



Employee Handbook:

A guide to Sustainable Practices in the workplace

Introduction

This handbook is designed as a guide for new employees to meet campus sustainability standards as designated by Cal Poly's commitment to sustainability and in accordance with Executive Order 987. Please use this handbook as a tool to implement and reinforce sustainable practices in day to day operations and planning. For more information visit the Cal Poly Sustainability website at:

<http://www.afd.calpoly.edu/sustainability/guidingprinciples.asp>

Energy Conservation

1. Make sure that power management settings (ex. Big Fix Power Management Software) are implemented on your computer, printers, and copiers (most have an energy saver mode).
2. All task lamps should have Compact Fluorescent Lightbulbs (CFL's) or Light Emitting Diodes (LED's).
3. Thermostat settings should meet the guidelines of 68 degrees heating (Winter) and 78 degrees cooling (Summer) (Executive Order 987).
4. Keep exterior doors and windows closed when heating or cooling is taking place in buildings.
5. Eliminate personal heaters and fans and eliminate window A/C units.
6. Make sure that your monitor is flat panel LCD. Flat panels use half the energy of a CRT monitor.
7. Use the network/department printer instead of having a personal printer. Network printers are more energy efficient and cost effective than personal printers.
8. Reduce "Phantom Loads" by unplugging electronics that are not in use or using power strips and turning them off at the end of the day.

Water Conservation

1. All restrooms should have low flow plumbing fixtures, including toilets, urinals, faucets, and showerheads. If your restrooms do not have low flow plumbing fixtures, contact Facilities Services about getting them installed.

2. Sign the “Take Back the Tap” pledge, an initiative created by the non profit organization Food and Water Watch, intended to educate consumers about the cost, safety and environmental impact of consuming bottled water instead municipal tap water. See: <http://www.foodandwaterwatch.org/water/take-back-the-tap/>

Recycling and Waste Reduction

1. Dispose/recycle of hazardous waste properly. See below:
 - **Batteries**
Batteries may be recycled by placing in an envelope and mailing to the State Warehouse.
 - **Toner/Ink cartridges**
Used Toner Cartridges are recycled by Distribution Services. Please place the used cartridge back in the packaging your new cartridge came in (sealed manila envelopes are also OK), and place next to your mail pickup location. Please *do not* drop them in the campus mail.
 - **Compact Fluorescent Lamps (CFL)**
Compact Fluorescent Lamps contain a small amount of mercury and should be delivered to the State Warehouse for proper disposal. Broken lamps must be cleaned up by properly trained personnel from Facility Services (x65555) or the Environmental Health and Safety Office (x66662).
 - **Chemicals**
Chemical Waste is handled by the Environmental Health and Safety office, which can be reached at x66662. EH&S also runs a chemical reuse program to reduce the volume of chemical waste disposal, by making lab chemicals available to other departments, as long as they are still in good condition, and in properly sealed and labeled containers.
2. All offices should contain recycling bins. Make sure that there is a recycling bin in your office. See below for a list of what is/is not recyclable
 - IS recyclable:
 - Cardboard
 - Envelopes (even with windows)
 - Junk mail
 - Magazines
 - Newsprint
 - Stapled paper
 - Most plastics (clear #6 polystyrene is OK, white #6 Styrofoam is not)
 - All empty beverage containers: glass, plastic and aluminum.
 - IS NOT recyclable:
 - Aerosol cans
 - Ceramic materials
 - Food
 - Hazardous material
 - Kleenex
 - Incandescent light bulbs
 - Wax coated paper cups

- Paper towels
 - Squeezable paper juice containers
 - Styrofoam cups and plates
 - Wax paper.
3. To reduce paper consumption, avoid printing and use electronic communication and document storage.
 4. Use the high efficiency hand dryers in the restrooms instead of paper towels. If your restrooms do not have high efficiency hand dryers, contact Facilities Services about getting them installed.
 5. Use e-surplus for reuse of equipment, furniture, etc. Cal Poly operates an on line surplus equipment sale program Contact the E-Surplus office at x65449 to arrange pick up of unwanted items. Surplus items for auction may be viewed at <http://www.publicsurplus.com/>.
 6. Set all printers and copiers to default 2-sided printing to reduce paper usage.
 7. Compost your food waste. Contact your department to see if they are interested in investing in a department worm bin.
 8. Select the “zero waste” option for catered events from campus dining.

Purchasing

1. Purchase office equipment and appliances that are Energy Star rated. Replace all non energy star appliances.
2. Departments are required to use 30% recycled content paper. Make sure your paper is 30% recycled content and ask your department if they would be willing to upgrade to 100% recycled content paper
3. Use rechargeable batteries rather than disposable batteries.
4. Purchase commonly used items (pens, pencils, paper clips, erasers, etc.) in bulk. It reduces the cost per unit, saves time, and reduces packaging waste

Transportation

1. To reduce travel time and expenses, use web conferencing for off campus meetings
2. To reduce travel to and from campus, ask your supervisor if telecommuting is an appropriate alternative once a week.
3. Use alternative transportation (bus, bike, carpool, or vanpool) to get to work. For more information, see: http://www.afd.calpoly.edu/police/commuter_services_commuting.asp?pid=1&subid=3.