

Clean Air Indiana Business Toolkit

Introduction

As part of the Clean Air Indiana campaign, the Indiana Department of Environmental Management (IDEM) has launched the Clean Air Indiana Business Pledge and Business Challenge programs to engage all Indiana businesses in preserving clean air. Business growth and a healthy economy can be restricted in communities that don't meet health standards for air quality. But the good news is business owners and operators can work in a number of ways to improve air quality and reduce pollution, like ground-level ozone and fine particles.

The Clean Air Indiana Business Toolkit is designed to promote and assist Indiana businesses of all sizes in taking voluntary actions to improve air quality. It will also aid communities in implementing voluntary measures in day-to-day municipal operations. The toolkit includes guidance for assessing your organization's activities, implementing changes, involving employees, and partnering in the community. We've included basic information about ozone and fine particles; links and contact information for additional resources, such as guidance manuals, grant programs, networking organizations, and recognition programs; stories about successful projects and programs; and, downloadable outreach materials. There are a number of ways to participate in Clean Air Indiana. It's *your choice, your air, your future.*

Purpose of the Clean Air Indiana Business Toolkit

The purpose of this toolkit is to provide Indiana businesses with the resources they will need to successfully participate in the Clean Air Indiana campaign by implementing clean air strategies. By taking voluntary actions today to reduce emissions, your company can have a positive impact on the quality of air in your community—it's a winning move for your business, the environment and Indiana's economy.

Increased environmental regulation affects business growth in regions of Indiana where air quality does not meet federal health standards. The toolkit is designed to help the business owner and operator understand why all Hoosiers should be concerned about ozone and fine particles; why all businesses should participate in voluntary clean air measures; and, how businesses can identify and implement effective projects and programs.

This toolkit will help your company:

- Take the Clean Air Indiana Business Pledge and join the Business Challenge;
- Comply with air quality standards;
- Perform an environmental audit and identify ways to reduce regulatory requirements, conserve resources, improve operational efficiency and reduce operational costs;
- Link to online tools and guidance manuals, grant information, and organizations that offer networking and technical assistance opportunities;
- Receive free compliance and technical assistance;

- Understand air quality health information;
- Implement effective voluntary clean air projects and programs;
- Involve and help your employees; and,
- Partner with state and local governments to promote cleaner air in your community.

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Air Quality Health Information

Unhealthy levels of ground-level ozone can impact the health of family members and co-workers—especially children, the elderly and individuals with heart or lung ailments. It's an important public health issue and a primary focus of this summer's Clean Air Indiana campaign.

About Ozone: Ground-level ozone, commonly referred to as smog, is not emitted directly into the air, but is created by chemical reactions between nitrogen oxides (NO_x) and volatile organic compounds (VOC) in the presence of sunlight. Emissions from industrial facilities and electric utilities, motor vehicle exhaust, gasoline vapors, and chemical solvents are some of the major sources of NO_x and VOC.

Breathing ozone can trigger a variety of health problems including chest pain, coughing, throat irritation, and congestion. It can worsen bronchitis, emphysema, and asthma. Ground-level ozone also can reduce lung function and inflame the linings of the lungs. Repeated exposure may permanently scar lung tissue. Sensitive groups, such as children, the elderly and those with heart and lung problems are especially at-risk.

To learn more about ozone, please visit http://www.in.gov/idem/files/factsheet_ozone.pdf.

Like ozone, fine particle pollution also is an important public health issue. Unlike ozone, which is more likely to occur in the summertime, fine particle pollution is just as likely to occur in colder weather and is monitored year round.

About Fine Particles: Fine particles or particulate matter (PM), more commonly referred to as soot, is a complex mixture of extremely small particles and liquid droplets. PM is made up of a number of components, including acids (such as nitrates and sulfates), organic chemicals, metals, and soil or dust particles.

Fine particles, such as those found in smoke and haze, are 2.5 micrometers in diameter and smaller—28 times smaller than the width of a human hair. These particles can be directly emitted from sources such as forest fires, or they can form when gases emitted from power plants, industries and automobiles react in the air.

