



Cigarette Butt Litter Checklist

Use this checklist to ensure your business or organization is making every effort to comply with Vermont's "Smoking in Public Places" Law and keeping our community clean of cigarette butt litter.

Instructions: Read through the entire document, answer the questions accordingly, and rate your responses when finished based on the measures provided. The information will be a tool for you to improve your contribution to cigarette butt litter control or pat yourself on the back for a job well done reducing cigarette butt litter in your community.

EDUCATION

	<u>YES</u>	<u>NO</u>
<i>Do you provide education to your staff on . . .</i>		
1. the environmental effects of cigarette butt litter?	△	△
2. fines for littering cigarette butts?	△	△
3. alternative to littering?	△	△
4. appropriate disposal methods?	△	△
<i>How do you communicate with your staff? . . .</i>		
1. personal contact	△	△
2. newsletter	△	△
3. Website/intranet	△	△
4. flyers	△	△
5. posters in highly visible areas	△	△
6. Do you inform your staff as where to smoke and let them know how to dispose of cigarette butts?	△	△
7. Do you educate your staff on how to dispose of cigarette butts when they travel offsite?	△	△



- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 8. Do you host internal promotions? | | |
| a) are employees rewarded for appropriate behavior? | △ | △ |
| b) do you have regular displays or clean-up days? | △ | △ |

DISPOSAL SYSTEM

- | | | |
|---|---|---|
| <i>Do you provide adequate external cigarette disposal canisters?</i> | △ | △ |
| If yes, what type? | | |
| a) a permanent or free standing bin at the front of the building | △ | △ |
| b) a permanent bin in a separate area | △ | △ |
| c) a temporary makeshift bin | △ | △ |
| d) windproof ashtrays for outdoor tables | △ | △ |

COMMUNITY INVOLVEMENT

- | | | |
|---|---|---|
| 1) Have you publicly promoted your compliance efforts in local press? | △ | △ |
| 2) Have you shared your efforts with other businesses or organizations? | △ | △ |
| 3) Have you done additional promotions in the community around your efforts to keep your workplace area cigarette butt litter free? | △ | △ |
| 4) Do you have clearly posted cigarette butt disposal guidelines for your customers, participants, visitors, and employees? | △ | △ |
| 5) Have you involved the local community or other groups in reducing cigarette butt litter by . . . | | |
| a) sharing cigarette butt discarding resources – or – | △ | △ |
| b) collaborated to maintain butt litter clean up? | △ | △ |



SCORING

Education

- 7-6 or more “yes” responses = you’re doing great!
- 5-6 or less “yes” responses = what can we do differently? What community resources exist to help us educate our staff and promote the prevention of cigarette butt litter?
- 4-5 or less “yes” responses = let’s get our “butts” in gear!

Disposal System

- Any “yes” response = you’re doing great! However, consider if your bin is appropriate and if it is far enough away from main entrances.
- All “no” responses = hmmm, time to invest in an economical and appropriate cigarette butt disposal system for our employees, customers, and visitors. More importantly, let’s keep Vermont beautiful!

Community Involvement

- 4 or more “yes” responses = you’re doing great! Keep it up!
- 3 or less “yes” responses = we have more work to do!

Overall, how can we highlight our efforts and collaborate with others to keep area businesses, organizations, our community, and our homes beautiful!