

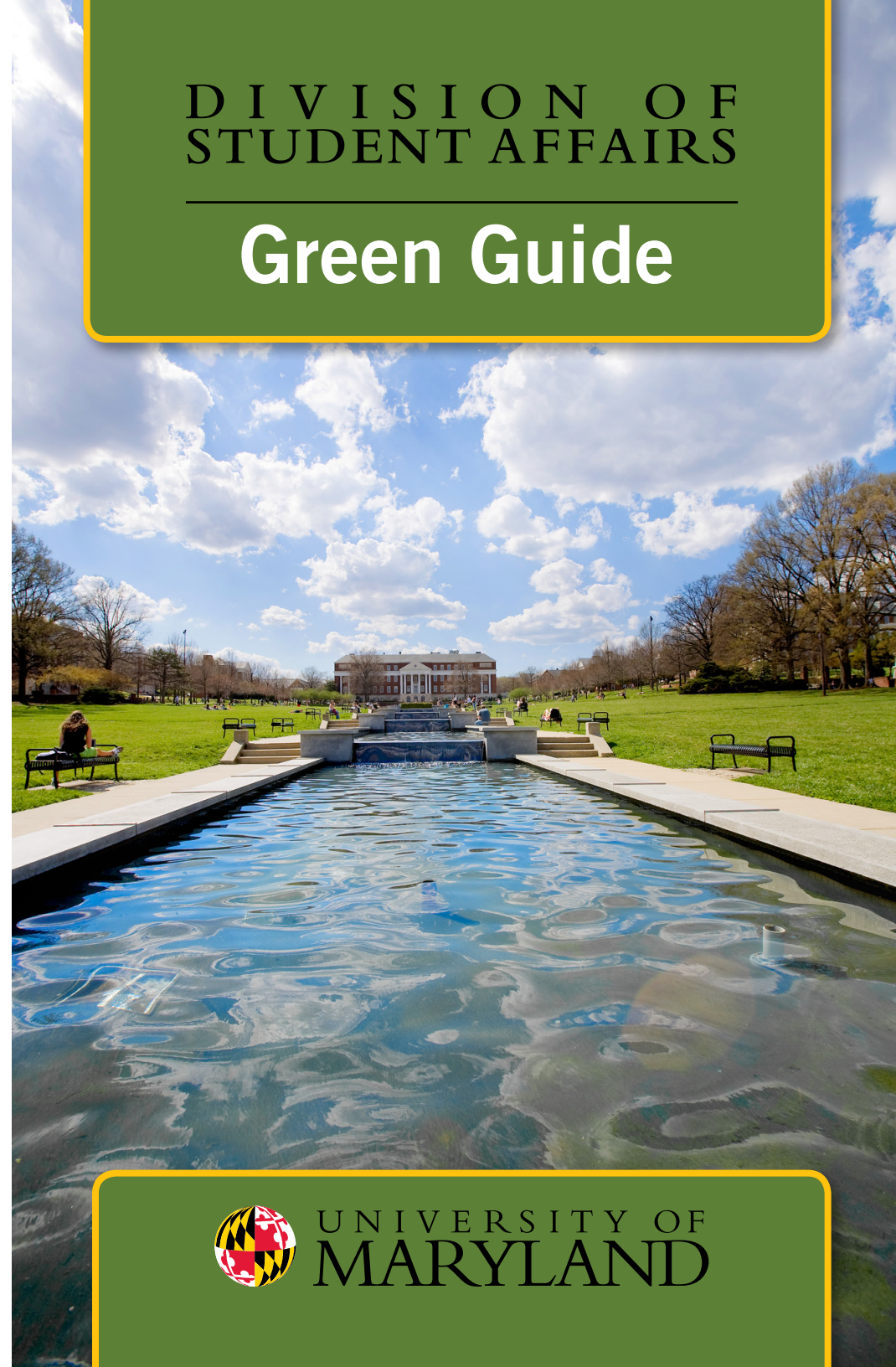
Selected Campus Resources:

