SUSTAINABILITY
UNIVERSITY OF NOTRE DAME

GREEN GUIDE FOR NEW EMPLOYEES

Notre Dame's Office of Sustainability collaborates with administrative and academic units across campus to:

1. **Reduce the University's carbon footprint**
2. **Reduce the waste produced by the University**
3. **Expand sustainability communication and outreach on campus**

Please visit our website *http://green.nd.edu* for more information about university-wide sustainability programs and initiatives. Feel free to contact us with any questions or concerns at 631-2748 or sustainability@nd.edu.

We ask all University employees to contribute our sustainability effort by using the following guidelines:

ENERGY REDUCTION

LIGHTS

- Turn of all lights if you plan on leaving a room for longer than 15 minutes.
- Keep the lights in the break room and bathroom off when not in use.
- Replace incandescent bulbs in desk lamps with CFLs. Call Building Services at 631-5615 for help.

THERMOSTATS

- Some buildings have centrally controlled heating and cooling while others have individually controlled thermostats in each room.
- If you have an adjustable thermostat, it should be kept below 75° in the winter and between 70° and 75° in the summer.
- If you have an adjustable thermostat and the temperature doesn't match the setting, submit an online Facilities Request to get it fixed.
- If your thermostat is not adjustable and you're uncomfortable, talk to your building manager.
- If your fan unit has an on/off switch, you can turn off the fan and open the window.
- A space heater uses more energy than all your lights, computer, printer, and other office appliances combined. Work with Facilities to optimize heating and cooling performance in your office so all space heaters can be removed.

COMPUTER SLEEP SETTINGS

Set both your computer and monitor to go into Sleep or Stand By mode when not in use. They will use a very small amount of energy in this mode, will start up quickly, and will go right back to what you were doing last. You also have the option to turn your computer and/or monitor off when you leave. Your computer will receive campus security updates once it wakes up; updates are not time-consuming to download. For instructions please see [*http://green.nd.edu/greenguide*]

APPLIANCES

- If you have electronic appliances that are rarely used, leave them unplugged.
- Turn off printers, copiers, and other appliances at night and on the weekends.

TELE–CONFERENCING

OIT provides access to video conferencing facilities for all Notre Dame employees at no cost if used for University business. Save money and avoid the carbon emissions associated with flying. For more information please visit [*http://oit.nd.edu/videoconferencing*]

TRANSPORTATION

- Utilize Zipcar or a Hybrid fleet vehicle when traveling on business.
- Investigate whether your personal vehicle qualifies for the LEV Preferred Parking Program at [*http://green.nd.edu/greenpark*]
- If you have a Notre Dame ID, any TRANSPO bus is free, anytime.
- Utilize the staff/faculty shuttle when travelling across campus, see route map and schedule at [*http://green.nd.edu/sustainability-at-nd/transportation*]

WASTE REDUCTION

REDUCE YOUR PAPER FOOTPRINT

- Set double-sided (duplex) printing as the default on your computer. Set double-sided copying as the default on your copier as well.
- Memos, reports, campus-wide announcements, forms, and surveys can all be distributed electronically, saving trees, money, and time.
- See [*http://green.nd.edu/greenguide*] for more information about these and other ways to save paper.

RECYCLING

- Single stream recycling: All types of paper, plastic including plastic bags, Styrofoam, glass, aluminum, and cardboard should be placed in the blue recycling bins. Food containers do not need to be rinsed.
- Batteries: place used batteries in one of the battery buckets in your building. Reduce the need for recycling batteries by purchasing rechargeables.
- Toner cartridges: Return used toner to manufacturer if directed; otherwise, use toner mailers available in each building to send through campus mail for recycling.
- Light bulbs: give to custodians for disposal.
- Electronics: call ND Surplus for pick-up 631-8971.
- If you need a recycling bin, a battery bucket, toner mailers, or have any questions about recycling, email *sustainability@nd.edu.*

CAMPUS COMMUNICATION

- Campus Mail will only accept up to 300 of the same item within a one month period. This policy is designed not to reduce campus communications, but rather to streamline it through existing channels, thereby reducing printing costs and paper use.
- There are many effective ways to communicate information to the campus community, including inside.nd.edu, the ND calendar, the Observer, ND Works, and The Week online newsletter.
- If you have a multi-page or graphical document that you want to communicate, you can post a PDF on your website and share the web address via email.

WATER

- Utilize water coolers or tap water for drinking rather than individual water bottles.
- There are no health concerns associated with campus tap water. Mineral taste can be removed using a filter.

PURCHASE RESPONSIBLY

- Purchase high capacity toner cartridges, rechargeable batteries, and recycled copier paper. They are not only more environmentally responsible but will also save money.
- Purchase Energy Star computers and appliances.
- Purchase items with recycled content when possible.
- Share appliances rather than purchasing individual refrigerators or printers.