To learn more about fine particles, please visit http://www.in.gov/idem/files/factsheet_particulate_matter.pdf.

Clean Air Indiana Business Challenge and Business Pledge Programs

About the Action Challenge

The Indiana Department of Environmental Management (IDEM) is challenging Hoosier citizens and businesses to take action to improve air quality during the Clean Air Indiana Action Challenge, June 15 through 30. These last two weeks of June have historically experienced high levels of ground-level ozone pollution (smog), which is formed when gas vapors and emissions bake in the hot, summer sun. When ozone levels are high, it can be difficult for anyone to breathe, but especially sensitive groups, such as children, the elderly and those with heart and lung problems.

Clean Air Indiana offers two opportunities for businesses to participate in voluntary emissions reductions: the Clean Air Indiana Business Pledge and the Clean Air Business Challenge. Every business is encouraged to take the Clean Air Indiana Business Pledge. The Business Challenge is a special program designed to recognize and reward businesses that implement projects with measurable reductions.

Join the Clean Air Indiana Business Challenge

The Clean Air Indiana Business Challenge offers businesses unique recognition for voluntarily reducing ozone precursor emissions of volatile organic compounds (VOC), nitrogen oxides (NO_x) or both at their facility. The Business Challenge is a special component of the Clean Air Indiana Business Pledge, which is aimed at engaging all Indiana businesses in taking steps to improve air quality. The Clean Air Indiana Business Challenge was developed especially for businesses in areas designated as non-attainment and those areas that could potentially be designated as non-attainment under the National Ambient Air Quality Standards (NAAQS) for ozone. The target communities include: Central Indiana, Northwest Indiana, Clark and Floyd counties, Fort Wayne, South Bend and Evansville.

To participate in the Clean Air Indiana Business Challenge, businesses must pledge to implement a project that will alter practices or processes to produce quantifiable and transferable emissions reductions results. Projects may have been initiated in 2009 prior to the open application period, but must have a completion timeframe within 12 to 18 months. Project proposals will be accepted until June 5, 2009. These projects should focus on producing reductions in ozone-contributing emissions of VOCs and NO_x or both. IDEM will evaluate all submittals based on emissions reductions that will be achieved as a result of the project or program, and the transferability of the project or program.

IDEM will choose up to eight Clean Air Indiana Business Challenge projects or programs for special recognition. Winners will be announced in August 2009. A formal recognition ceremony will be held at the location of businesses receiving top recognition through the Clean Air Indiana Business Challenge program. A news release about the winning project or program will be issued to local media

and posted on the IDEM Web site.

Take the Clean Air Indiana Business Pledge

By pledging to take voluntary actions, your business is agreeing to do its part to improve air quality and reduce ground-level ozone this summer. Even simple steps can contribute to improved air quality, like implementing a no-idling program or properly recycling office products. IDEM encourages all Indiana businesses to commit to as many pledge actions as can be reasonably implemented during the Clean Air Indiana Action Challenge, June 15 through 30. Once you have joined the campaign by taking the Clean Air Indiana Business Pledge, IDEM will post your company name on the agency Web site and you'll receive a printable copy of your pledge to display in your place of business. If we all work together, we can improve air quality in Indiana. It's your choice, your air, your future Indiana!

Businesses Win

Both the Clean Air Indiana Business Challenge and the Business Pledge program are aimed at involving management and employees in voluntary actions that will benefit air quality and our economy. Management and employees benefit in a number of ways when they participate in voluntary clean air projects and programs. Following, are reasons for management and employees to take action.

Management Benefits: There is a compelling case for clean air actions in business today. Investing in emission reductions generates a wide range of benefits. These benefits are both quantitative, such as savings from energy efficiency and reduced operation and maintenance, and qualitative like improved public health and employee morale. Many local governments and businesses are successfully reducing their emissions and increasing their “triple bottom line” by capturing the diversity of social, economic and environmental costs and benefits.

