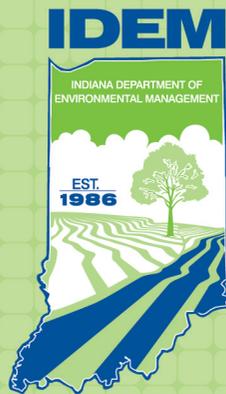


Program Introduction

A Quick Kit Overview

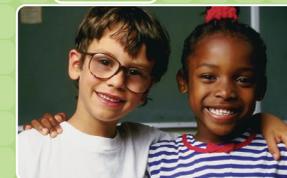


www.idem.IN.gov/greensteps
(800) 451-6027



compliance

avoid
health
risks



cleaner
air



problem-
solving



Welcome to your Green Steps Tool Kit!

Green Steps is a voluntary environmental management program created to help Indiana schools become greener and healthier at little or no-cost. Our goal is to ensure the quality of your students' learning environment through free technical environmental assistance and problem-solving tools.

Your school will enjoy many benefits by participating in the Green Steps program, such as:

- Learning how to avoid or reduce potential health risks in and around the school building;
- Gaining access to a library of resources designed to help faculty, staff and students learn about environmental issues in schools;
- Saving money by conserving resources and increasing energy efficiency;
- Minimizing waste and reducing waste disposal costs;
- Fostering student environmental stewardship;
- Maintaining or increasing compliance with environmental regulations;
- Setting an example for other schools and organizations to follow suit and help Indiana's environment; and
- Generating community goodwill!



Green
Steps

This Green Steps Tool Kit contains a multitude of valuable resources, including: curriculum, posters, fact sheets, checklists, informational booklets, helpful Web links, program advice, and much, much more. We encourage you to thoroughly explore your Green Steps Tool Kit before taking the first step to go “Green.” Once your school makes the decision to utilize this free resource and become greener and healthier, it is time to take the **Green Steps**.

Step 1: Designate someone to serve as Green Steps coordinator and create teams to make improvements.

Step 2: Complete the self-assessment.

Step 3: Review findings and make necessary improvements.

Step 4: Generate your Green Steps assessment report and take actions to improve the quality of your schools environment.

Step 5: Establish a “Green” culture: develop an awareness program and distribute educational materials.

Becoming a “Green” school is easy. *So take the first step and go “Green!”*



Your six CD-ROM based Green Steps Tool Kit includes both printed and electronic materials. Below is a list of what you will find on each CD:

Program Guide and Introduction:

This CD contains the Green Steps Video, the Green Steps Guide Book, a checklist and a fact sheet intended to help schools maintain healthy classrooms. Your Green Steps Video and your Green Steps Guide Book discuss topics including: respiratory illnesses, integrated pest management, chemical management, mercury and other important areas of concern in schools.

Assessment Survey:

This CD contains the electronic assessment tool and accompanying assessment booklet. The assessment booklet will provide you with all of the information you need to perform a successful assessment at your school by giving specific instructions about how to use your assessment tool, as well as tips for performing an efficient and thorough assessment. Finally, the assessment survey will generate a report that will help you identify areas for improvement.

Transportation and Waste Minimization:

This CD contains the Transportation and Waste Minimization Booklet, brochures about how elementary and middle/high schools can start environmental programs, a transportation poster and checklist, and a Recycle Guys poster. The Transportation and Waste Minimization Booklet is full of information about how schools can minimize waste and reduce emissions produced by vehicles. Plus, all of the other fun stuff is yours to reproduce as many times as you like.

Enviroville and Breatheasyville:

This CD contains the cyber towns of Breatheasyville and Enviroville, a Breatheasyville fact sheet and an Enviroville game poster. In Enviroville, students can learn ways to minimize waste and keep our environment healthy.



Take that first step and go GREEN by visiting www.idem.IN.gov/greensteps.



“Ozone makes people more sensitive to asthma triggers such as pet dander, pollen, dust mites and mold.”

Educators, school nurses, and staff will enjoy exploring Breatheasyville, which is full of helpful tips for identifying environmental triggers and ways to reduce respiratory illness symptoms.

Chemical Management:

This CD contains a chemical management poster and fact sheet, chemical storage and closet checklists, plus, three helpful books from the U.S. Environmental Protection Agency: “Environmental Health and Safety in the Arts,” “Environmental Compliance and Best Management Practices: Guidance Manual for K-12 Schools,” and “Chemical Management Resource Guide for School Administrators.” These books, along with the supporting materials, will help staff and teachers reduce chemical exposures to students and themselves, as well as improve air quality and conserve the school’s chemical supply.

Educational Resources:

This CD contains an array of educational resources: a Green Steps poster, a long list of helpful Web links, environmental education curriculum, the learning and environmental awareness project (LEAP), plus the interactive games, “Use Your Brain,” and “Dr. Reese Eikle’s Laboratory.” Project LEAP provides even more educational activities and curriculum to help students learn about Indiana’s environment.

Helpful Phone Numbers

State Contacts:

- Indiana Department of Environmental Management: (800) 451-6027.
- IDEM Emergency Response Spill Line (24 hour): (888) 233-7745.
- Indiana Poison Control Center: (800) 222-1222.
- Office of the Indiana State Chemist: (800) 893-6637.
- Indiana Department of Homeland Security: (800) 669-7362.
- Division of Fire and Building Safety: (800) 423-0765.
- Indiana State Department of Health: (317) 233-1325.
- Indiana Occupational Safety and Health: (317) 232-2693.

Federal Contacts:

- National Response Center (federal spill reporting): (800) 424-8802.
- U.S. Environmental Protection Agency, Region 5: (312) 353-2000 or (800) 621-8431.
- U.S. Environmental Protection Agency, Region 5, 24-Hour Emergency: (312) 353-2318.
- U.S. Department of Energy: (800) 342-5363.

Green Steps was funded in part from a grant from the U.S. Environmental Protection Agency Regions II and V. Development of this program has been a collaboration of many people from a variety of government agencies and other organizations. IDEM acknowledges this support, and wishes to thank:

Center for Health, Environment, and Justice; Carpet and Rug Institute; Grants.gov; Illinois Environmental Protection Agency; Indiana Department of Health; Indiana Department of Education; Indiana Poison Control Center; IPM Technical Resource Center; Integrated Pest Management for Schools and Childcare Facilities; Janitorial Products: Pollution Prevention Project from the Western Regional Pollution Prevention Network; King County Washington Hazardous Waste Program; Occupational Safety and Health Administration; Office of Waste Reduction, North Carolina Department of Environment, Health, and Natural Resources; South Carolina Resource Conservation Challenge; U.S. Department of Education; U.S. Department of Energy; Office of Energy Efficiency and Renewable Energy; Weatherization and Intergovernmental Program, Rebuild America Energy/Smart Schools Program; U.S. Consumer Products Safety Commission; WebMD; and, Wisconsin Department of Natural Resources.



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