

Employee's Guide to Conservation Efforts at Northern Prairie Wildlife Research Center

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About the Northern Prairie Wildlife Research Center Sustainability Awareness Committee

Many of the recycling and conservation efforts at NPWRC are spearheaded by volunteers in cooperation with Facilities. Many of these actions are federally mandated. The Sustainability Awareness Committee was formed to assist with these efforts.

In addition to conservation in the workplace, the Sustainability Awareness Committee urges you to engage in environmentally friendly actions at home. Please refer to our document at 'K:\Everyone\Sustain_Cmte\For_NPWRC_Staff' for information and ideas.

For questions, please contact any member of the Sustainability Awareness Committee: Betty Euliss, Ray Finocchiaro, Heber Golden, Pam Pietz, Mike Schwartz, Jill Shaffer, or Mark Sherfy.

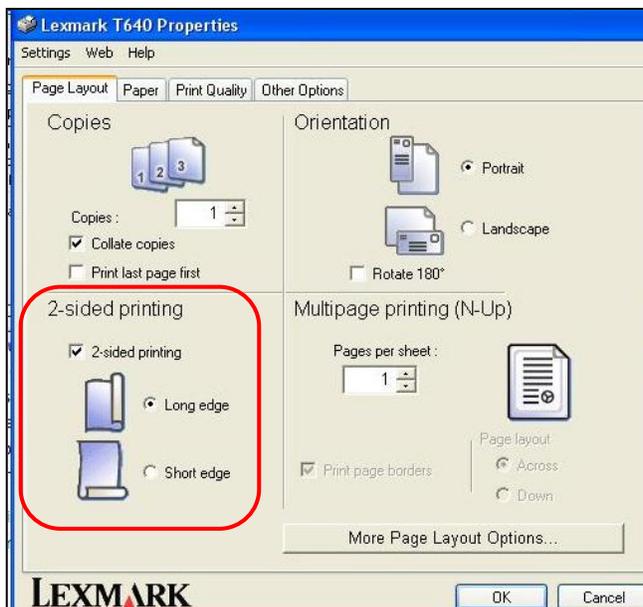
Reduce

2-sided Printing and Copying

Whenever possible, please use 2-sided printing to reduce paper consumption. Most newer printers around the Center can be set for 2-sided printing.

How to: On the Print Screen, click Properties. Under the Page Layout or Finishing tab, check mark "2-sided printing" or "Print on Both Sides" and click OK. These directions will vary depending on the printer used. If you don't see an option for double-sided printing, please ask Mike or Dave about it. If you print again without closing the program, 2-sided printing should be automatic, but once you close the program and re-open it, the default will be reset to 1-sided. Please get in the habit of always checking

before you print!

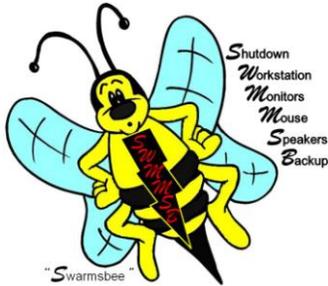


There are other ways to reduce the amount of paper you print, such as reducing the size of the document (usually on the Preview Print screen) before printing. Printing more than one page per sheet is another option.

Also, when making copies, it's easy to set the copier to print on both sides, even if the original document is only printed on one side. Just select "Two-sided mode" and then the appropriate button (1→2 sided or 2→ 2-sided). Please see Toni if you need assistance.

Shut down Computers

Shut down computers **at the backup** when you leave the office for the evening or weekend. Energy is wasted by keeping machines on when not in use. A computer's lifespan is not affected by daily shut downs. The back-up does not need to be continually charging when your computer isn't on.



Some speakers are not shut off when the machine is shut off, so pay attention to those peripherals. Cordless mice always need to be manually switched off. Keep in mind the Swarmsbee acronym.

Exceptions to shutting off your computer are nights when your machine is scheduled for back-up or if you are running a program overnight. Remember, you can still shut off your monitors on these nights.