Social benefits include:

- Contribution to meeting program goals
- Enhanced customer trust
- Employee involvement
- Recognition in the community for positive actions
- Improved health and work environment
- Recognition as socially responsible

Economic benefits include:

- Cost reductions
- Free publicity
- More favorable credit terms in market place
- Competitive advantage
- Reduced liability
- Possible reductions in permit fees
- Fewer accidents
- Less time lost for employee illness
- Meet customer requirements

Environmental benefits include:

- Improved compliance
- Possible reduction in air permit level
- Reduced air emissions
- Reduced environmental footprint
- Reduced energy consumption

Employee Benefits: There is an equally compelling case for clean air actions by individuals in today’s world. Focusing on emission reduction practices throughout the day generates a wide range of benefits. These benefits can be both quantitative (savings from energy efficiency practices) and qualitative (improved health and

quality of life). Similar to local governments and businesses that are successfully reducing their emissions using a “triple bottom line” approach by capturing the diversity of social/health, economic and environmental costs and benefits, individuals can see similar results.

Social/Health benefits:

- Working for a company that is environmentally responsible
- Builds trust between employee and employer
- Education and knowledge of air issues
- Being involved in a cause supported by their company
- Improved health and quality of life

Economic benefits:

- Reduced costs for transportation
- Company stability in the marketplace
- Reduced health care costs

Environmental benefits:

- Improved air quality in their workplace and community

Corporate Social Responsibility

Corporate social responsibility is a concept whereby businesses consider the impact of their activities on customers, suppliers, employees, shareholders, communities and other stakeholders, as well as the environment. This obligation is seen to extend beyond the statutory obligation to comply with legislation and sees organizations voluntarily taking further steps to improve the quality of life for employees and their families as well as for the local community and society at large.

The World Business Council for Sustainable Development in its publication "Making Good Business Sense" by Lord Holme and Richard Watts, used the following definition. ***"Corporate Social Responsibility is the continuing commitment by business to behave ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the local community and society at large."***

Some examples of corporate social responsibility statements are:

- Beverage-Air: As a leader in the commercial refrigeration industry, Beverage-Air[®] is firmly committed to balancing our business objectives with the responsibility to protect and preserve the environment. We pursue environmentally sound business practices and strive to create innovative, non-ozone depleting, energy-efficient products. Source: <http://www.beverage-air.com/Main.aspx?pid=264&tab=265>.
- IBM: As a business, IBM delivers innovation that matters for our clients.

As a global enterprise, we value innovation that matters for our company — and the world. IBM's corporate citizenship reflects both our brand and our values by addressing some of society's most complex problems with game-changing business and technology innovation. Source: <http://www.ibm.com/ibm/responsibility/>.

- Merck: At Merck, our fundamental responsibility is discovering, developing and delivering innovative medicines and vaccines that can make a difference in people's lives and create a healthier future. We believe that fulfilling this responsibility in a sustainable manner entails high ethical standards and a culture that values honesty, integrity and transparency in all that we do. Source: <http://www.merck.com/corporate-responsibility/>.

Projects and Programs for Measurable Results

Following, is information to help businesses learn more about assessing and implementing new pollution prevention techniques, projects and programs for measurable results.

The Clean Air Indiana Business Challenge

Would your business like to be recognized by IDEM for reducing emissions of volatile organic compounds (VOC), nitrogen oxides (NO_x) or both at your facility? The Clean Air Indiana Business Challenge offers businesses a unique opportunity to be rewarded for voluntarily reducing emissions and sharing your measurable reductions.

