

## Re-use

Reuse manila envelopes and file folders.  
Duplex: print or copy on both sides of paper.

## Save Energy

Use the stairs instead of the elevator.  
Plant trees and shrubs around the building.

## Substitute

FAX instead of using overnight express.  
Route or post non-urgent communications.  
Consider a bird feeder outside your office window. It's great conversation piece.  
Use mugs instead of throw-away cups.

# WHEN YOU ARE SHOPPING

## Recycle

Buy a living Christmas tree and then plant it!  
Buy things made of renewable resources: wool, cotton, plant matter, organic compounds, and wood instead of plastic.

## Reduce

Buy in bulk.  
Don't buy items with excess packaging. Use plastic bags for produce only when necessary.

## Re-use

Use and reuse a fabric bag, not paper bags.

## Save Energy

Check the energy rating on major appliances before you buy.

## Substitute

Don't buy food or household products in plastic or styrofoam containers.  
If you must buy disposables, buy paper products rather than plastic or styrofoam.  
Don't buy aerosol products.  
Read labels. Buy least toxic products.  
Don't buy exotic pets or products from endangered animals.  
Ask questions. Don't buy products that are hazardous to the environment or animals.

# PERSONAL EFFORTS

## Be informed

Read books and articles on environmental issues and wildlife.  
Research the internet.  
Learn about plants and animals in your region.  
Discover your watershed and work to protect it.  
Learn where your energy comes from and where your waste water goes.

## Take Action

Donate money and time to worthy conservation and environmental causes.  
Join a conservation organization.

Vote for candidates that share your environmental and conservation views.

Plant trees in your community. Volunteer to help maintain local parks and regional wilderness areas.

Oppose the use of roadside defoliants.  
Support utility company conservation efforts.  
Convert by example. Encourage other people to save resources, too.

Write to your legislators about environmental issues.

Teach children to respect nature.

Don't take wild flowers or creatures home.  
Don't leave litter.

Watch out for wildlife. Be considerate of all living things you see on the side of the road and crossing it.

Don't buy souvenirs made from wild flowers or animals.

Carry reusable cups, dishes, and flatware.

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HEALTH AND ENVIRONMENT,  
OFFICE OF GOVERNMENT AND  
COMMUNITY RELATIONS,  
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TOPEKA, KS 66612-1290  
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# EARTH SAVING TIPS



Kansas Department of Wildlife,  
Parks and Tourism  
512 SE 25th Ave.  
Pratt, KS 67124  
(620) 672-5911

**Department Website:**  
[www.kdwpt.state.ks.us](http://www.kdwpt.state.ks.us)

## IN YOUR HOUSE

### Recycle

Create a recycling area in your kitchen or garage.

Recycle newspapers, cans, glass, plastics, aluminum, motor oil, and scrap metal.

Place kitchen scraps in a compost pile.

Don't throw away hazardous substances (thinner, polishes). Take them to hazardous waste disposals.

Return coat hangers to cleaners.

Take unwanted, reusable items to a charitable organization or thrift shop.

### Reduce

Put a catalytic converter in your wood stove.

Get off junk mail lists. Write Direct Mail Advertising Association, 6 East 43rd Street, New York, NY 10017.

### Re-use

Open the dishwasher before the dry cycle in winter. This adds humidity to air and reduces heat required for the drying cycle.

Reuse food containers to store foods instead of plastic wrap, foil, or wax paper.

Reuse paper bags, bread bags, butter tubs, and other plastic containers.

Use rechargeable batteries.

### Save Energy

Do an energy audit at home and at work.

Have your water heater insulated. Set water at 130 degrees or lower.

Don't use electrical appliances for things you can do easily by hand.

Remember to turn off the lights, TV, radio, and computer when you are out of the room.

Use cold water in clothes washer whenever possible. Always rinse clothes in cold water.

Use insulated drapes or shades on windows. Close the shades at night during cold weather seasons.

Open windows as much as possible during the summer. Set the air conditioning at 80 degrees or higher.

In the winter, lower your house temperature by one degree per hour for every hour you're away or asleep.

Close off your fireplace with a glass door unit.

Use only seasoned wood in your fireplace.

### Save Water

Install a water-saving mechanism in your toilet or use a 1.6 gallon per flush system.

Use water from cooking vegetables as stock for soups.

Don't leave water running needlessly. Check your plumbing for leaks.

Install a water saving shower head.

### Substitute

Clean windows with vinegar, water, and newspapers – not chemicals and paper towels.

Clean up grease with newspapers, not towels.

Use washable rags instead of paper towels for spills and household chores.

Grow your own food when possible.

Use phosphate-free laundry detergent and dish soap.

Use cloth, not plastic, diapers when possible.

## IN YOUR YARD

### Recycle

Start a compost pile with leaves and yard debris or take them to the yard debris recycler.

Take extra pots back to the nursery.

### Reduce

Landscape with plants that aren't prone to insect and fungus problems.

### Save Energy

Plant short, dense shrubs close to your home's foundation to help insulate it against the cold.

### Save Water

Decorate with plants that require little water or are appropriate for the climate you live in.

### Substitute

Rely on birds and insect predators to eat caterpillars and leaf-chewing insects.

Use natural insect controls as an alternative to pesticides.

Pull weeds instead of using chemicals. If you use pesticides, herbicides, or fungicides, dispose of them properly or share them with a friend.

Use organic fertilizers. Manure conditions your soil and fertilizes it at the same time.

Put up birdhouses and bird baths. Plant

shrubs and trees that provide food and shelter for animals.

Plant native shrubs, grasses, and trees instead of leaving large expanses of lawn.

## ON VACATION

### Recycle

Use a garage that recycles.

### Reduce

Don't litter. Keep a litter bag in your car.

### Save Energy

Turn the heat down, the air conditioning up, or turn both off. Turn down the setting on the water heater before you leave.

Drive sensibly. Don't waste gas and consider gas efficiency when purchasing your next car.

Keep your engine tuned.

Keep your car's tire properly inflated and the wheels in alignment.

### Substitute

Carpool when possible.

Use public transportation; walk or bike when you can.

## AT YOUR BUSINESS

### Recycle

Start an office recycling program.

Use recycled or scrap paper for informal notes to yourself and others.