- Conferences and Visitor Services:
www.cvs.umd.edu/greenmeetings.htm
- Dining Services:
www.dining.umd.edu/faculty/catering
- Division of Student Affairs:
www.environment.umd.edu
- Facilities Management:
www.fm.umd.edu/
- Office of Sustainability:
www.sustainable.umd.edu
- Purchasing/Procurement:
www.purchase.umd.edu/general/green.htm
- Terrapin Trader:
www.purchase.umd.edu/ttrader/
- Transportation:
www.transportation.umd.edu/alt_trans.html



DIVISION OF STUDENT AFFAIRS

Green Guide



UNIVERSITY OF
MARYLAND



Division of Student Affairs Green Guide

The Student Affairs Green Guide is intended to provide general information regarding expectations and best practices to ensure our departments operate in the most sustainable ways. Whether you are new to the Division or a long time employee, each of us has a responsibility to carefully examine our work practices and to institute behaviors that will make our work more efficient and sustainable. This includes practicing energy conservation and waste reduction, as well as making intentional choices regarding product purchasing, transportation and event planning.

We recognize that the departments within the Division vary in both size and scope and, as a result, a department may have some additional expectations regarding sustainable practices and expectations. You are encouraged to ask your supervisor or department head for clarification on any of the items outlined in this guide.

We welcome additional suggestions or additions to this guide! Please e-mail them to environment@umd.edu. Thank you for your support!

Linda Clement
Vice President for Student Affairs



**DIVISION OF
STUDENT AFFAIRS**

Energy Conservation: Reduce Your Energy Use

Fact:

Each year, the campus uses over 2,600,000 MBTU of energy for heat (steam) and electricity. Most of that energy is produced on campus in the combined heat and power plant, which simultaneously generates steam and electricity from natural gas. (www.sustainability.umd.edu)

Expected Practices:

- The last person out of the office should turn off the lights! Turn off lights in individual offices, meeting rooms, kitchens, bathrooms, shops, storage rooms, and other work spaces when not in use during the day and especially at the end of the day, weekends and holidays.
- Enable “sleep mode” on computers, printer, and copiers when not in use after 5 minutes. Turn off computer and monitor at the end of the work day (leave your computer on if you need your computer to access your remote desktop connection or your server after hours).
- Unplug office equipment and small appliances (fax machines, printers, copiers, microwaves, coffee pots, radios, etc.) before leaving for extended breaks such as Thanksgiving Break, Winter Break, Spring Break, etc.).
- Keep office thermostats set at the campus standard temperature range of 68-78 degrees year round. Set back thermostats overnight, on weekends, and over holidays. Turn off window air conditioners overnight, weekends, and holidays.

Recommended Practices:

- Regularly check that windows are tightly closed during heating and cooling season. Report windows that are stuck open or cannot be closed to conserve energy. Use thermal barriers (blinds/draperies) as needed during cold weather to keep air warm.

- Use a UL approved power strip with a built-in on/off switch to easily turn off any appliances which consume energy when not in use (microwaves, coffee pots, phone and battery rechargers, etc.) until they are needed.
- Replace incandescent light bulbs with compact fluorescent light bulbs (CFLs).

Water Conservation: Reduce Your Consumption of Water

Fact:

“The campus uses approximately a half billion gallons of water annually, however, water consumption decreased 14.4 % between 2007 and 2009. The reason for the sharp decrease in water consumption is likely the result of new water saving devices such as low flow toilets, showers, faucets, and moisture sensors on irrigated fields.”

- University of Maryland Campus Sustainability Report 2010

Expected Practices:

- Report leaks, dripping faucets, etc. In campus buildings, contact: Facilities Maintenance Work Control (x5-2222); in Residence Halls and Recreation Centers, contact: 4 Work (x4-9675); Dining Rooms (x4-8083).
- Don't run faucets any longer than needed and use minimal water pressure.