How to do an Environmental Audit

- **About Environmental Audits:** Environmental audits are reviews of a company's operations and processes for the purpose of assessing compliance with environmental rules and regulations. Environmental audits cover a broad spectrum of business activities and areas, including buildings and building sites; activities and procedures; industrial and commercial developments; and engineering hazard and operabilities studies. They can range from legally-mandated reviews of plant safety or emissions to voluntary inspections of environmental practices.
- **How to get help:** The staff of IDEM's Compliance and Technical Assistance Program (CTAP) is available to conduct an environmental audit at your facility. For more information, please call (800) 988-7901.
- **Online handbook:** The United States Environmental Protection Agency (U.S. EPA) provides an online handbook for conducting an environmental audit, which can be found at www.epa.gov/sbo/pdfs/auditbook_500.pdf.
- **Process Flow Chart:** IDEM has developed a Process Flow Chart to help small businesses identify environmental aspects. Follow the links below to utilize this tool for your company.
 - Instructions for identifying environmental aspects
 - Blank Process Flow Chart for Identifying Environmental Aspects
 - Sample: Completed Process Flow Chart for Identifying Environmental Aspects
 - Significant Aspects Matrix

Environmental Memberships

The following programs are partnerships between IDEM and the regulated community. Several of these programs recognize and reward Indiana entities (businesses and local governments) for working to reduce the environmental impacts associated with their operations while others are for networking and promoting pollution prevention and air quality reduction activities in Indiana. Please read the following summaries to learn more about each of these programs.

- **Environmental Stewardship Program:** The Environmental Stewardship Program (ESP) is a voluntary, performance based leadership program designed to recognize and reward Indiana regulated entities for going above and beyond current environmental regulations. In return for their exemplary environmental performance, these establishments will receive program incentives including regulatory flexibility, public recognition, and networking opportunities. Participating organizations achieve environmental objectives through creating and implementing an environmental management system. Together, the environmental management system and the steward's commitment to continual environmental improvement will increase their efficiency, decrease environmental impacts, and may save the business time, money, and resources. Regulatory flexibility incentives earned by members were designed to provide business value, reduce regulatory oversight, allow a shift in resources from compliance driven to achieving results, and provide the member with increased operational flexibility. To learn more about the Environmental Stewardship Program, please visit <http://www.in.gov/idem/4132.htm>.
- **CLEAN Community Challenge:** The CLEAN Community Challenge (CLEAN) is a voluntary recognition program designed to assist Indiana cities, towns, and counties in establishing and maintaining a system for proactively managing the potential environmental impacts associated with municipal services. This system, called a Quality of Life Plan, can improve operational consistency, increase efficiency and reduce costs. A Quality of Life Plan also improves a municipality's ability to meet compliance requirements and results in improved environmental awareness, involvement, and competency throughout the community. Finally, participants are eligible to receive financial, recognition, and regulatory benefits in return for proactively managing their environmental impacts. To learn more about CLEAN, please visit www.cleancommunities.IN.gov.
- **Partners for Pollution Prevention:** The Indiana Partners for Pollution Prevention is a group of organizations including manufacturers, not for profits, institutions, and government agencies invested in promoting pollution prevention efforts in Indiana. Eligibility is contingent upon taking the partners pledge. The pledge is signed by IDEM's Commissioner and the organization. Participation continues to increase because it is a valuable

networking opportunity for many facilities and there is no fee to join. Many manufacturers have indicated they find value in participating in the partners because it is a positive forum to ask questions and interact with IDEM representatives. To learn more about Partners for Pollution Prevention, please visit www.in.gov/idem/4129.htm.

- **Partners for Clean Air:**

Partners for Clean Air is a coalition of Northwest Indiana and Chicago area businesses, industry, and community groups committed to improving air quality through voluntary actions. Members of the Partners for Clean Air Program develop Air Quality Action Plans. These plans are designed to be implemented on Air Quality Action Days as a way of reducing ozone, PM 2.5 (particulate matter 2.5 μm and smaller), and other harmful pollutants. To learn more about Partners for Clean Air, please visit www.in.gov/idem/4130.htm.

Grant Information

Are you looking to fund your air quality project ideas? The following list of grant opportunities offered by various State and Federal agencies may be useful in beginning your search. Be sure to look through the eligibility information for the specific programs that interest you, as eligibility requirements vary.

