

Sustainable Yale

Your guide to more
sustainable living at
Yale University

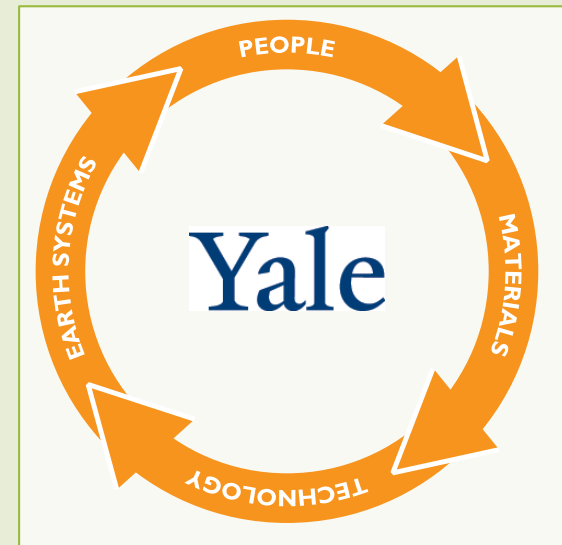
Begin



Welcome to the Yale University **Sustainable Yale Program!**

This program will help you learn how to occupy your building more sustainably and guide you through the University's recommended best practices in the areas of:

- 🌱 Energy
- 🌱 Waste Management
- 🌱 Procurement
- 🌱 Kitchen and Shared Areas
- 🌱 Travel and Transportation



As a member of the Yale community, your contribution to Yale's sustainability efforts are essential to the University's success in achieving the goals of the Yale Sustainability Strategic Plan.

You can navigate through the program by clicking on each slide:



When you see a bulldog button, click on the bulldog for more information. Click again to hide.

Next Slide

Home

Back

Click on “Next Slide” to advance, “Home” to choose a new area to explore, or “Back” to go back one slide.

At the end of the program, you will find a list of Helpful Links for your reference.

Let's Get Started!

Next Slide

Back

Energy



Travel &
Transportation



Waste
Management



Choose an Area
to Explore

Kitchen &
Shared Areas



Procurement



Building
Sustainably
at Yale

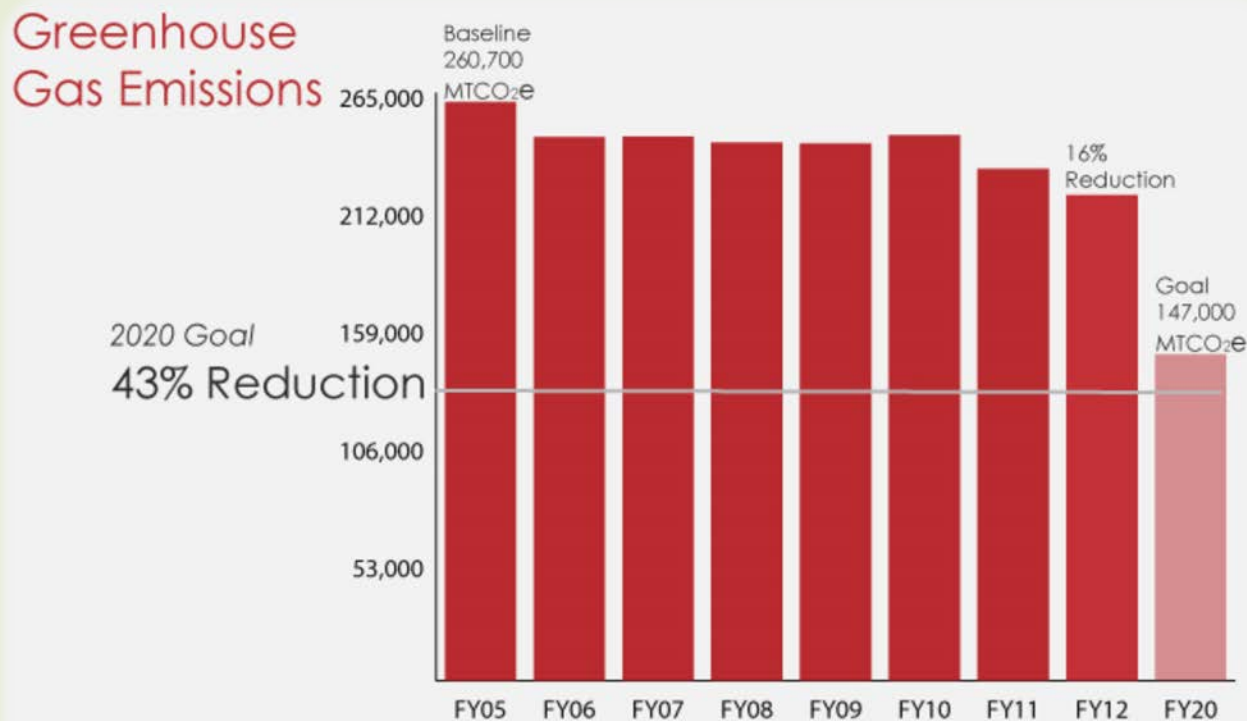


Helpful Links

Finish

Greenhouse Gas Emissions

Yale's Sustainability Strategic Plan sets a campus-wide goal to reduce greenhouse gas emissions to 10% below 1990 levels by 2020, a 43% reduction from 2005 levels.