Waste Management:

Minimize Your Trash; Maximize Your Recyclables

Fact:

“The campus recycling rate increased from 17.7% in 2003 to 57.4% in 2009! The campus Climate Action Plan has set a goal of increasing recycling and waste diversion to 60% in 2010 and 75% by 2013.”

- University of Maryland Campus Sustainability Report 2010

Expected Practices:

- Recycle all paper, glass, metal and plastic (rinse food from containers).

DO's:

- Provide recycling containers, along with trash containers, for staff, students, and visitors in all Student Affairs offices and buildings. Keep a recycling container at your desk. For the most current information about what to recycle on campus, refer to www.sustainability.umd.edu/content/campus/recycling.php.
- “If it tears, it can be recycled” is the general rule to follow in terms of paper recycling. Paper includes: white or colored paper, shredded paper, letters, folders, phone books, books, notebooks, memos with staples, card stock, non-metallic wrapping paper, cardboard, paperboard, and pizza boxes (discard leftover food).
- Flatten cardboard and paperboard boxes prior to recycling. Remove any product packaging (i.e. Styrofoam) that cannot be recycled. Plastic bags and wrap can be recycled.
- Routinely evaluate administrative processes to identify ways to decrease or eliminate paper forms.
- Plastic includes (look for number on the bottom of the container):
 - #1 PET (Polyethylene terephthalate): soda bottles, oven-ready meal trays, water bottles, etc.

- #2 HDPE (High-density polyethylene): milk bottles, detergent bottles, etc.
- #3 PVC (Polyvinyl chloride): loose-leaf binders and plastic pipes
- #4 LDPE (Low-density polyethylene): squeezable bottles
- #5 PP (Polypropylene): medicine bottles, aerosol caps, drinking straws, and food containers, such as yogurt, ketchup bottles, and sour cream/butter/hummus tubs
- #6 PS (Polystyrene): compact disc jackets, plastic tableware, and Dining Services (Goodies to Go) food trays, etc.
- #7 Other Plastic: reusable water bottles, other food containers, and Tupperware

DON'Ts:

- Don't put carbon paper, used paper towels, napkins and tissues, heavily soiled food boxes, wax paper, or food wrappers in recycling bins.
- Don't put Styrofoam or bottles that contain motor oil or pesticides in the recycling bins.
- Don't put toner or ink cartridges in the trash. Recycle used toner and ink cartridges from fax machines, printers and copiers through General Stores (x5-5854). General Stores will pick up these items from your office.
- Don't throw away batteries. Recycle alkaline, carbon zinc, nickel iron, nickel metal hydride, nickel cadmium, zinc air, cell phone and smaller “hearing aide” style batteries. Email recycle@umd.edu to request a battery recycling container for office suites and other areas where large amounts of batteries are used. While alkaline (AA, AAA, D type batteries) can be thrown in the trash as they do not contain toxic substances, UM recycles them for the metal content in each battery.
- Don't waste paper. Make two sided copies on printers and copiers. Set defaults for two sided printing on printers and copiers if possible. Print the exact number of copies; refrain from printing a few extra.
- Don't assume everyone knows what can or cannot be recycled. Post expectations regarding waste reduction near copiers and printers.

Recommended Practices:

- Post agendas on white boards rather than providing everyone with a printed copy.
- For short agendas, print two copies on a page and distribute half sheet agendas.
- Decrease margins on documents to reduce page length.
- Reduce or eliminate fax cover sheets.
- Edit on screen to avoid printing drafts.
- Publish documents electronically (agendas, memos, reports) whenever possible.
- Evaluate need for mass mailings to reduce volume of print material; post material on the web instead.
- Evaluate necessity of magazine/publication subscriptions.
- Keep scrap paper handy for re-use as note paper or copier/printer paper.
- Add a signature line to your email messages reminding readers to only print the email if necessary.
- Establish areas in offices where office supplies and equipment can be reused or recycled by others.
- Old equipment, furniture and appliances should be transferred for resale/reuse to the campus surplus property center, Terrapin “Terp” Trader (www.purchase.umd.edu/ttrader/).
- If Terp Trader cannot accommodate due to item type or volume, explore the possibility of arranging for donations to established local or national not-for-profit organizations (<http://www.president.umd.edu/policies/viii120a.html>).
- Look for opportunities to take apart old equipment and fixtures to salvage and re-use their parts.
- Donate the items to the Student Affairs “Purge and Merge Day”.