- State grants
 - Office of Energy and Defense Development
 - Grants offered by OED: <http://www.in.gov/oed/2376.htm>
 - Grant resources: <http://www.in.gov/oed/2372.htm>
 - State Department of Agriculture
 - Biofuels Grant: <http://www.in.gov/isda/2401.htm>
 - Indiana Department of Transportation
 - Transportation Enhancement Grant: <http://www.in.gov/indot/2988.htm>
 - Indiana Department of Natural Resources
 - Forestland Enhancement Program: <http://www.state.in.us/dnr/forestry/6770.htm>
 - Urban Forest Conservation Grants: <http://www.state.in.us/dnr/forestry/6774.htm>
- Federal grants
 - Community Action for a Renewed Environment <http://www.epa.gov/care/>
 - Database for State Incentives for Renewables and Efficiency (DSIRE) <http://www.dsireusa.org/>
 - Environmental Protection Agency
 - General EPA Funding Opportunities: http://www.epa.gov/ogd/grants/funding_opportunities.htm
 - National Clean Diesel Campaign:

<http://www.epa.gov/otaq/diesel/grantfund.htm>

IDEM Services

The following information describes how IDEM's Office of Pollution Prevention and Technical Assistance is available to assist Indiana businesses understand and meet environmental responsibilities, identify pollution prevention opportunities, and improve overall environmental performance.

- **IDEM Guest Speakers:** IDEM's Office of Pollution Prevention and Technical Assistance has personnel to highlight free confidential technical assistance services. Speakers are available to outline services provided, including pollution prevention opportunity assessments, confidential compliance assistance site visits and recycling technical assistance. IDEM personnel can also promote voluntary programs sponsored by IDEM, including the Environmental Stewardship Program, the CLEAN Community Challenge and the Partners for Pollution Prevention. To request a speaker from the Office of Pollution Prevention and Technical Assistance, please call (800) 988-7901.
- **Compliance and Technical Assistance Program (CTAP):** The Compliance and Technical Assistance Program (CTAP) is a free, confidential compliance assistance program designed to help Hoosier businesses understand and meet their environmental responsibilities. CTAP is a non-regulatory division of the Indiana Department of Environmental Management. CTAP will never issue a violation, fee, or permit and is legally obligated to keep your information confidential.

IDEM stands behind CTAP's guidance by assuring a gravity-based penalty will not be issued against a regulated entity that has sought out, received, and relied upon written confidential compliance assistance provided by CTAP prior to the alleged violation. To contact a CTAP representative, please call (800) 988-7901 or visit <http://www.in.gov/idem/4108.htm>.

- **Pollution Prevention Opportunity Assessments:** In an effort to assist Indiana businesses, IDEM's Office of Pollution Prevention and Technical Assistance is offering free, confidential, on-site pollution prevention opportunity assessments (P2OAs) to Indiana manufacturers. P2OAs can help identify improvements that will not only lead to increased profits, but can also reduce environmental impacts. A P2OA can help identify ways to:
 - reduce operating expenses;
 - use fewer raw materials;
 - conserve energy;
 - reduce wastes and emissions;
 - meet and reduce regulatory requirements;

- improve employee safety; and,
- project a positive company image.

An environmental engineer will visit the facility and assist the facility in identifying opportunities that can reduce pollution, conserve raw materials, and save money. For more information regarding Pollution Prevention Opportunity Assessments, please contact Robert Henry in the Office of Pollution Prevention and Technical Assistance at (317) 232-8188 or visit <http://www.in.gov/idem/5298.htm>.

Online Calculators

There are a multitude of environmental calculators available to determine the environmental impacts of various activities. The following free calculators can assist your organization determine the environmental benefits of environmental improvement activities completed through the Clean Air Indiana Business Challenge, the Clean Air Business Pledge, or any other voluntary effort you may pursue.