Computers

- To reduce energy use, you can adjust the power management settings on your computer to send your monitor to sleep after 5 to 15 minutes of inactivity. Contact your [IT Support Provider](#) for assistance.

Are you signed up for the Tivoli Endpoint Manager application?

- The TEM application is an energy conservation tool offered by ITS.
- It saves energy by automatically sending your computer to sleep mode after 30 minutes of inactivity and following overnight data backups.
- Please contact your [IT Support Provider](#) if you would like the TEM application on your computer.



Next Slide

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Did you know? Using the TEM application saves an estimated 359 lbs. of CO2 emissions per computer per year. With over 8,000 computers at Yale, this is the equivalent to avoiding the annual greenhouse gas emissions from 254 passenger vehicles.



Next Slide

Printers and Copiers

- ❧ Printers and copiers are often left on for long periods of time when not in use – this means wasted energy!
- ❧ Programming each machine to enter sleep mode after two hours or less of inactivity reduces energy use.
- ❧ For help adjusting power saving settings, contact your Yale University Printing and Publishing Services (YPPS) support provider for assistance.
- ❧ If your office does not print remotely, you can conserve even more energy by shutting down all copy room equipment completely every night.



Next Slide

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- If your office



Did you know? The Sustainability Strategic Plan includes a campus wide goal to reduce energy consumption and greenhouse gas emission by 5% below 2013 levels. This will result in a more than 20% reduction in greenhouse gas emission from 2005 levels



Lighting

- Occupancy sensors in the building's common areas automatically switch off lights when these areas are not occupied.
- If you would like the existing occupancy sensors in your office to turn the lights off after shorter time periods, contact your [facilities superintendent](#) for assistance.
- Turning off any manually-operated lights, such as task lighting, when not in use or when daylight is sufficient is a simple but critical energy-saving practice.
- If you are the last person to leave a common area, such as a kitchen or conference room, don't forget to turn off the light!



Compact Fluorescent Light Bulbs (CFLs)

- Using compact fluorescent light bulbs (CFLs) uses up to **75% less energy** and can last up to **10 times** longer than traditional incandescent lighting.
- CFLs cost more money up front to purchase them, but save money over time because they use less energy and need to be replaced less frequently. In fact, changing one bulb to CFL will save you \$50 over the lifetime of the bulb.
- CFLs contain a small amount of mercury, which is essential to the light bulb's efficiency but is dangerous to you and the environment if the bulb breaks. Be sure to follow these [safety precautions](#) in the event a CFL breaks.
- Because of the mercury content, do not dispose of CFLs in the trash or recycling. Please see the Waste Management section of this presentation for proper disposal information.



Next Slide

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Did you know? Using incandescent bulbs actually results in over 3 times more mercury released in the environment than using CFLs, due to the mercury emitted by coal-fired power plants. Find out more [here](#).



Temperature Management

- ❧ Closing your blinds at night helps to trap in heat during the winter and keep heat out during the summer, reducing the amount of energy needed to heat or cool your building.
- ❧ You can reduce your energy use by setting the thermostat temperature to [Yale's Energy Standards](#).
- ❧ If you are unable to manually adjust temperature settings, contact your facilities superintendent if your office is too hot during the winter or too cool during the summer.
- ❧ You can also find your facilities superintendent on the [facilities superintendent map](#).



