

**Recognizing and rewarding  
New England's commitment to  
continuing environmental improvement.**

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**The Environmental Pocketbook**

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Recognizing and rewarding  
New England's commitment to  
environmental improvement.

EPA Region 1, New England  
SPN  
JFK Federal Building  
Boston MA 02203

*"One of my goals for EPA New England is to help small facilities take actions that are not only good for the environment, but good economically. This booklet is a step to help you to be more efficient and profitable."*

**welcome**

Welcome to the U.S. Environmental Protection Agency's Partners for Change Program. We have created this program to help you discover and take on responsible environmental practices.

This is your Environmental Pocketbook. In it, you will find:

- 1 **Information** about how to become a Partner for Change.
- 2 **Examples** of things you can do to improve your environmental bottom line.
- 3 **Resources** to provide you with more information about environmental practices.
- 4 **A Partners for Change Recognition Application.**

Consider this pocketbook your handy partner as you take steps to strengthen the environmental health of New England. We think you will find that taking steps to protect the environment can be both economically feasible and good for your business. Show your customers, peers and community that you can "do good and do well."

*Partners for Change is another way to reach out to the New England community and show that a healthy environment is good business."*

## WHAT IS THE PARTNERS FOR CHANGE PROGRAM?

2

the program

Most people care about the environment – some a little, some a lot. But when it comes to taking positive steps to preserve and protect our environment, many people just don't know where to start.

**EPA**Partners

for Change

That's why the U.S.

Environmental Protection

Agency (EPA) designed the Partners for Change program. It's a way for New England businesses – any business, organized group, or municipality – to discover and implement responsible environmental practices and be recognized in the community for those good efforts.

We're here to point out ways you can improve environmental performance and provide resources, information, support, and encouragement. We're here to show you that environmental actions can be economically feasible, rewarding, and just plain good for business.

*"We find that it is always best when the public and the private sector share in developing economically sound*



## the program

Partners for Change is open to any New England business, municipality or organized group. To become recognized as a Partner, follow these simple steps:

**A** Develop environmental goals for your organization and make sure all your employees are aware of them.

**B** Undertake at least **ONE** activity that results in a **SUBSTANTIAL AND PERMANENT** environmentally beneficial change to the way you do business. We've listed a number of ideas to get you going. The activity you choose may be in any one of the following categories:

- 1 Waste Reduction or Recycling**
- 2 Facility Changes**
- 3 Organizational Changes**
- 4 Education and Outreach**



**C** Fill out the Application and tell us what you did, how the activity met the Partners for Change requirements, and document the positive results.

*environmental practices. We learn from each other and come up with the most productive results."*

**the program - cont.**

In your reward application, tell us about efforts you have taken during the calendar year in which you apply.

Complete your application and submit your entry any time throughout the year, until **October 1**.



As soon as we confirm that the activities outlined in your application meet the program requirements, you will be recognized as a Partner for Change.

To continue your Partner for Change status in future years, you must demonstrate continued commitment by taking on additional actions building upon your past progress.

If your organization includes more than one facility, you can submit an application for just one facility, or the whole organization if all facilities participate.

For more information about the program call:  
EPA New England Environmental Assistance Team

**1-800-90NEEAT (1-800-906-3328)**

*"We installed a high-tech ammoniacal etch regeneration system which reduced ammonia usage from 130,000 pounds to less than 30,000*

## the reward

If your activities demonstrate a commitment and progress toward environmental improvement, these are the benefits you will receive as a Partner for Change:

- ① A window decal to show the community that you are an EPA Partner for Change.
- ② A Certificate of Recognition.
- ③ An invitation to attend and participate in our annual Partners for Change expo and workshop.
- ④ Inclusion in the Partners for Change Business-to-Business Directory so you can network with other like-minded people.
- ⑤ Inclusion in EPA press releases to regional newspapers, trade journals and other publications.
- ⑥ The right to market yourself as a Partner for Change in your advertising and marketing materials.



Join us as a Partner for Change. Let's work together and show others by example that everyone can make a difference.

*pounds annually, saving us tens of thousands of dollars beginning from day one, as well as making a positive impact on the environment."*

CHRIS FORD

PRINTED CIRCUIT CORP.

