

BEST PRACTICES GUIDE

UF Department of Geological Sciences

OVERVIEW

Welcome to the University of Florida Department of Geological Sciences! The Geo Green Team is here to facilitate sustainable research and education, and requests your support and participation in our efforts to make this a **green** department. As part of UF's wider sustainability pledge, the Geo Green Team is challenging the Department of Geological Sciences to become one of the greenest on campus. Not only will this reduce our environmental footprint, it will save money! It's easy to be green, just try and incorporate one or two things on the list below every week into your work life. Little changes can gradually make a big difference.

Green Guide to more sustainable behavior in the Department of Geological Sciences:

Energy Efficiency
Turn lights off when not in use – including empty classrooms!
Use energy saving settings on desktops and laptops. Turn off computers over the weekend, and “logoff” if you’ll be using it the next day.
Unplug fans, heaters, printers, and other electrical equipment that is not in use, or consider using a power strip which can be unplugged at the end of the day.
Use energy efficient LED/CFL bulbs in lighting. Consider using a lamp with an LED bulb instead of fluorescent overheads....or open the window blinds!

Travel
Avoid unnecessary travel by using telecommunication (WebEx, Google Hangouts, Skype, etc.).
Participate in ride-sharing to the airport and meetings. Check out UF's ZimRide carshare scheme!



Personal and Office Habits
Use public transport/ride sharing/ bike to work.
Try eating less carbon-intensive foods (i.e. meat and dairy) one or two days a week. Treat yourself to a Krishna lunch at the Plaza of Americas.
Take vacations in the U.S. or have a 'staycation' to minimize air travel.

Lab Managers
Recycle cardboard in the designated dumpster by the loading dock.
Do a “walkaround” at the end of the day to ensure students have turned off lights and equipment; reinforce this behavior.
Before throwing away old lab equipment, ask if another lab in the department could use it.
Unplug equipment that is not used regularly.

Buy local at the Farmer's markets and Ward's. Or join a CSA (see link below).
Print double sided: instructions by the 4 th floor printer
Use 0.75" or smaller margins when possible
Use recycled paper in printers that accept it.
Buy drinks in plastic instead of aluminum cans, or better yet, refillable large volume containers.
Don't buy water.

Consider buying energy efficient lab equipment.
Buy rechargeable batteries.

Don't forget to watch out for upcoming Green Team initiatives and wider UF events. Look out for emails and events posted on our notice board on the second floor.

Subscribe to the Geo Green Team email list, at GEO-GREEN-TEAM-L@lists.ufl.edu

DEPARTMENT RECYCLING PROTOCOL

Plastic, glass, and aluminum		Paper and cardboard	
<u>Allowed:</u>	<u>No thanks:</u>	<u>Allowed:</u>	<u>No thanks:</u>
Plastic, glass, and aluminium beverage containers (cans, jars, and bottles)	<ul style="list-style-type: none"> • Metal lids • Food or drink residue • Light bulbs • Pyrex, lab, or window glass • Ceramics 	<ul style="list-style-type: none"> • Computer, copier, and notebook paper (any color) • Index/note cards • Post-its • Manila folders • Envelopes and junk mails • Newspaper and magazines • Soft-cover books • Corrugated boxes • Cereal/cracker boxes • Pizza boxes • Staples • Paper clips 	<ul style="list-style-type: none"> • Paper contaminated with food, oil, grease, solvents, etc • Hardcover books: OK to recycle if covers are removed • Waxed or plastic-covered paper/boxes • Paper napkins/towels and tissues • Hanging file folders
NOTE:			
<p>Recycle batteries and old electrical equipment (phones, laptops) by giving to Dow.</p> <p>Recycle big pieces of cardboard by leaving next to paper bins for the custodian to take, or taking to the dumpster yourself.</p>			

USEFUL LINKS

UF Office of Sustainability: <http://sustainable.ufl.edu/>

UF CSA: <http://sustainable.ufl.edu/gatorcsa/>

Gainesville Sustainable City Guide:

<http://gainesvilleconnect.com/sustainability/>

City of Gainesville Recycling Guide:

<http://www.cityofgainesville.org/Portals/0/recycle/THE%20RECYCLING%20SOURCE%20April%202012%20FIFTH%20edition.pdf>

UF Ride Sharing: <http://www.zimride.com/uf/>

Alachua County Guide to Sustainable workplaces:

<http://alachuacounty.us/Depts/Communications/Documents/sustainable-workplaces.pdf>

Local shopping guide: <http://www.buylocalnfc.org/>

Union Street Farmer's Market:

<http://www.unionstreetfarmersmkt.com/>