- The United States Environmental Protection Agency (U.S. EPA) has a greenhouse gas equivalencies calculator on the agency's Web site. The calculator allows the user to input numbers under two options. Option 1 allows the user to enter gallons of gasoline saved, kilowatt-hours of electricity saved, therms of natural gas saved, and passenger vehicles affected per year. Option 2 allows the user to enter amounts of carbon dioxide, methane, nitrous oxide, perfluorocarbon gases, sulfur hexafluoride, and carbon equivalent to calculate the total carbon dioxide equivalent emissions.
<http://www.epa.gov/cleanenergy/energy-resources/calculator.html>
- The U.S. EPA created a Cash Flow Opportunity Calculator for Energy Star. It is free to download and use. The directions are the second tab of the spreadsheet.
http://www.energystar.gov/ia/business/cfo_calculator.xls
- Energy Star has information on energy management strategies, an assessment matrix, the Energy Star Challenge Toolkit, and a financial values calculator.
https://www.energystar.gov/index.cfm?c=business.bus_index
- The University of Illinois has an energy economics calculator open to the public for use.
<http://smartenergy.arch.uiuc.edu/html/links.html>
- The Massachusetts Institute of Technology (MIT) has a free "Green" Alternatives Wizard. The wizard allows a user to search for green alternatives to chemicals or processes.
<http://web.mit.edu/environment/academic/wizard/greenChemWiz5.html>

- The U.S. Department of Energy has spreadsheet templates and online calculators for lighting, exit signs, commercial and industrial equipment, food service equipment, appliances, plumbing and other tool resources.
http://www1.eere.energy.gov/femp/procurement/eep_eccalculators.html
- The Nebraska Department of Environmental Quality has an online volatile organic compounds (VOC) and hazardous air pollutant (HAP) emissions calculator for paints, solvents, and other evaporative loss products.
<http://www.deq.state.ne.us/Publications/0/29e92d2d552b4d2106256dc1006208fd?OpenDocument>
- The Utah Department of Environmental Quality has online calculation sheets to help small businesses estimate their emissions.
http://www.airquality.utah.gov/Permits/SBAP_Emission_Calculations.htm
- The Center for Clean Products and Clean Technologies has an online Electronics Environmental Benefits Calculator, intended to assist institutional purchasers, including Federal Electronic Challenge program participants, in quantifying the benefits of environmentally sound management of electronic equipment.
<http://eerc.ra.utk.edu/ccpct/eebc/eebc.html>

Action Resources for Pledge and Challenge Participants

Following are suggestions and materials to help businesses of any size implement projects and programs, involve employees, organize workplace or community special events, partner with local community officials, and publicize efforts. IDEM encourages businesses to contact us with questions about the following materials and suggestions, as well as to discuss how we can work in partnership to make Clean Air Indiana a success.

Downloadable Materials

The following materials were created by IDEM to help your company participate in the Clean Air Indiana campaign and spread the clean air message.

- Paycheck stuffers
- Printable copy of the Clean Air Indiana Business Pledge. Once you have joined the campaign by taking the Clean Air Indiana Business Pledge and IDEM will post your company name on the agency Web site and you'll receive a printable copy of your pledge to display in your place of business.

Receive electronic updates and link to IDEM's SmogWatch Web Site

SmogWatch is an informational tool created by IDEM to share air quality forecasts for each day. SmogWatch provides daily information about ground-level ozone and particulate matter air quality forecasts, health information, and monitoring data for seven regions of Indiana. Help keep your employees informed by telling them to visit the SmogWatch Web site at www.smogwatch.IN.gov.

Clean Air Tips

These tips are offered to help businesses implement programs, projects and involve employees in the Clean Air Indiana campaign.

Tips for Employers

Energy-related Options:

- Replace inefficient boilers or furnaces with newer energy efficient models.
- Convert combustion processes to cleaner burning fuels.
- Install renewable energy source technology such as wind, geothermal or solar.
- Replace incandescent lighting with compact fluorescents.
- Purchase only Energy Star office equipment.

- Set all computers to sleep mode or to turn off, as opposed to using screen savers.
- Set your thermostat 1-3 degrees lower in the winter and higher in the summer.
- Assign a team or person to ensure that all lights and computers are off at the end of a workday.
- Reward departments that quantifiably reduce energy.

Transportation-related Options:

- Install bike racks for employee use.
- Develop a fee-based parking system.
- Reward carpoolers with preferred parking.
- Offer public transportation cost offsets for employees.
- Offer telework program.
- Purchase hybrid and/or super low emissions vehicles for pool cars.