## what to do and where to start

This section provides you with examples of general activities you can do and programs you can implement to promote environmental improvements while protecting your bottom line.

Implementing these or other programs may qualify you to become a Partner for Change.

### WASTE REDUCTION OR RECYCLING

**Separate office materials for reuse:** toner cartridges, printer ribbons, packing peanuts, binders, file folders, paper clips, etc.

**Use less paper in your daily operations:** use e-mail, post employee notices, require fewer copies of forms, use routing slips instead of making multiple copies, etc.

**Separate shipping materials for reuse:** shipping pallets and durable containers such as drums, pails, plastic crates, jars, containers, bags and boxes, etc.

**Reduce or eliminate a waste stream:** use less toxic process materials, rethink packaging options, reduce wastewater discharge, etc.

*"We spent virtually no money, except time, to make sure things were operating efficiently. What we found was that*



**Collect materials for recycling off-site:**

office paper, mixed papers, plastic containers, chemicals, glass, metals, etc.



**Work with your suppliers:** Require your suppliers to offer products that are produced or packaged in an environmentally-preferable manner and support those suppliers that are best able to meet your needs. **Examples include:** low solvent content, high recycled materials content, concentrated formulas.

**Require suppliers to offer products** which perform in an environmentally-preferable manner. **Examples include:** low solvent content, biodegradable, recyclable, recycled, no hazardous content, give comparable results when less product is used.

**Create product specifications** favoring the environment, and distribute them on letter-head to your suppliers so they know you mean business.

**Perform yearly reviews** to identify where less toxic materials could be substituted in your operations (cleaning products, raw process materials etc.) and implement changes accordingly.

*over the course of the year, the changes made a dramatic impact on both dollars saved as well as pollution prevented."*

## what to do and where to start

### FACILITY CHANGES

**Conserve energy at your facility:** Insulate hot water tanks and pipes. Calculate energy savings when purchasing new equipment. Look for the **EPA EnergyStar** label for eco-friendly office equipment and HVAC equipment. Purchase compact fluorescent light bulbs and/or fixtures and install electronic ballasts where appropriate. Contact your utility company for an on-site energy audit to identify opportunities, products and cost savings.

**Create and use an energy/water checklist** for night guards or night managers to use as an addition to their regular security check. **Include:** lights out, equipment off, faucets tight. Document maintenance needs and follow through with repairs.

8

what to do

**Regularly inspect equipment** as part of a preventative maintenance program: clean filters for better air flow, clean and grease motors, keep equipment at the right temperature and make sure there is adequate air flow. Check for water, oil and other leaks and pipe drips.

*"We found that by installing a major new environmental technology, we removed one production step in that process alone, and cut back our air emissions by 85%."*

## EXAMPLE WORKSHEET Facility Walk-Through

### Target Materials for Waste Reduction

Based on a facility walk-through, list materials that could be targeted by your waste reduction program. For each waste type, list all potential waste prevention, recycling, and/or composting methods that could be effective.

WASTE TYPE	POTENTIAL WASTE REDUCTION METHOD
Office Paper	Develop company-wide double-sided copying policy.
Foam peanuts	Return to supplier for re-use. Collect in-house for re-use in our own shipments

**Redesign or reformulate a product** you make to reduce waste. Make the product or production of the product more efficient.

**Make purchases from suppliers closer** to your facility to reduce pollution associated with transportation and shipping costs.

**Change ordering procedures** so that you order only what you need, reducing product spoilage and accumulation of unneeded materials.

*This eliminated impurities and improved product yields. It was a win-win-win situation for all concerned."*

STEPHEN GREENE

POLAROID CORPORATION

## ORGANIZATIONAL CHANGES

Include environmental responsibility as an element in hiring practices as a business policy and incorporate environmental responsibility into employee performance reviews.

Encourage and reward employees for suggestions that improve your organization's environmental performance. Give the employees feedback on the suggestions, and implement appropriate recommendations.



Monitor, record and post usage and waste generation information for several materials used at your facility. The chart can include information on the amount of materials used/reduced and the associated cost savings. Place the chart where all employees can see it.