Next Slide

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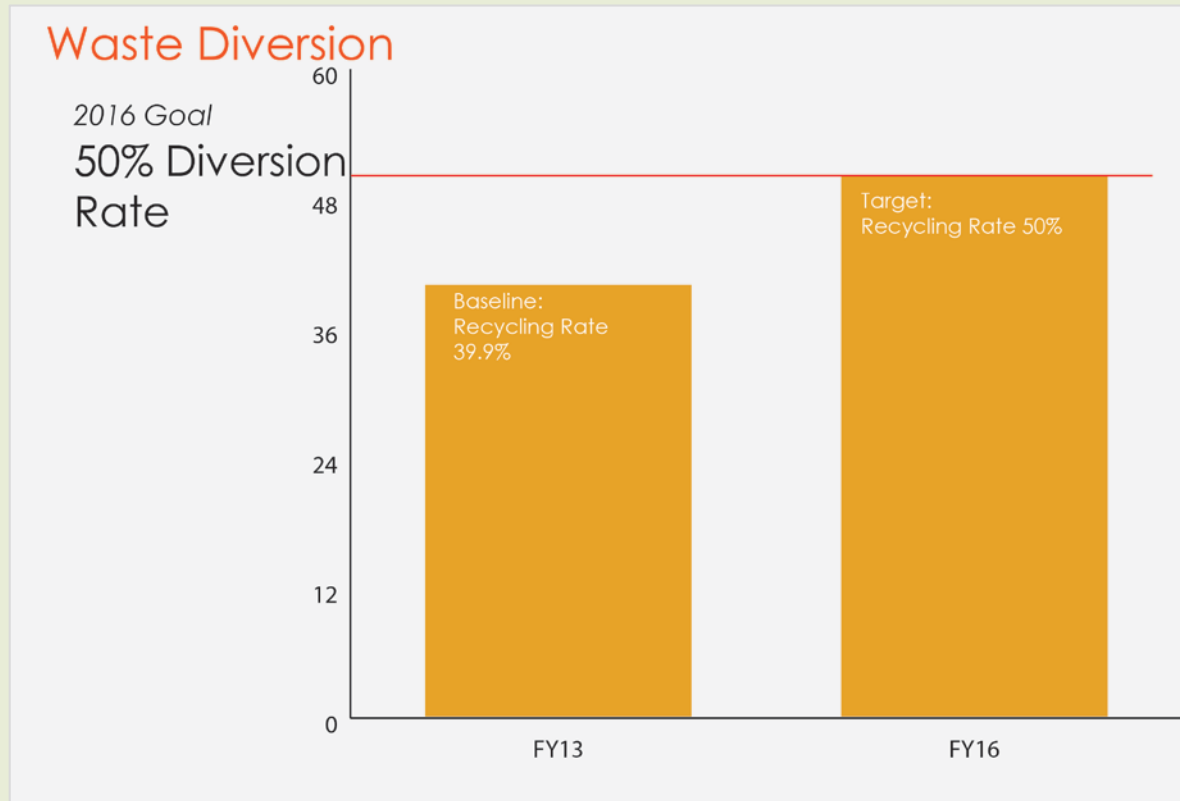


Did you know? According to the Department of Energy, buildings consume about 38% of the CO2 emissions and 72% of the electricity produced in the United States. You can track your own building's energy usage [here](#).



Recycling & Waste Diversion

Yale's Sustainability Strategic Plan sets a goal to achieve a 50% waste diversion rate through reuse, recycling and composting by June 30, 2016.



Single Stream Recycling



**SINGLE STREAM
RECYCLING**

GLASS PLASTIC METAL PAPER

Do not recycle plastic bags, wrap or foam materials;
window glass, pyrex, light bulbs; carbon paper, tissues;
or food contaminated items in single stream recycling

recycling.yale.edu

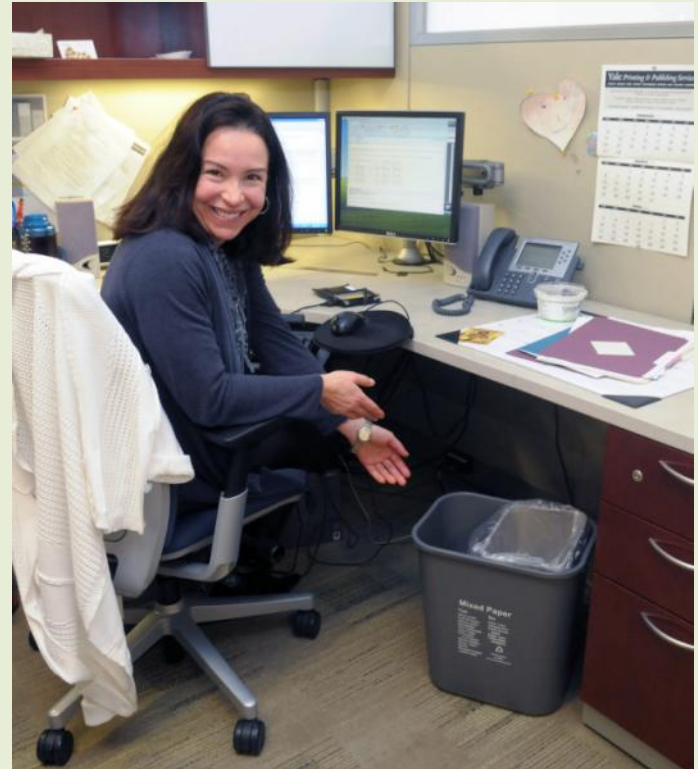
- Yale's recycling is now single stream!
- You can recycle all paper, metals, plastics, and glass together – no sorting necessary.
- Please visit the Yale [recycling website](#) for a complete list of what can be recycled.
- If your office is missing a recycling bin, please call or email the Central Customer Service Center at (203) 432-6888 or centralcsc@yale.edu.



Desk-Side Waste and Recycling

No Food in Desk-Side Bins!

- To avoid odors, pests, and possible overflow, please continue to place **only mixed paper** in your **desk-side recycling** bin.
- In your **desk-side trash bin**, place only **non-food** trash items. All other recyclables (cans, bottles, food containers, etc.) should be placed in common area single stream bins.
- Please deposit all non-recyclable food and beverage trash in the appropriate bin away from your desk area.