Purchasing:

Expected Practices:

- “Consideration of the environmental impact of products and services must be an integral part of the procurement process and should be weighed along with price and other factors when making procurement decisions.” (Environmentally Preferable Procurement Policy)
 - Purchase items that are manufactured using recycled content, and if known, in production facilities which use less energy and have the least impact on the environment.
 - Purchase items that are designed to consume less energy when run, consume fewer chemicals, and generate the least quantities of waste.
 - Items that use chemicals should have the least impact on the environment, require no or minimal special handling and safety precautions for staff when in use, and can be discarded along with regular trash or in plumbing systems.
 - Purchase items that are recyclable.
- Use existing equipment, tools, vehicles, PCs, and other items, even though they may be old and appear used, as long as they remain in good working order, continue to be safe when used, are serviceable and have not become obsolete.

- Buy and use recycled content office supplies to minimally include:
 - White office paper – 100% post-consumer (recycled) content
 - Color office paper – 30% post-consumer (recycled) content
 - Note/writing pads – 40% post-consumer (recycled) content
 - Message pads – 100% post-consumer (recycled) content
 - Hanging file folders – 95% post-consumer (recycled) content
 - File folders – 50% post-consumer (recycled) content
 - Post-it notes – 30% post-consumer (recycled) content
 - Composition notebooks – 100% post-consumer (recycled) content
- Buy and/or specify for use Energy Star/energy efficient office and other equipment, appliances and fixtures where available, such as:
 - Desktop computers/Laptops/Monitors
 - Televisions/DVD players/Audio Systems
 - Refrigerators/Freezers
 - Copiers/Printers/Scanners/Fax machines
 - Servers

Transportation:

Expected Practices:

- Refrain from idling or warming up department vehicles to reduce vehicle emissions.
- Use the E-85 fuel available at Motor Pool when refueling a “flex fuel” department-owned vehicle. Make sure drivers know which vehicles in the fleet use flex fuel.

Recommended Practices:

- Walk, bike, use shuttle, or public transportation instead of driving personal vehicles to attend campus meetings.
- Carpool, bike, or use public transportation to commute to work. Use the ride share matching service provided by DOTS at www.transportation.umd.edu/share.html
- In consultation with your supervisor, consider teleworking and flex time options if your position does not require presence on campus.
- Reduce or avoid air travel whenever possible.

Event Planning:

Expected Practices:

- When print materials are used, specify that the printer use 100% recycled paper and print with soy ink.
- Ensure provision of or provide recycling containers with appropriate signage at all events/programs/meetings, both indoor and outdoor. Temporary exterior recycling containers are available through Facilities Management by emailing them at recycle@umd.edu.
- Request re-useable, non-disposable plates, flatware, and other such utensils when scheduling events with Catering/Dining Services. For outdoor picnics or other similar events where china and glass is not available, request compostable paper products and flatware.
- Avoid purchasing bottled water for events. When possible, use pitchers of water on tables or other bulk water containers.

Recommended Practices:

- Use electronic means of publicity (such as the web and social marketing sites) in lieu of paper invitations and announcements.
- Reuse or recycle plastic serving trays, utensils (#6 plastic).
- Use reusable coffee mugs in offices rather than purchasing Styrofoam or wax paper cups.
- Purchase paper plates for programs rather than Styrofoam plates.
- Reconsider necessity of “give-aways” at events and purchase local whenever possible.
- Reduce paper given to attendees by putting the meeting or conference schedule, participant list, and other session materials on line in lieu of handouts.
- Consider video conferencing options for interviews, meetings and other similar gatherings.