Encourage use of public transportation or other alternatives for work transportation: sell public transportation passes at your facility; provide free parking for car pool vans; provide flexible work hours for employees to accommodate public transportation and car-pooling schedules; install bike racks and showers; etc.

*"It's contagious! Once you begin to see a working model of successful environmental management, and you can do what others thought impossible, everything else becomes possible as well. The*



## EDUCATION AND OUTREACH

Produce an in-house newsletter containing information on environmental topics relevant to your facility. To find out what's relevant to your employees, create an informal eco-exchange bulletin board. Post an idea sheet and encourage employees to jot down good eco-ideas for work and home. Encourage fellow employees to bring in and post eco tips, quotes, photos, cartoons, etc.

Support employees attending locally sponsored workshops and seminars on environmental issues.

### PARTNERS FOR CHANGE TIPS REMEMBER:

**Rethink** your actions to be more resource efficient.

**Reduce** the amount of waste discarded.

**Request** vendors to supply materials that are more environmentally friendly.

**Reuse** containers and products.

**Recycle** Use recycled products, collect recyclables, and compost.

*entire culture of our operations has turned for the better, as well as our bottom line profits."*

ROBERT E. CHATEL

THE ROBBINS CO.

## what to do and where to start

### EDUCATION AND OUTREACH - CONT.

Hold tours of your facility to highlight environmental achievements, show your leadership, and help others improve their performance.

Select a non-profit community group and partner for a series of environmental activities – park, beach or riverbank cleanups, sponsor hazardous waste collection/education days, hold environmental fairs for kids, etc.

Encourage and recognize employees who take part in your environmental education and outreach activities. Hold a drawing of employees who have made eco-suggestions or participated in eco-activities and give away water-saving kits, energy-saving light bulbs, monthly public transportation passes, etc.

*Once you've become a Partner for Change you can tell your peers, your colleagues and community about your achievements and market*

## resources

This section provides you with ways to communicate with environmental agencies and groups should you have any questions or need information.

### environmental helplines



**WHO** EPA New England Environmental Assistance Team (NEEATeam)

**WHAT** Pollution prevention and compliance assistance

**PHONE** 800-90-NEEAT (800-906-3328)

**ADDRESS** NEEATeam  
USEPA JFK Federal Building-SPN  
Boston, MA 02203

**INTERNET** <http://www.epa.gov/region01>

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**WHO** EPA Region 1 Library

**WHAT** General environmental information

**PHONE** 888-EPA-LIBR (617-565-3300)

**ADDRESS** **MAILING ADDRESS** EPA Library  
USEPA JFK Federal Building  
Boston, MA 02203  
**STREET ADDRESS** 1 Congress Street  
Boston, MA

*yourself as a Partner for Change. Your responsible actions will become another way to differentiate your business in an ever-changing marketplace.*

## environmental helplines

### EPA Region I Waste Research Librarian

WHO

Solid and hazardous waste, recycling, and  
pollution prevention

WHAT

617-565-3282

PHONE

Fred Friedman

ADDRESS

USEPA JFK Federal Building-SPP

Boston, MA 02203

Freidman.fred@epamail.epa.gov

E-MAIL

### EPA EnergyStar Programs

WHO

Energy efficiency techniques and products

WHAT

617-565-3702 or 888-STAR YES

PHONE

Norman Willard

ADDRESS

USEPA JFK Federal Building-SPT

Boston, MA 02203

<http://www.epa.gov/gcdoar>

INTERNET



### EPA Solid Waste Assistance Program

WHO

Solid waste management, source  
reduction, recycling, composting

WHAT

800-677-9424

PHONE

### EPA WaterWiser

WHO

Water conservation information

WHAT

800-559-9855

PHONE

<http://www.waterwiser.org>

INTERNET

*"By rethinking the processes of metal finishing, The Robbins Company invested in a closed loop water system. Not only did this cut back on the amount of water we used from 1/2 million gallons weekly to 700 gallons, but also*



