



Cigarette Butt Litter Compliance Checklist

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

Yet, cigarette butt litter, the world's largest environmental litter problem, has not received the same degree of attention. Cigarette butt litter outside buildings has increased since the introduction of indoor smoking bans, and this litter rapidly enters our stormwater and aquatic systems. So far, efforts to reduce it in and around buildings have been patchy and inconsistent.

Cigarette butt litter outside buildings is created by employees, customers/clients or suppliers using that building. They are the only ones who can reduce the litter, but they need help.

Butt litter compliance provides the means for building owners and/or tenants to assess their efforts to provide adequate education and disposal infrastructure for reducing cigarette butt litter around their buildings.

Are you Butt Litter Compliant?

Below is a checklist to see if you are cigarette butt litter compliant.

Step 1: Tick the appropriate boxes.

Step 2: Total the number of yes ticks for each of Education, Disposal Infrastructure and Community involvement.

Education

| | Yes | No | N/A |
|---|--------------------------|--------------------------|-----|
| 1. Do you provide education to your staff including cleaners about: | | | |
| a. The environmental effect of cigarette butt litter? | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Fines for littering cigarette butts? | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Alternatives to littering? | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. Appropriate disposal methods | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Which communication methods do you use: | | | |
| a. Personal Contact | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. Newsletter | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. Website/intranet | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. Flyers | <input type="checkbox"/> | <input type="checkbox"/> | |
| e. Posters in prominent locations i.e. lifts, stairs, foyers, common rooms? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Do you direct your smoking staff where they should smoke and in turn how they should dispose of their cigarette butts? | <input type="checkbox"/> | <input type="checkbox"/> | |

Education continued

- | | | | |
|----|---|--------------------------|--------------------------|
| 4. | Do you educate your staff when they travel offsite how to dispose of their cigarette butts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Do you conduct ongoing internal promotions: | | |
| a. | Do you reward employees who demonstrate appropriate behaviour? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. | Do you hold regular displays or clean ups? | <input type="checkbox"/> | <input type="checkbox"/> |

Disposal Infrastructure

- | | | Yes | No | N/A |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Do you supply adequate external disposal infrastructure for your staff and if yes what type? | <input type="checkbox"/> | <input type="checkbox"/> | |
| a. | A permanent or free standing bin at the front of the building | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | A permanent bin in a separate area | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | A temporary makeshift bin | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | Windproof ashtrays for outdoor tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Do you supply adequate external cigarette disposal infrastructure for your Clients, Customers or Suppliers on entry to your building? | <input type="checkbox"/> | <input type="checkbox"/> | |
| a. | A permanent or free standing bin at the front of the building | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | A temporary makeshift bin | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | Windproof ashtrays for outdoor tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Do you supply Personal Ashtrays for your: | | | |
| a. | Onsite staff | <input type="checkbox"/> | <input type="checkbox"/> | |
| b. | Offsite staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. | Customers and /or suppliers | <input type="checkbox"/> | <input type="checkbox"/> | |

Community involvement - Part A

- | | | Yes | No | N/A |
|----|---|--------------------------|--------------------------|-----|
| 1. | Have you publicly promoted your campaign in local or council press? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | Have you told other organizations what you are doing? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | Have you conducted any additional promotion into the local community to keep your workplace area butt litter free? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | Do you promote butt litter compliance with your customers and suppliers by providing them with personal ashtrays etc? | <input type="checkbox"/> | <input type="checkbox"/> | |

Community involvement - Part B □□□

Part B

Yes No N/A

5. Have you involved the local community or other groups in reducing butt litter:
- a. Collaborated eg provided them with some of your resources?
 - b. Sponsored eg provided them with 'in kind' or financial support to run a campaign?

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

If you wish to discuss your rating or have any questions regarding how improve your butt litter compliance rating or you can implement a campaign please contact BUTTsOUT and we will be able to assist you.

Your Scores: Total number of yes ticks in each category

| Category | 0 Star | 1/2 Star | 1 Star | 1 1/2 Star |
|-------------------------|--------|----------|--------|------------|
| Education | 0 | 1-5 | 6-8 | 9+ |
| Disposal Infrastructure | 0 | 1-3 | 4-6 | 7+ |
| Community Involvement | | | | |
| Part A | 0 | - | 1+ | - |
| Part B | 0 | - | 1+ | - |

Your Ratings:

- | | |
|----------------|--|
| 0 Stars | No effort has been made to reduce cigarette butt litter around the workplace. |
| 1 Star | Minimal effort has been made to reduce cigarette butt litter. |
| 2 Stars | Some steps have been taken to reduce cigarette butt litter around your building however more can be done. |
| 3 Stars | Significant steps have been taken to educate staff and provide adequate disposal infrastructure |
| 4 Stars | All necessary steps have been taken to ensure maximum prevention of cigarette butt litter around your building as well as some publicity promoting your campaign. |
| 5 Stars | All necessary steps have been taken to ensure maximum prevention of cigarette butt litter around your building as well as promotion of cigarette butt litter reduction in the greater community. |

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