What Paper Can Be Recycled?

- Many different kinds of paper that you use on a daily or weekly basis can be recycled – such as magazines, envelopes, and sticky notes.
- No need to worry about paper clips and staples – they can be recycled as well.
- Cardboard boxes should be **flattened** and stacked next to a recycling bin for proper recycling.
- Remember that the following paper items **DO NOT** go in the recycling bin:
 - Tissues
 - Wax Paper
 - Food residue

O.K. to Recycle



Next Slide

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Did you know? You can find out all you need to know about recycling at Yale at <http://recycling.yale.edu/>.



Next Slide

What Plastic, Glass, and Metals Can Be Recycled?

- All plastics (except plastic wrap) can be recycled
- Lids can be recycled too, but must be removed from their containers first!
- Before placing cans, bottles, aluminum foil or recyclable food containers in the recycling, please remember to **rinse each item** of any food residue. Otherwise the item may be discarded at the recycling facility!
- Remember that the following items DO NOT go in the recycling bin:

- Styrofoam
- Plastic Bags
- Light Bulbs (including CFLs)
- Food residue
- Ceramics



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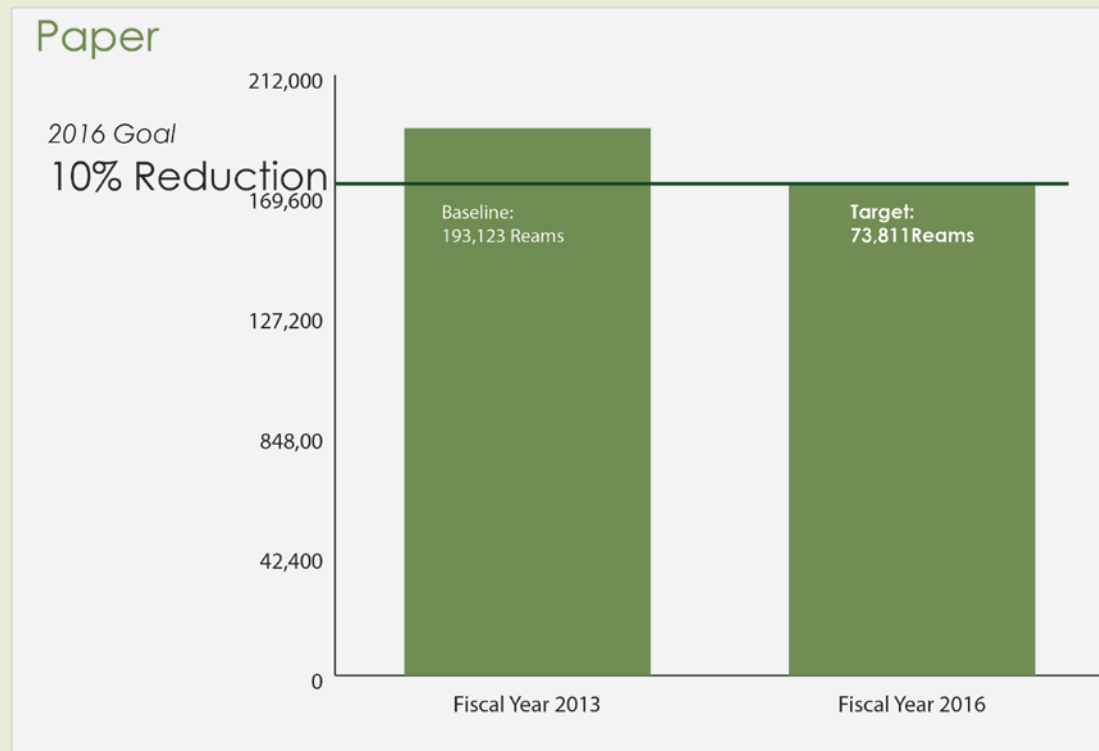
Did you know? Instead of throwing away old pens and pencils, collect them in a [TerraCycle™](#) Pen Pail, which collects old writing instruments for recycling or reuse. To request a Pen Pail, contact the Office of Sustainability at sustainability@yale.edu.

