



The U.S. generates more waste than any other country. Each American throws out an average of 4.5 pounds of trash per day. By comparison, Germany and Sweden generate only 2 pounds of waste per day per person.

In this project, help reduce waste, conserve energy and save landfill space by encouraging your community to reduce, reuse, recycle and donate instead of throwing old things away. Hold an interactive workshop to inspire your community to recycle, reduce, and reuse.

Did You Know?

- Recycling one aluminum can saves enough energy to keep a 100-watt bulb burning for almost four hours or to run your TV for 3 hours
- Manufacturing bottles from recycled plastic uses 70% less energy than manufacturing them from scratch.
- Manufacturing one ton of paper from recycled fibers instead of virgin fibers saves 7,000 gallons of water, 17-31 trees, 4,000 KWh of electricity, and 69 pounds of air pollutants.
- Paper accounts for 40% of an average landfill's contents.
- Reducing the amount of disposable materials you use is even better than recycling. NOT manufacturing an extra can, plastic bottle or piece of paper requires ZERO energy.

Timeline:

- **Project Proposal due online:** 2 weeks after the Community Organizing class
- **Part I: Preparation:** ~1 month
- **Part II: Workshop:** 3 hours (1 hour set up; 1½ hour workshop; ½ hour clean up)
- **Part III: Follow Up and Tracking Environmental Benefits (1-2 weeks after the workshop):** 1-2 hours
- **Part IV: Final Report due online:** 2 weeks after your project is complete

Materials:

- Reusable canvas bags
- Reusable water bottles
- **Guide to Recycling Household Hazardous Waste** flyer
- Copies of the **'What's in the Trash' Waste Audit**
- **Recycling Drop Off Center** maps
- **Blue Cart Recycling** brochures
- **Blue Cart Recycling** magnets
- **\$800 Savings Challenge** cards

Part I: Preparation

~1 month

1. **Become an expert!** C3 classes should have provided you with a basic background in recycling issues, but you may want to learn more before you start planning your project. Read through this project guide and the attached **Guide to Recycling Household Hazardous Waste**. Also, visit the city's recycling homepage: <http://www.chicagorecycles.org>. Finally, check out some of the websites listed below under **Additional Resources**.
2. **Define your project vision and goals.** What do you hope to achieve by doing this project? How many community members do you hope will participate in your workshop? What specific environmental benefits do you hope to achieve?
3. **Choose a community and audience to serve.** Decide to whom you will present your workshop. Refer to your **Asset Map** for ideas.
4. **Gather a project team.** Refer to the **Building Your Project Team** worksheet in the **Project Development Workbook**.



Ways to Involve Your Project Team

- Ask your project team to help you brainstorm ideas and create an outline for your workshop. Team members can also help you create, edit, and/or practice your presentation.
 - Make a list of locations where you want to place advertisements for your workshop. Ask your team members to sign up to distribute advertising materials to some of these locations.
 - Workshops need people power to run smoothly. Sign up your team members as workshop volunteers.
 - Two people could help with a registration table making nametags, distributing handouts, and taking registration information. Be sure to make a script for your volunteers to follow so they know exactly what information to collect from your workshop attendees and why that information is collected.
 - A team member could introduce you at the workshop, help set up any AV equipment, pass out materials during your presentation, etc.
 - After the workshop, your project team could help with follow up calls, contacting participants (to make sure you have all the information you want to collect).
 - Let them know the results. Your team will definitely be interested in the success and progress of your project. Keep them informed and involved along the way.
5. **Create a basic outline for your workshop.** With the help of your project team, decide what you will do at your workshop. The workshop should have both an educational and an action component. We recommend choosing one of the following ideas to start with:
- **Recycling basics workshop:** Gather your neighbors for an information session about how recycling works in your community. Remember, Chicago's Blue Cart Program is not available to all residents, including those in multi-unit buildings. These residences are served by private waste haulers as are many of your office facilities. However, the city does offer several Recycling Drop-Off Centers throughout Chicago for those who would still like to take advantage of the Blue Cart Program.

As part of your workshop, explain where residents can recycle, how to recycle, what happens to the recyclables once they are collected, and what the benefits of recycling are. The website www.chicagorecycles.org is a great place to find this information, and C3 can provide you with brochures as well. Also check out the **Additional Resources** section below.

For the action component of your project, you could ask participants to fill out **\$800 Savings Challenge** cards, provide materials that aid participants in recycling (e.g., **Blue Cart Recycling** magnets and brochures), or collect materials that can be recycled in your neighborhood (e.g., plastic bags which are collected at major supermarkets). Distribute the **'What's in the Trash' Waste Audit'** attached, and ask participants to fill it out at home.