**WHO EPA Pollution Prevention Information Clearinghouse (PPIC)**

**WHAT** Written pollution prevention documents and referral service

**PHONE** 202-260-1023

**ADDRESS** US EPA-PPIC  
401 M Street SW (3404)  
Washington, DC 20460

**WHO EPA Center for Environmental Research Information**

**WHAT** Written pollution prevention documents (many are industry, process, and material specific)

**PHONE** 513-569-7562

**ADDRESS** Center for Environmental Research Information  
26 West Martin Luther King Drive  
Cincinnati, OH 45268

**WHO EPA Small Business Ombudsman Hotline**

**WHAT** Regulatory and environmental information for small businesses

**PHONE** 800-368-5888

**ADDRESS** Small Business Ombudsman  
US EPA  
401M Street SW (1230-C)  
Washington, DC 20460



*allowed us to use distilled water instead of drinking water, a more favorable, purer water supply. This made our metal finishes longer-lasting and more resilient to sun and weathering."*

ROBERT E. CHATEL

THE ROBBINS CO.

## environmental helplines

### Northeast Waste Management Officials' Association (NEWMOA)

WHO

Pollution prevention information

WHAT

617-367-8558

PHONE

NEWMOA

ADDRESS

129 Portland Street

Boston, MA 02114

### CT Department of Environmental Protection

WHO

Pollution prevention information

WHAT

860-424-3246

PHONE

Mary Sherwin

ADDRESS

CT DEP Bureau of Waste Management

79 Elm Street

Hartford, CT 06106-5127

### CT Technical Assistance Program (ConnTAP)

WHO

Pollution prevention technical assistance

WHAT

860-241-0777

PHONE

ConnTAP - Robert Brown

ADDRESS

50 Columbus Blvd. - 4th Floor

Hartford, CT 06106



*"I was able to see that taking the time to integrate environmental management into our manufacturing operations was more than just favorable economics and a limit to liability. I saw that we could respond*

**WHO** **CT Department of Environmental Protection**

**WHAT** Information on regulatory requirements

**PHONE** 860-424-3000

**ADDRESS** CT DEP  
79 Elm Street  
Hartford, CT 06106

**WHO** **ME Department of Environmental Protection**

**WHAT** Pollution prevention technical assistance

**PHONE** 207-287-7881

**ADDRESS** ME DEP  
Ann Pistell - Office of Innovation and Assistance  
State House Station 17  
Augusta, ME 04333

**WHO** **ME Department of Environmental Protection**

**WHAT** Information on regulatory requirements

**PHONE** 207-287-7688

**ADDRESS** ME DEP  
State House Station 17  
Augusta, ME 04333

**WHO** **MA Office of Technical Assistance**

**WHAT** Pollution prevention technical assistance

**PHONE** 617-727-3260

**ADDRESS** MA Office of Environmental Affairs - OTA  
100 Cambridge Street, Room 2109  
Boston, MA 02202

**INTERNET** <http://www.magnet.state.ma.us/ota>

*to our customers far better, and produce better quality products in a more timely manner. This gave us a tremendous competitive edge."*

ROBERT E. CHATEL

THE ROBBINS CO.

**environmental helplines****MA Department of Environmental Protection**

WHO

**Information on regulatory requirements**

WHAT

617-292-5500 or 617-338-2255 (automated)

PHONE

MA DEP

ADDRESS

One Winter Street  
Boston, MA 02108**MA Manufacturing Partnership**

WHO

Assistance to small- and medium-sized  
manufacturers in improving their competitiveness

WHAT

617-292-5100

PHONE

MA Manufacturing Partnership  
101 Summer Street  
Boston, MA 02110

ADDRESS

**Toxics Use Reduction Institute (TURI)**

WHO

Information on public policy, technology transfer, and  
business management related to pollution prevention

WHAT

508-934-3275

PHONE

TURI

ADDRESS

University of MA-Lowell  
One University Ave  
Lowell, MA 01854  
<http://www.uml.edu/turi>

INTERNET

*"Polaroid recognized from the start that it was  
important to be a good corporate citizen.  
Ultimately, if you watch out for the well-being*



WHO	<b>NH Department of Environmental Services</b>
WHAT	Pollution prevention technical assistance
PHONE	603-271-2902
ADDRESS	NH DES Pollution Prevention Program - Vince Perelli 6 Hazen Drive Concord, NH 03301-6509
INTERNET	<a href="http://www.statenh.us/des/discover.htm">http://www.statenh.us/des/discover.htm</a>