- Ceramics



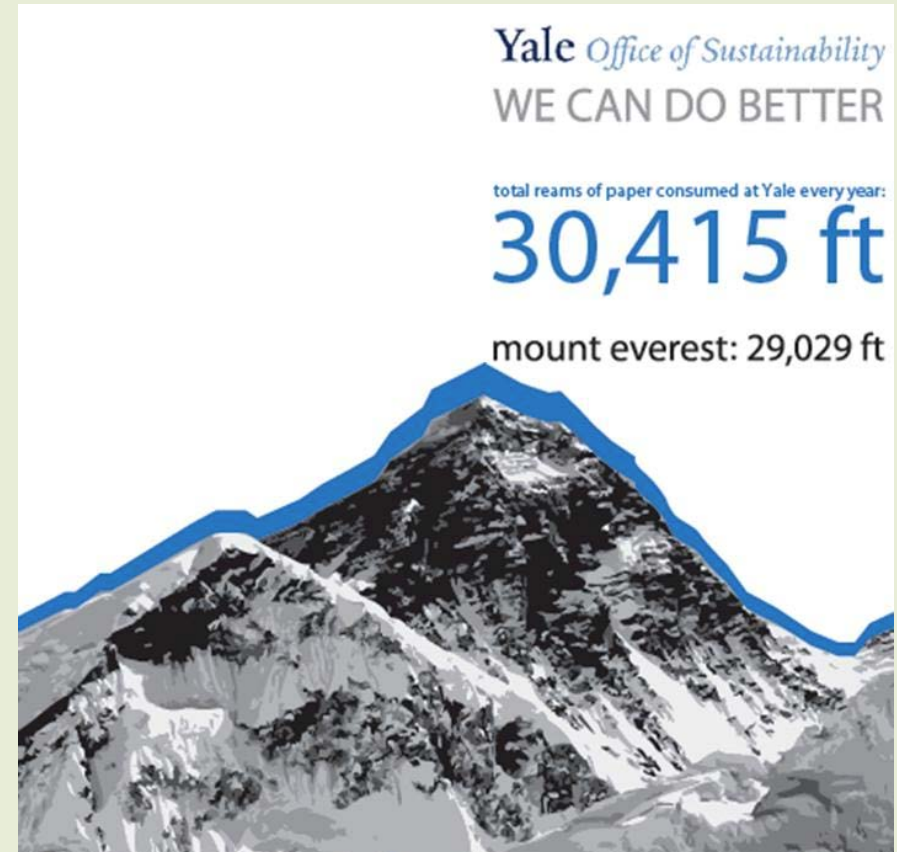
Paper Consumption

Yale's Sustainability Strategic Plan sets a goal to achieve a 10% reduction in the purchase of copy paper for printing and copying below 2013 levels by June 2016.



Reduce Paper Consumption

- ❖ If you stacked all the reams of paper consumed by Yale in one year, the stack would reach 30,415 ft. That's taller than Mount Everest!
- ❖ The 2013-16 Strategic Plan goal is to reduce paper purchases by 10% below 2013 levels by June 2016.
- ❖ By reaching this goal we would save approximately 3,500 trees, equivalent to a forest area twice the size of Old Campus.
- ❖ Find out more interesting facts about [paper consumption and waste management](#) at Yale.



Tips to reduce paper consumption:

- ✔ Use electronic communication instead of circulating paper, when appropriate.
- ✔ Use and reuse interoffice envelopes in place of regular envelopes, when possible.
- ✔ Print double-sided (duplex setting).
- ✔ Print 2-up (two reduced sized pages per sheet of paper).
- ✔ Read on-screen instead of printing a hard copy.
- ✔ Contact your [IT Support Provider](#) if you would like assistance with setting your printing default options.



Take advantage of [Yale's Junk Mail Program](#) to reduce your unwanted mail. For any periodicals or mailings you do not wish to receive, follow the procedures as outlined by the Yale Mail Service and you will be removed from the appropriate mailing lists.



Additional Printing Suggestions

- When printing documents, try using [EcoFont](#), which uses up to 25% less ink than conventional fonts.
- If EcoFont is not currently installed on your computer, please contact your [IT Support Provider](#) for assistance.
- When making copies, convert 1-sided pages to 2-sided copies, as pictured.
- You can also save ink by selecting draft quality when suitable.
- Print in black and white whenever possible. Try to print or make copies in color only when necessary.



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- Print in black and make copies



Did you know? WB Mason will pick up and recycle all used printer and toner cartridges regardless of the manufacturer. For recycling, please place used cartridges in a cardboard box in the mail areas.



Next Slide

Universal Waste

- ❧ Universal waste includes compact fluorescent bulbs (CFLs), computers, electronics, chargers, and non-alkaline batteries.
- ❧ All universal waste should be disposed of through the Office of Environmental Health and Safety. Universal waste pick-ups can be scheduled online [here](#) or contact your Facilities Superintendent for assistance.
- ❧ Between pickups, CFLs should be stored in a small box to prevent breakage.
- ❧ Alkaline batteries *can* be disposed of in the normal trash or collected by EHS. However, other batteries such as **lead acid**, **lithium**, **rechargeable** and **button** batteries are universal waste and each battery **MUST** be stored separately in a plastic bag or taped with electrical tape on each end, prior to pickup by EHS.



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Did you know? On average, Yale Environmental Health and Safety recycles approximately 200,000 lbs of used electronics each year. [Find out more](#) about how Yale Environmental Health and Safety is helping with campus sustainability.

separately
EHS.



Next Slide

Paper and Ink Purchasing

- Yale has established a university-wide standard for using office paper with a *minimum* of 30% post-consumer recycled content – 50% is even better!
- Purchasing recycled toner cartridges allows your office to save money while also helping the environment.
- Yale has negotiated terrific savings on post-consumer recycled paper and recycled toner cartridges through WB Mason.