Spice Up Your Project (optional)

Create a map of and/or guide to all of the recycling options in your neighborhood. Start with the **Additional Resources** and **Guide to Recycling Household Hazardous Waste** below, and add in recycling resources that are specific to your neighborhood, such as drop off centers and public schools (e.g. most Chicago Public Schools utilize outdoor dumpsters for paper recycling collection; these are available for both student and local residents' use).

- **Reuse/reduce workshop:** Organize a workshop on reusing and reducing. At the workshop, explain the importance of reducing the waste that we send to the landfills. Hand out materials such as canvas shopping bags or reusable drinking bottles that will help participants reduce their waste.
- Include an interactive event as part of the workshop. For example, you might collect old clothes, furniture, computers or cell phones to donate to your favorite charity; or organize a community "Materials Exchange Day" where people can swap their used goods.



You can also get creative and make art from the reused materials collected. Display the art at a local community center (school, library, etc.) as part of an educational display.

To help participants continue their reduce/reuse education, ask them to fill out the **'What's in the Trash' Waste Audit** attached.

6. **Find a location and set up a date and time for your event.** The venue you choose will depend on the audience to whom you present your workshop. Make sure to contact the appropriate person at the venue to check availability and reserve a date and time. Confirm logistics (e.g., who will open the building/gate?). Possible locations include:
 - Neighborhood community center (e.g. gym, art center, library, school, church, park building)
 - Alderman's office
 - Your office
 - Condo association meeting
7. **Order materials through your liaison.** Refer to your Material Checklist in your Project Proposal.
 - Confirm with your C3 liaison final quantities of each material requested and the address where materials should be shipped. Note: Some materials will need to be picked up at the Chicago Center for Green Technology, 445 N. Sacramento Blvd.
 - Materials can take up to 3 weeks to arrive after C3 orders them so **plan ahead!**
8. **Advertise.** Make sure to use the newsletters, listhosts, bulletin boards, etc. that serve your community and/or your venue. You might also advertise using:
 - Community newspapers and newsletters
 - Aldermen's newsletters
 - A nearby Park District Fieldhouse
 - Signs at your location (e.g., community center, office, etc.)
 - Signs/booth at neighborhood events

Make sure to put your contact information on all advertisements. Consider asking people to RSVP so you know in advance how many people to expect.
9. **Prepare for your workshop.** Gather supplies, create handouts, and plan your presentation.

Spice Up Your Project: Become a Recycling Block Captain (optional)

The Blue Cart separate collection recycling program takes place in select locations across the city. To ensure the program's success, the Department of Environment is calling upon residents in these communities to become Recycling Block Captains. Becoming a Block Captain will not count as a C3 project on its own, but it will provide you with the resources to encourage recycling in your neighborhood.

Recycling Block Captains are asked to:

- answer questions for their neighbors and generate enthusiasm;
- provide the City with feedback about the program; and
- help spread the word about future recycling-related activities, such as composting, battery collection, and the Household Chemicals and Computer Recycling Facility (1150 N. North Branch St.)

They are also asked to help the city:

- build a successful Blue Cart recycling program in each ward;
- reduce the amount of waste in our landfills;
- encourage new business markets and outlets for recycled products; and
- provide for the safety of our children, families, and City workers by reducing hazards in our garbage.

To enroll: Talk to your C3 liaison, call (312) 744-5702 or visit

<http://www.cityofchicago.org/city/webportal/jsp/forms/blockCaptainSignup/index.jsp>.



Part II: Workshop

3 hours: 1 hour set up, 1½ hour workshop, ½ hour clean up

Put all your planning and preparation to work! Make sure to:

- Get there at least 15 minutes early to set up.
- Ask participants to take the pledge. Let them know that you will use their contact info to contact them in ~1-2 weeks to track what changes they've made in their lives.
- Provide nametags and make sure everyone introduces themselves
- Ask for questions and feedback at the end of the workshop
- Take pictures!

Part III: Follow-Up and Tracking Environmental Benefits (1-2 weeks after the workshop):

~1-2 hours

1. **Follow-up with participants.** A few weeks after your workshop, contact your participants to track environmental benefits. We suggest that you either call or send each participant a short survey. For example, ask:
 - What they found out from doing the **'What's in the Trash' Waste Audit**.
 - If they've reduced their waste or started reusing or recycling more, and if so, by how much.
 - If they have any questions you can answer.
2. **Calculate environmental and community benefits.** Based on your workshop and participants' survey responses, estimate the benefits of your project. Be sure to include:
 - How many people participated in your workshop.
 - How many reusable bags or drinking bottles you distributed, waste you diverted from landfills, etc.
 - How participants changed their behavior (reducing, reusing, recycling) as a result of your project.
 - Any publicity you received (e.g., 1 community paper write-up about your project).