WHO	<b>NH Department of Environmental Services</b>
WHAT	Information on regulatory requirements
PHONE	603-271-3503
ADDRESS	NH DES 6 Hazen Drive Concord, NH 03301

WHO	<b>RI Department of Environmental Management</b>
WHAT	Pollution prevention technical assistance
PHONE	401-277-3434
ADDRESS	RI DEM Pollution Prevention Program 235 Promenade St. Providence, RI 02903

WHO	<b>RI Department of Environmental Management</b>
WHAT	Information on regulatory requirements
PHONE	401-277-2771
ADDRESS	RI DEM 9 Hayes Street Providence, RI 02908

*of your employees and your customers, you will be successful in the marketplace."*

STEPHEN GREENE

POLAROID CORPORATION

**environmental helplines****Narragansett Bay Commission**

WHO

Compliance and pollution prevention technical assistance

WHAT

401-277-6680

Narragansett Bay Commission

PHONE

235 Promenade Street

ADDRESS

Providence, RI 02903

**VT Agency of Natural Resources**

WHO

Pollution prevention and technical assistance

WHAT

802-241-3470

PHONE

VT ANR – Environmental Assistance Division

ADDRESS

103 South Main Street

Waterbury, VT 05671-0411

**VT Agency of Natural Resources**

WHO

Information on regulatory requirements

WHAT

802-241-3636

PHONE

VT ANR

ADDRESS

103 South Main Street

Waterbury, VT 05671

**WASTE  
Wi\$E****WasteWi\$e**

WHO

Information on reducing solid waste

WHAT

800-EPA-WISE (372-9473)

PHONE

US EPA

ADDRESS

401 M Street, SW

Washington, D.C. 20460

*"Our new environmental process will  
allow us to add more eco-efficiency to our  
manufacturing and to implement continual,*

WHO

**Enviro\$en\$e**

WHAT

Pollution prevention information and links to federal and state pollution prevention related web sites

INTERNET

<http://es.inel.gov>

WHO

**EPA Internet Site**

WHAT

Variety of topics including pollution prevention and financing information

INTERNET

<http://www.epa.gov>

**PARTNERS FOR CHANGE ENERGY TIPS The TOP 10**

Here are ten energy-saving things you can do right now.

- 1 Turn off lights when you leave a room.
- 2 Remove unneeded light bulbs, but keep enough task lighting.
- 3 Use lower wattage bulbs when possible.
- 4 Lower your thermostat settings in winter and raise them in summer.
- 5 Caulk and insulate wherever air might leak in or out.
- 6 Fix all leaky faucets and any continuously running toilets.
- 7 Reduce temperature of your domestic hot water (but you must make sure it is in accordance with local building and health codes).
- 8 Turn off or cut back on heating and air-conditioning an hour of two before closing, but keep adequate air circulation.
- 9 Make sure controls such as thermostats and timers are calibrated properly.
- 10 Make sure your heating, cooling, and lighting systems are properly maintained (e.g. clean light bulbs — sometimes you can reduce the number of lamps per fixture with this simple step, and still get enough light).

*effective pollution prevention. It enables us to be better product stewards."*

ED SURETTE

M/A-COM INC.

## publications

**Access EPA.** Directory. Includes public information tools, hotlines, state environmental libraries, information services. 1993 edition, EPA 220-B-93-008. **CONTACT:** Public Information Center, U.S. EPA (3404), 401 M Street SW, Washington, DC 20460. **TEL** (202) 260-2080

**Financing Pollution Prevention Investments: A Guide for Small and Medium Sized Businesses.** A free guidebook for small to mid-sized companies on potential public and private sources of funding throughout the six New England states for pollution prevention projects. **CONTACT:** EPA's New England Environmental Assistance Team **TEL** (800) 906-3328

**International Journal of Environmentally Conscious Manufacturing.** Quarterly journal. Provides information to manufacturers and the general public on advances and research in the field. **CONTACT:** ECM Press, P.O. Box 20959, Albuquerque, NM 87154-0959

