United States
Environmental Protection
Agency

Solid Waste
and Emergency Response
(5306W)

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Source Reduction Program Potential Manual

A Planning Packet

Welcome!

Thank you for your interest in source reduction and your commitment to reducing the volume of waste generated by your organization or community. Enclosed in this packet, you will find tools designed to help you plan your source reduction program by estimating the potential impact of various source reduction programs.

We encourage you to customize the tools with your own local waste composition data to develop community-specific assessments of source reduction program potential. As an alternative, the tools allow you to use national default data if no local numbers are available. By eliminating solid waste at its source, you'll go a long way towards protecting your local environment—and cut waste management costs in the process.

Packet Contents

Source Reduction Program Potential Manual: A Planning Tool

This manual allows users to calculate the program potential for three residential and three commercial or industrial source reduction activities. It provides worksheets and explains how managers can apply their own data to develop local estimates.

ReduceIt Software

This interactive software offers an electronic version of the worksheets provided in the manual. It is a Windows-based (3.1 or later) application. Step-by-step installation instructions are located on the back of this page.

For More Information

Technical Support Helpline—888 249-8883
For technical questions or concerns as you use these tools, as well as information about upcoming training sessions.

RCRA Hotline—800 424-9346
To order additional copies of the manual and software.

Printed on paper that contains at least 20 percent postconsumer fiber.

Installing *ReduceIt*

From Disk:

ReduceIt is contained on the three installation disks included with this packet. Follow the instructions below for installing *ReduceIt* on your computer. Please call the Technical Support Helpline at 888 249-8883 if you have any questions about the installation or use of the software.

If your computer is operating in Windows 3.1:

1. Insert diskette 1.
2. Choose "Run" under File menu from Program Manager.
3. Type "a:\setup".
4. Choose defaults as indicated.

If your computer is operating in Windows 95:

1. Insert diskette 1.
2. Choose "Run" under the Start menu.
3. Type "a:\setup".
4. Choose defaults as indicated.

From the Internet:

ReduceIt also can be downloaded from EPA's Office of Solid Waste Web site.

1. Connect to the site located at <www.epa.gov/epaoswer/non-hw/reduce/reduceit/index.htm>.
2. Follow the instructions provided for downloading and installation.

Uninstalling *ReduceIt*

After you have completed your work with *ReduceIt*, the program also has an uninstall feature that allows you to remove it from your hard drive.

If your computer is operating in Windows 95:

1. Open the folder "c:\Program Files\ReduceIt".
2. Click the mouse twice on the file "Unwise.exe".

If your computer is operating in Windows 3.1:

1. Click the mouse on the icon "Uninstall EPA ReduceIt".