[Next Slide](#)

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Need more information about Green Purchasing at Yale? Please email purchasing.helpdesk@yale.edu for more information.



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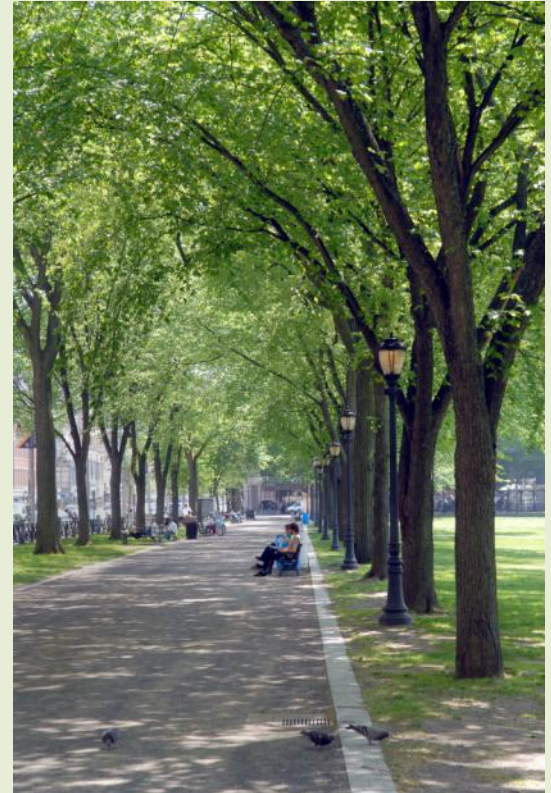
How much are we saving by purchasing recycled paper?

🌿 For every ton of 30% recycled-content paper used at Yale instead of virgin paper:

- 7 trees
- 632 lbs. of CO₂
- 2,625 gallons of water

🌿 ...and if we use 100% recycled-content paper instead of virgin paper:

- 24 trees
- 2,108 lbs. of CO₂
- 8,750 gallons of water



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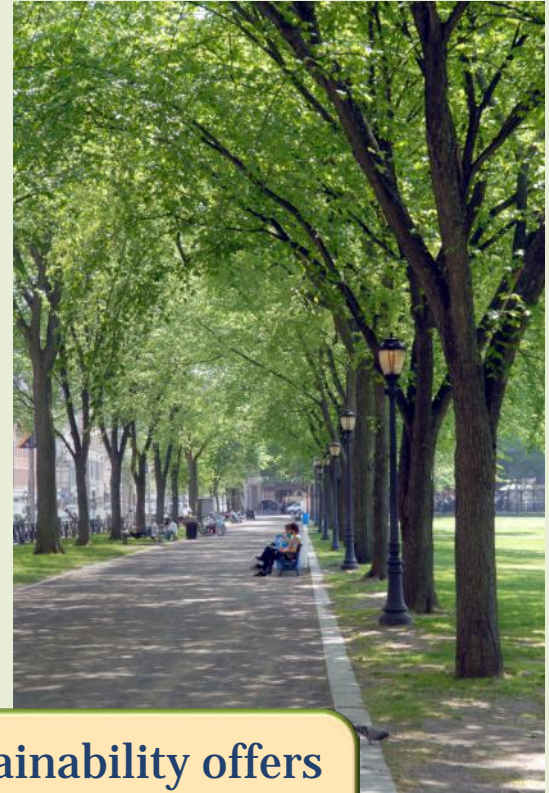
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Did you know? The Yale Office of Sustainability offers a Green Workplace Certification program. Find out how your office space can get certified [here](#).



Orders and Deliveries

- Establishing a central location where any extra office supplies can be shared between colleagues lessens the amount of new supplies that need to be ordered.
- To reduce the frequency of campus deliveries, communicate with other office members before placing an order so that deliveries can be consolidated as much as possible.
- Reducing the number of deliveries to your office will save shipping materials and reduce emissions from transportation.
- Try limiting deliveries within your department to once a week or less.



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- Try limiting unnecessary orders by establishing a departmental sharing system for extra office supplies. You won't have to wait for shipping either!



Furniture and Equipment

- When buying new computers or other office machines, Yale recommends purchasing ENERGY STAR or EPEAT rated electronics, which have lower energy requirements than conventional models.
- Before buying new office furniture, first check out Yale's [Eli Surplus Exchange](#) to see if you can find used furniture that will meet your needs. You can also donate or sell furniture (and other items as well).
- For other ways to reuse visit Yale Recycling web site [here](#).
- If new furniture is necessary, new purchases should meet green products standards such as Cradle to Cradle or Indoor Advantage, as specified in Yale's Sustainable Procurement Standards.



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Did you know? Yale follows Sustainable Procurement Standards for office supplies, furniture, equipment, and other products. You can [access the guide here](#).



