



# Cigarette Butt Litter Reduction Checklist Offices & Corporate Facilities

As our society has become more waste and energy conscious, Businesses, Govt Depts and Organizations have made significant improvements in recycling practices, waste reduction and energy efficiency to minimize their impact on the environment.

However, until recently, cigarette butt litter, the world's largest environmental litter problem, has not received the same degree of attention. Cigarette butt litter outside buildings, and scattered by the billions across our cities and countryside has increased considerably since the introduction of indoor & vehicular smoking bans, and this litter rapidly enters our storm-water and aquatic systems - poisoning our environment, degrading its beauty and taking years to break down.

Cigarette butt litter at corporate facilities is primarily created by industry staff & employees, and to a lesser extent by visitors, customers & contractors. They're the only ones who can actually reduce the problem of butt litter, but they need help to do it. Appropriate butt disposal is even more crucial because cigarette butt litter creates more cigarette butt litter. Research proves that an adequate butt litter disposal infrastructure can often virtually eliminate the problem.

Butt litter responsibility provides the means for responsible business owners and Management to assess their efforts to provide adequate education and disposal infrastructure in order to reduce the cigarette butt litter emanating from their business activities, whilst simultaneously promoting the highest standards of environmentally responsible trading.

## Are you Butt Litter Responsible?

Below is a checklist to assist you to determine if you are cigarette butt litter responsible.

**Step 1:** Tick the appropriate boxes.

**Step 2:** Total the number of yes ticks for both Education and Disposal Infrastructure.



### Education

	Yes	No
1. Do you provide education to your Customers, Staff & Contractors about:		
a. The environmental effects of cigarette butt litter?	<input type="checkbox"/>	<input type="checkbox"/>
b. Fines and penalties possible for littering cigarette butts?	<input type="checkbox"/>	<input type="checkbox"/>
c. Alternatives to littering?	<input type="checkbox"/>	<input type="checkbox"/>
d. Appropriate and effective disposal methods?	<input type="checkbox"/>	<input type="checkbox"/>
2. What communication methods do you use:		
a. Personal Contact?	<input type="checkbox"/>	<input type="checkbox"/>
b. Newsletter or E-Mag etc?	<input type="checkbox"/>	<input type="checkbox"/>
c. Website / Internet / Intranet?	<input type="checkbox"/>	<input type="checkbox"/>
d. Flyers, Posters, Signage?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you instruct your staff as to where they should (or shouldn't) smoke and in turn how they should responsibly dispose of their cigarette butts?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you inform your customers and contractors as to how they should appropriately dispose of their cigarette butts?	<input type="checkbox"/>	<input type="checkbox"/>