Turn in Final Report

Within 2 weeks of project completion

As soon as you've calculated environmental benefits, please fill out your **Final Report** online. Corresponding materials such as digital photographs, outreach flyers or posters, press releases, or news clippings should be emailed to conservation@cityofchicago.org. Please also enter the information from your **\$800 Savings Challenge** cards on www.chicagoclimatereaction.org.

Additional Resources

- City of Chicago's recycling homepage: www.chicagorecycles.org
- Chicago Recycling Coalition. Advocates for better recycling in Chicago: www.chicagorecycling.org
- EPA's Reduce, Reuse, Recycle Overview: <http://www.epa.gov/waste/conservation/rrr/index.htm>
- EPA's Household Hazardous Waste Overview: <http://www.epa.gov/epawaste/conservation/materials/hhw.htm>
- Earth911. Information on recycling, household hazardous waste and other environmental issues. Includes information specific to your community: www.earth911.org/master.asp
- Material Exchange. Check out these artists' websites for creative inspiration on reusing old materials: www.material-exchange.org

Guide to Recycling Household Hazardous Waste (HHW)

Chicago Department of Environment

List of Common HHW Products and Safety Tips

Cleaning Products

- Oven cleaners
- Drain cleaners
- Wood and metal cleaners and polishes
- Toilet cleaners
- Tub, tile, shower cleaners
- Bleach (laundry)
- Pool chemicals

Lawn and Garden Products

- Herbicides
- Insecticides
- Fungicides/wood preservatives

Indoor Pesticides

- Ant sprays and baits
- Cockroach sprays and baits
- Flea repellents and shampoos
- Bug sprays
- Houseplant insecticides
- Moth repellents
- Mouse and rat poisons and baits

Automotive Products

- Motor oil
- Fuel additives
- Carburetor and fuel injection cleaners
- Air conditioning refrigerants
- Starter fluids
- Automotive batteries
- Transmission and brake fluid
- Antifreeze

Miscellaneous

- Batteries
- Mercury thermostats or thermometers
- Fluorescent light bulbs
- Driveway sealer

Workshop/Painting Supplies

- Adhesives and glues
- Furniture strippers
- Oil or enamel based paint
- Stains and finishes
- Paint thinners and turpentine
- Paint strippers and removers
- Photographic chemicals
- Fixatives and other solvents

Tip #1 Use and store products containing hazardous substances carefully to prevent any accidents at home. Never store hazardous products in food containers. Do not mix products from the different groups shown above. Keep products containing hazardous materials in their original containers and never remove the labels. Corroding containers, however, should be repackaged and clearly labeled. This will prevent accidental ingestion and also can help protect sanitation workers.

Tip #2 When leftovers remain, never mix household hazardous waste with other products. Incompatibilities may react, ignite, or explode; contaminated household hazardous waste may become unrecyclable.

Personal Protective Clothing and Other Items for Safely Handling HHW

- Safety glasses
- Gloves – rubber, leather – wear rubber gloves under leather gloves. Many of the containers are sharp and therefore the leather gloves will provide protection. The rubber gloves will prevent chemicals from contacting skin.
- Long-sleeve shirt and long pants
- Soap & water – for cleaning after collecting, or for washing off chemicals
- Fire extinguisher

Where to Recycle Household Hazardous Waste

City of Chicago Household Chemical and Computer Recycling Center

The Household Chemical and Computer Recycling Center is the city's first permanent hazardous waste recycling facility. In addition to responsibly disposing of hazardous products from landfills, the center will train ex-offenders in electronics recycling. Many of the electronics will be taken apart and recycled, while newer computers will be refurbished through the program and made available to local schools, churches, non-profit groups and low-income families.

The facility accepts the following materials for recycling or safe disposal: antifreeze, used motor oil, old gasoline, oil-based paints, paint thinners, aerosol paints, herbicides, insecticides, pesticides, lawn chemicals, solvents, drain cleaners, cleaning products, pool chemicals, hobby chemicals, mercury, fluorescent lamps and bulbs, computers and cell phones. People can also use the Paint Exchange Room to swap old paints with one another for free.