**National Directory of U.S. Energy Periodicals.** Directory. Lists 700 publications on energy topics. The **National Directory of U.S. Energy Periodicals** contains listings for 1,000+ non-profit groups involved in energy issues. Available in hard copy, diskette, mailing labels. **CONTACT:** Public Citizen, 215 Pennsylvania Avenue SE, Washington, DC 20003. **TEL** (202) 546-4996

**Northeast States Pollution Prevention News.** Free quarterly newsletter. **CONTACT:** Northeast Waste Management Officials Association, 129 Portland Street, 5th floor, Boston, MA 02114. **TEL** (617) 367-8558

*Consider purchasing equipment that has a good service plan to assure your business that you will be able to repair equipment many*



**EPA Pollution Prevention Fact Sheet: Recent Publications.** Periodical fact sheet. **CONTACT:** PPIC. **TEL** (202) 260-1023

**EPA Pollution Prevention News.** Free bimonthly newsletter. Addresses pollution prevention topics including EPA reports, state programs, calendars of conferences and events. **CONTACT:** Pollution Prevention News, U.S. EPA (7409), 401 M Street SW, Washington, DC 20460.

**Pollution Prevention & the Bottom Line.** A free EPA-New England quarterly bulletin addressing pollution prevention topics. Includes a calendar of conferences and events in New England. **CONTACT:** EPA's New England Environmental Assistance Team **TEL** (800) 906-3328

**Pollution Prevention Review.** Quarterly journal. Addresses source reduction and waste minimization with emphasis on technical and institutional issues in industrial settings. **CONTACT:** Executive Enterprises, Inc., 22 West 21st St., NY, NY 10010-6990 **TEL** (800) 332-8804

**Pollution Prevention Update.** Addresses legislation, EPA initiatives, Roundtable activities, and pollution prevention program activities. **CONTACT:** National Pollution Prevention Roundtable, 2000 P Street NW, Suite 708, Washington, DC 20036 **TEL** (202) 466-7272

**Small Business Ombudsman: Update Newsletter.** Free quarterly newsletter. Contains updates on recent EPA activities that pertain to small businesses. **CONTACT:** EPA's Small Business Ombudsman **TEL** (800) 368-5888

*years from now instead of purchasing anew.  
Consider investing in durable, energy-efficient  
appliances with good warranties.*



## Partners for Change Program Application

Answer all questions.  
Attach additional pages if necessary.  
Please be brief but clear.

1

NAME

TITLE

NAME OF COMPANY / MUNICIPALITY / ORGANIZATION

ADDRESS

PHONE

FAX

E-MAIL ADDRESS

2

Date:

3

How did you hear about this program?

4

What does your business/facility/department/organization do?

5

Describe the size of your facility (number of employees).

6

Attach a copy of your facility's environmental goals. How have you communicated these goals to your employees?

7

Check the category(ies) that best describes the activity(ies) for which you are seeking recognition.

☐ waste reduction or recycling

☐ facility changes

☐ organizational changes

☐ education or outreach

CONTINUED

## Partners for Change Program Application

- 8 Describe in detail the action(s) you have taken. Show how it was long-term and substantial. When did the activity(ies) occur? (Attach additional pages if necessary.)


### 25 application

- 9 Document in detail the results of these activities (example: how much water was saved through a water conservation program). (Attach additional pages if necessary.)


To the best of my knowledge, \_\_\_\_\_ is not currently involved in any formal federal, state or local administrative or judicial environmental enforcement action.

NAME OF ORGANIZATION

SIGNATURE

NAME (PRINT CLEARLY)

TITLE

ADDRESS

Mail application to:



**EPA** Region 1, New England  
SPN

JFK Federal Building  
Boston MA 02203

**SUBMIT YOUR APPLICATION BEFORE OCTOBER 1.**



calling card

Place this handy card in your file to easily contact EPA with questions you may have.



for Change

EPA New England  
Environmental Assistance  
Team (NEEATeam)

Partners for Change AnswerLine.  
Pollution prevention and  
compliance assistance.

800-90-NEEAT  
800-906-3328

NEEATeam

JFK Federal Building-SPN  
Boston, MA 02203

<http://www.epa.gov/region01>