



# Cigarette Butt Litter Reduction Checklist

## Retail & Shopping Facilities

As our society has become more waste and energy conscious, Businesses, Councils 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 retail facilities is primarily created by customers and to a lesser extent by industry staff, employees & 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 has proven 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"/>



# Disposal Infrastructure

Yes      No

1. Do you provide adequate external butt disposal infrastructure for your customers, staff and contractors at your facilities and if yes what type?
  - a. Wall-mounted, Table-top or Floor Ashtrays  Yes  No
  - b. Any other means of appropriate butt disposal  Yes  No
  
2. Do you promote butt litter responsibility by your customers, staff and contractors by providing them with Personal Ashtrays?  Yes  No

Once your checklist is completed, calculate your scores and check your responsibility rating using the table below.

**If you wish to discuss your rating or have any questions regarding how to improve your butt litter responsibility rating, or you are interested in implementing a butt litter reduction campaign, please contact No Butts and we will be happy to assist you.**

Your Scores: Total number of ticks in each category

Category:	Ticks:
Education	_____
Disposal Infrastructure	_____
<b>Total Ticks</b>	<b>_____</b>

Your Ratings:

<b>0 Ticks</b>	No effort has been made to reduce the cigarette butt litter emanating from your Customers, Employees or Contractors.
<b>1-2 Ticks</b>	Minimal effort has been made to reduce cigarette butt litter.
<b>3-6 Ticks</b>	Some effort has been made to reduce cigarette butt litter.
<b>7-11 Ticks</b>	Significant steps have been taken to educate Customers, Employees and Contractors and to provide adequate disposal infrastructure.
<b>12 Ticks</b>	All necessary steps have been taken to ensure maximum prevention of cigarette butt litter by Customers, Employees or Contractors.

For more information on butt litter responsibility and assistance with how your business can help reduce the problem of cigarette butt litter contact No Butts today.

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