Drive Less

- Yale's Sustainability Strategic Plan includes the goal to reduce reliance on single-occupancy vehicles for travel to and from campus by 2% below 2013 levels by June 2016.
- You can help the university achieve its goal by relying on other transportation methods for your commute to campus, such as walking, carpooling, biking, and public transportation.
- Using video or teleconferencing instead of traveling to in-person meetings, when appropriate, saves time, money, and reduces vehicle emissions.
- Real time shuttle locations can be viewed [online](#) or [on your smartphone](#).



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What are your alternatives to driving alone? Find out by filling out the [“Commuter Counseling Form”](#) offered by Yale Transportation Options. You can also visit the Transportation Options [website](#) for more information.



Y-Bike

- ❧ Biking on campus is a great way to reduce automobile use and enjoy some exercise.
- ❧ Yale's departmental bike sharing program, Y-Bike, provides free commuter bikes to departments looking for a better way to get around campus. There's free parking at every destination!
- ❧ The bicycles come fully-equipped with fenders, lights, bell, rack, rear basket, odometer, combination U-lock and helmet.
- ❧ Find out more about [Y-Bike](#).



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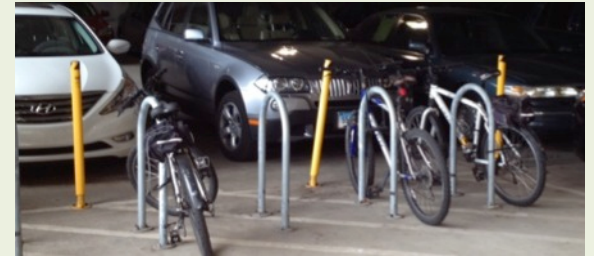
Did you know? Since the Y-Bike program's inception in May 2008, the shared bikes have collectively logged over 6,500 miles.



Next Slide

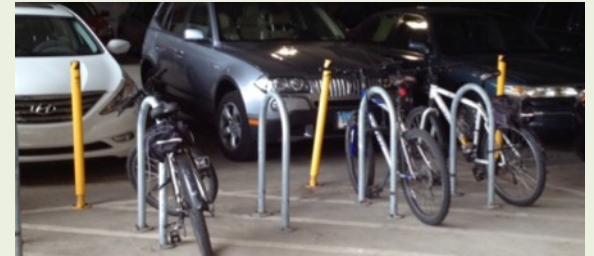
Biking

- ❧ Bike racks are located at most buildings on campus. Get more info on biking at Yale, and a map of bike rack locations at <http://to.yale.edu/bike>
- ❧ Don't have a bike? "Zagster" bike share program has come to Yale!
- ❧ Bikes are located at various bike racks around campus. Reserve online or by texting "Zagster" at the bike. Enter the garage through the pedestrian door to the right of the car entrance. You can become a member at www.zagster.com/yale



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Did you know? If you register for the Yale [Bicycle Safety class](#) offered through Yale Environmental Health & Safety, you will be reimbursed for the \$20 "Zagster" membership fee, learn safe urban cycling skills, and get a free helmet!



Zipcar

- 🌿 Zipcars are ideal for short trips and errands, and eliminate your need to have a car on campus.
- 🌿 If other modes of transportation are not available, try using one of over 30 Zipcars available to Yale students, faculty, and staff.
- 🌿 Yale University offers students and employees discounted yearly Zipcar memberships! You can find out how to sign up [here](#).



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Did you know? AAA estimates that it costs \$5,636 - \$11,721 to own and operate your car annually. Sharing a car or having fewer cars per family would save you thousands of dollars per year.



Kitchen Supplies

- Using reusable plates, cups, utensils, and napkins significantly reduces the amount of waste an office generates.
- If you are using paper products in your office, using those with at least 50% post-consumer recycled content is recommended.
- When buying dishwashing soap and cleaning supplies, look for products that are biodegradable, non-toxic, and non-petroleum based.



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Did you know? Green cleaning products are easy to find! Common brands include Seventh Generation, Biokleen, and Mrs. Meyers Clean Day.



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Water Conservation

- 🌿 Consider these facts:
 - It takes three liters of water to produce one liter of bottled water.
 - The energy required to produce and transport one bottle of water can be as high as the equivalent of filling a plastic bottle 1/4 full of oil.
- 🌿 Rather than using bottled water, you can help the environment by drinking filtered tap water.
- 🌿 Please use a reusable water container instead of a disposable cup when possible.



Next Slide

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- Please use a reusable water bottle instead of a disposable one.



Did you know? New Haven tap water is perfectly safe. In fact, studies nationwide have consistently shown that tap water, which is strictly regulated by federal water quality standards, is just as safe as bottled water – if not more so.



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Green Cleaning at Yale

- Yale's Green Cleaning Program incorporates environmentally benign cleaning products with appropriate equipment, tools, and procedures that limit environmental and human health impacts. The green cleaning program embraces the cleaning process in its entirety and includes an emphasis on education and training of workers.