Waste-related Options:

- Purchase only 100% recycled paper.
- Start a composting bin in kitchen or break-room.
- Eliminate the use of plastic utensils; substitute reusable utensils and dishes in kitchen/break-room.
- Edit or proof documents on PC monitor; do not print hard-copies for this purpose.
- Develop office policy that requires all editing of documents to be performed electronically.
- Duplex copies and print jobs when at all possible.

Tips for Employees

At the Office:

- Start a ride-share program with co-workers.
- Ride your bike to work. Ask your employer if you can park your bike inside or to install a bike rack.
- Pack a lunch or walk to lunch; organize group deliveries from local restaurants with co-workers.
- Turn off all equipment and lights when not in use.
- If possible, work a flexible schedule and commute during non-peak driving times.
- Use teleconferencing instead of driving to meetings.

- Properly recycle office products, including paper, ink cartridges, batteries and old electronic equipment.
- Keep your work vehicle well maintained.
- Participate in company-sponsored environmental initiatives or help create one.

On the road:

- Cut back on driving. Defer errands, carpool or use public transit; for short trips, walk or ride a bike.
- If you must drive, avoid excessive idling or jackrabbit starts.
- Limit engine idling time to less than 30 seconds. Idling for just 30 seconds uses more fuel than stopping and starting your engine..
- Keep your vehicle well maintained.
- Fill gas tank during the cool evening hours to reduce evaporation; avoid refueling your vehicle on Air Quality Action Days.
- Park and go inside at restaurants; avoid drive-thru windows and congested areas to save fuel and time.
- Delay using gas-powered recreational vehicles on hot, sunny days. Small engines are a significant source of air pollution.
- Get regular engine tune-ups and keep the right amount of air in the tires. Well-maintained vehicles create less pollution.
- Take your lunch to work to reduce lunchtime trips.

Around the house:

- Mow your lawn after 7 p.m.
- Avoid using boats, motorcycles and other small engine vehicles on hot, sunny days.
- Conserve energy in your home, which improves air quality by reducing energy needs from power plants; turn off appliances and lights when not in use.
- Keep household paints, solvents and pesticides in air-tight containers.
- Properly recycle paper, plastic, glass bottles, aluminum cans and cardboard.

- Reuse materials like paper bags and boxes.
- Plant deciduous trees around your house to provide shade in the summer and to allow light in the winter.
- When you barbeque, use a charcoal chimney or electric starter instead of charcoal lighter fluid.
- Use only water-based paints and solvents.
- Do not burn leaves and other yard waste.

Partnering with IDEM

During the month of June, IDEM will be hosting events around the state to discuss air quality issues, answer questions, and urge Hoosiers to reduce activities which contribute to the formation of ground-level ozone. Your company can demonstrate its commitment to healthy air by partnering with IDEM this summer for the Clean Air Indiana Action Challenge. Many mutually beneficial partnership options are available. Some examples of these options and resulting recognition are below:

- Provide facility/backdrop for public outreach events
 - Visual recognition of your company and participation
- Assist in planning and coordination of external or internal events
 - Ensure your community benefits from the Clean Air Indiana campaign
 - Help create a “local” feel for the statewide program
- Assist with messaging through electronic mailings and internal memos
 - Demonstrate that your organization is a part of Clean Air Indiana
- Provide staff resources during events or;
 - Facilitate events when/if IDEM staff are not available
 - Be recognized as an active member of the Clean Air Indiana team

For information about how your company can partner with IDEM this summer, please contact Amy Bukarica in the Office of Air Quality, at abukarica@idem.IN.gov or (317) 233-1179.

Getting the Word Out

To help inform and involve your employees, build partnerships with local community officials, and work with the media to raise public awareness and promote your efforts, IDEM has prepared the following template news release, letter to employees and letter to community officials for your use.

- Template press release
- Template letter to employees
- Template letter to local mayor from a business requesting community participation during the campaign timeframe