These materials are accepted during the facility's hours of operation: Tuesdays from 7 a.m. to noon; Thursdays from 2 p.m. to 7 p.m., and the first Saturday of every month from 8 a.m. to 3 p.m.

Drop off household chemicals and electronics at:

Household Chemical and Computer Recycling Center, 1150 N. North Branch St. on Goose Island

Recycle Batteries

Participate in the City's household battery recycling program at all Chicago Public Libraries and Walgreens stores. By recycling your batteries you will help keep these materials out of the waste stream and the battery components will be reclaimed for reuse. All common dry cell batteries can be recycled, including alkaline, rechargeable, and other common types. Wet cell batteries, like car batteries, cannot be recycled through this program. Funding for the City of Chicago's battery recycling program has been provided in part through a grant from the Illinois Department of Commerce and Economic Opportunity. Drop off batteries at **Chicago Public Libraries** and **Walgreens Stores' Photo Centers**.

This recycling program includes most disposal and rechargeable batteries used in the home, including:

- Alkaline Batteries, these are the typical disposable batteries, Duracell, Energizer, Ever Ready
- Lithium Batteries, these are typically found in cameras
- All Button Type Batteries, often found in watches and smaller electronic devices

Recycle Corks

Yemm & Hart Ltd. recycles cork stoppers. The company reprocesses the corks into a block that is sliced into thin sheets that will be offered for sale, made into tack boards, award plaques, coasters, and more. If the company gets enough corks, they may begin to produce recycled cork floor tiles. Collect and mail your cork stoppers *prepaid* (paid by sender) to Yemm & Hart via UPS or USPS: **Wine Cork Recycling, Yemm & Hart Ltd**, 425 North Chamber Drive, Fredericktown, MO, 63645. Or visit <http://www.yemmhart.com/news+/winecorkrecycling.htm> for more information.

Recycle Cell Phones

There are more than 150 million cellular users in the United States alone. About 40 million phones turnover or "churn" annually. If you add in the rapidly growing number of out of use phones, it is estimated that by 2005 there will be over 700 million retired phones in the U.S. Seventy-five percent of these out-of-use phones will be in people's drawers at home or at work. The balance is going to landfills or is recycled. The EPA estimates that this quantity of cell phones is equal to about 250,000 tons of toxic materials.

ECO-CELL is an organization that takes used cell phones, accessories and cell phone batteries and recycles them using the best demonstrated technologies for recycling e-waste. Approximately 80% of the phones collected will be refurbished and reused by first-time users abroad or by selected local organizations, such as Hospital patients for emergency 911 calls. All unusable cell phones and accessories will be recycled under strict EPA guidelines by certified recyclers.

ECO-CELL pays non-profits to collect cell phones as a fundraiser. Select organizations will receive dollars from ECO-CELL for the phones to aid in their fundraising as an added benefit. To learn more about ECO-CELL and participating local non-profits, visit <http://www.eco-cell.org/>. You can also drop off cell phones at the city's **Household Chemical and Computer Recycling Center** at 1150 N. North Branch Street on Goose Island.

Recycle CD-ROMS

Plastics Recycling Inc, located in Indianapolis, grinds the CDs down and reuses the plastic for automotive parts and the spindles for adding machine rolls. The firm is capable of handling large quantities, so please share the information with colleagues, friends and family. CDs must be sent without sleeves or cases. Send CDs to: **Plastics Recycling Inc. (Allen Shaw)**, 2015 S. Pennsylvania, Indianapolis, IN 46625, 317-780-6100

Recycle Floppy Disks & Videocassettes

Alternative Community Training (ACT) is a non-profit organization whose mission is to provide personalized support to individuals with disabilities as they become full and valued members of the community. The company employs over forty disabled employees who erase and then package floppy disks and videocassettes every day. By donating these items, you not only dispose of unwanted materials, but also support the training and development of these individuals. For more information see <http://www.actrecycling.org/donations/>. Mail to floppy disks and videocassettes to: **Alternative Community Training**, 2200 Burlington, Columbia, Missouri 65202

Recycle Tyvek® Envelopes

Turn any Tyvek® envelope inside out, so the unprinted white surface shows on the outside. Stuff the inside-out Tyvek® envelope with other used Tyvek® envelopes for recycling. For small quantities (less than 25 envelopes/month), address and mail the envelope to: **Tyvek Recycle. Attn: Shirley B. Wright, Tyvek® Recycling Specialist**, Fort Darling Road, Richmond, VA 23237. See http://www2.dupont.com/Tyvek_Envelopes/en_US/tech_info/tech_environ.html to find out how to recycle larger quantities.

