learn cost-cutting waste prevention strategies specific to federal facilities and will get valuable 'how-to' information based on others' experiences.

### Demonstrate Environmental Leadership

More and more Americans are looking to government facilities for environmental leadership. By joining WasteWise, your facility shows that you are committed to respecting the environment and implementing cost-effective environmental programs. **NASA Goddard Space Flight Center** set a good example by launching a 'green team' in 1998 to promote waste prevention and recycling activities. The center reduced nearly 2 tons of paper waste, saving \$10,600. They also eliminated an additional ton of paper by switching to an electronic employee newsletter.

### Receive National Recognition

EPA provides national and local recognition for WasteWise partners' successful waste reduction efforts through articles about partners in EPA publications (both printed and on the Internet) and through recognition events including an annual awards program.

## WasteWise Federal Government Members

as of 11/01/99

Internal Revenue Service Andover, MA Brookhaven Service Center, NY New York Pennsylvania	U.S. Fish and Wildlife Service  U.S. Marine Corps  U.S. Navy - Naval Security Group Activity Northwest  U.S. Postal Service Alabama District Alaska Allen Park, MI Atlanta District Beardstown, IL City of Jackson, FL Greater Indiana District Great Lakes Area Lansing, MI National Headquarters Northeast Area South Florida District Southeast Area
NASA Goddard Space Flight Center	
U.S. Air Force Columbus Air Force Base Maxwell Air Force Base	
U.S. DOE Pantex Plant Rocky Flats Environmental Technology Site	
U.S. EPA Municipal and Industrial Solid Waste Division Region 1 Region 5 Region 9	

## Waste Prevention Tips

Based on results achieved by WasteWise partners, waste prevention activities that federal agencies might consider include:

- ★ Reduce paper usage through duplex copying and printing, e-mail, posting and routing memos, record imaging, and posting documents on Web sites.
- ★ Eliminate landscape waste by mulching, shredding, and composting yard trimmings, leaves, and branches.
- ★ Promote the reuse of office furniture and equipment through central redistribution, remanufacturing, and donation programs.
- ★ Encourage the use of reusable dishware in kitchens and offices, and reduce cafeteria waste by replacing disposable plates, flatware, and cups with reusable or compostable dishware and mugs.
- ★ Save and reuse shipping boxes and packaging peanuts for outgoing packages.
- ★ Work with suppliers to deliver products in reusable containers.
- ★ Create green teams to design and promote waste prevention activities.

## Registration Form

☐ **Yes! My organization is ready to become a WasteWise partner.**  
(Please complete both Sections A and B.)

☐ **I would like more information about the program.**  
(Please complete Section A.)

### Section A

Organization Name \_\_\_\_\_

Principal Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Section B

(Fill out only if you are joining as a partner.)

Facilities to be included in initial waste reduction efforts (e.g., headquarters, a bureau, a region, an individual facility, or other agency unit).

Approximate number of employees in these facilities \_\_\_\_\_

Signature of Senior Official \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Join WasteWise by September 30, 2000, in order to be recognized as a Charter Federal Partner at the annual WasteWise awards ceremony.**

Please cut and fax to WasteWise at 703 308-8686 or mail to the WasteWise program at the following address:

**U.S. Environmental Protection Agency  
WasteWise (5306W)  
1200 Pennsylvania Avenue, NW.  
Washington, DC 20460**

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