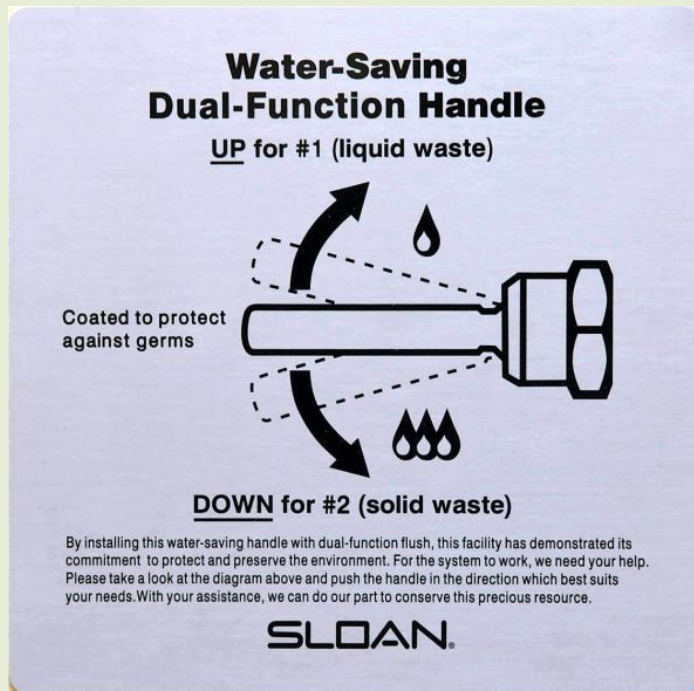


- Whenever possible, Yale uses Green Seal certified or Green Seal recommended products. If such a product is not available, Yale selects a product that is environmentally friendly and safe, as determined by Yale Environmental Health and Safety.
- Yale continually strives to improve the health and safety of its students and workers while simultaneously reducing its environmental impact.
- Find out more about Yale's Green Cleaning Program [here](#).



Dual Flush Toilets

- Around campus you may find dual flush toilets, which are more water efficient than standard toilets.
- To use the fixture properly, lift the handle up for liquid waste or push it down for solid waste.



- Lifting the handle up uses 1.1 gallons per flush, while pushing down uses 1.6 gallons per flush.
- Each liquid waste flush saves 0.5 gallons of water compared to the standard flush – a reduction of over 30%.



- Yale University has a commitment to building sustainably for all construction and renovation activities.
- In 2009, Yale published its [Sustainability Design Requirements](#), requiring all new construction or comprehensive renovation projects to achieve LEED Gold or higher.
- Sustainable design features in Yale's LEED certified buildings can include geothermal heating, solar panels, dual flush toilets, rainwater harvesting, and natural landscaping.



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- Sustainable design features in Yale's LEED certified buildings can include geothermal heating, solar panels, dual flush toilets, rainwater harvesting, and natural lands.



Did you know? There are now 20 LEED certified building projects on the Yale University campus. [Click here](#) to learn more about Yale's green buildings.



Yale Office of Sustainability
Yale Office of Facilities
Green Workplace Certification

<http://sustainability.yale.edu/>
<http://facilities.yale.edu/>
<http://sustainability.yale.edu/workplace>

Energy
IT Support at Yale
Yale Energy Standards
Building Energy Tracker
Facilities Superintendent Map

<http://www.yale.edu/its/help/supportgroups.html>
<http://www.facilities.yale.edu/energyGuide.shtml>
<http://java.facilities.yale.edu/public/Energy.html>
<http://www.facilities.yale.edu/publications/FacSuperMap.pdf>

Waste Management
Yale Recycling
Junk Mail Program
Yale EHS Sustainability
Surplus Furniture Program
Reuse Program
TerraCycle

<http://recycling.yale.edu/>
<http://www.yale.edu/campusmail/JunkMail.htm>
<http://www.yale.edu/ehs/sustainability/intro.htm>
<http://www.yale.edu/trs/surplusitems.htm>
<http://recycling.yale.edu/want-reuse-donate-or-request-items>
<http://www.terracycle.net/>

Procurement / Kitchen & Shared Areas

Yale Procurement Office
Green Cleaning at Yale
Green Purchasing at Yale
Procurement Standards

<http://www.yale.edu/procurement/>
<http://www.facilities.yale.edu/publications/GreenCleaning.pdf>
http://www.yale.edu/procurement/green_purchase.html
<http://www.yale.edu/ppdev/Guides/purchase/3201GD.02.pdf>

Travel and Transportation

Yale Transportation Options
Commuter Counseling Form
Y-Bike
Zipcar at Yale
Zagster Bike Share Program

<http://to.yale.edu/>
<http://to.yale.edu/commuter-counseling>
<http://to.yale.edu/bicyclingprogram>
<http://to.yale.edu/zipcar>
<http://www.zagster.com/yale>



Thank you for your participation!

We appreciate your time and attention.

If you would like to help us improve our program, please take a minute to give us your feedback in a short survey.

[Click here to take the survey](#)