Shut off Lights

If you'll be out of your office for a meeting or when you are leaving for the day, shut off the lights behind you. When you leave a common area and no one is left in that room, don't be shy—turn off the lights! Automatic timers have been placed in some of the bathrooms, but they can be manually shut-off when not in use.

Shut off Peripherals

At the end of the day if you are the last one in the building, please check common-use items (e.g. printers, copiers, shredders) and turn them off.

Turn Off Your Car

It gets cold in the winters so it's common to see folks warming up their cars. Please keep an eye on how long you are letting your car idle. When it's not drastically cold, your engine will get a good warm-up driving up the hill toward town!

Use of Block Heaters

The Center has facilities for engine block heaters to be plugged in at most parking spaces. It is unnecessary to leave cars plugged in the entire day and this can cause an overload of the electrical system. If it's cold and you need to use your block heater, plug it in about two hours before you plan to leave. It will have enough time to warm the engine by then.

Electric Vehicle

Two electric powered vehicles are available for use for travel between the Main and Riverside buildings. One vehicle is stationed at each building. Unfortunately, in the winter the electric cars are not available for use. See Cliff Calheim for directions before you drive.

Travel Vehicles

Remember to choose the most fuel-efficient vehicle available and pertinent for the type of travel.

ReUse

Packing Material

Packing materials are collected for re-use. A bin is located in the Main building hall next to the filing room. Please place packing peanuts in their own bag for easy collection. As we have no disposal market for these items, we give them to local businesses, so please use them if you need them! Once full, materials are stored in the garage north of the dorm, which is locked. See Jill Shaffer, Ray Finocchiaro, or a Facilities staff for a key.

Computer Equipment

IT reuses some computer equipment that is replaced with newer models. Laptop bags and surge protectors also are available. Please see Mike Schwartz or Dave Cunningham for more information.

Recycle

Aluminum cans

Bins for Aluminum cans are available in the kitchenettes of both the Main and Riverside buildings and the Dorm. Please crush your cans to maximize space.

Steel/Tin cans

Bins for steel and tin cans are available in the kitchenettes of the Main, Riverside, and Dorm buildings. Please rinse cans before placing in bins or they will get moldy!

Glass

Bins for all colors of glass bottles are available in the kitchenettes of the Main, Riverside, and Dorm buildings.

Plastics

All plastics #1-7 are collected for recycling. Plastics #1 & 2 have separate bins from #3-7. Please check the number of plastic (usually it's on the bottom inside the recycling symbol) and place



in appropriate bin. Bins are located in the kitchenettes of the Main, Riverside, and Dorm buildings.

Plastic bags are also recycled and available for re-use. Plastic bags are collected in a holder on the backside of the Main building kitchenette door.

Unfortunately, despite the fact that they're stamped with appropriate numbers, the recycling center cannot take magazine wrappers (and other non-stiff plastics) or Styrofoam.

Cardboard



Corrugated cardboard (has perforated layers) is collected for recycling. In the Main building, leave boxes next to back door by mail room for collection. Feel free to re-use cardboard boxes.

Cardboard is stored in the white trailer near the dormitory building until it's recycled.

Fiberboard (e.g., the material used for cereal boxes) is recycled together with "junk mail" (see paper recycling).

Paper

White and colored office paper is collected for recycling as well as "junk mail." White office paper is any paper that is white, even white paper with colored printing. If you tear the paper and the inside fibers are white, it is considered white paper. White paper must be free of glassine windows (envelopes). Staples are okay.

"Junk mail" is all the miscellaneous paper that doesn't fit in the white paper category, not including magazines. Colored paper fits in this category and is all non-glossy paper that has been dyed. Paper that has colored ink is still considered white paper if it's printed on a white sheet of paper. Paperboard (thin cardboard) is also included "junk mail". Glassine window envelopes, glossy inserts, and manila envelopes are more examples of "junk mail."

Paper bins are located in the mail rooms of the Main and Riverside buildings, as well as on the 2nd floor next to the copy machines in the Main building.



Magazines

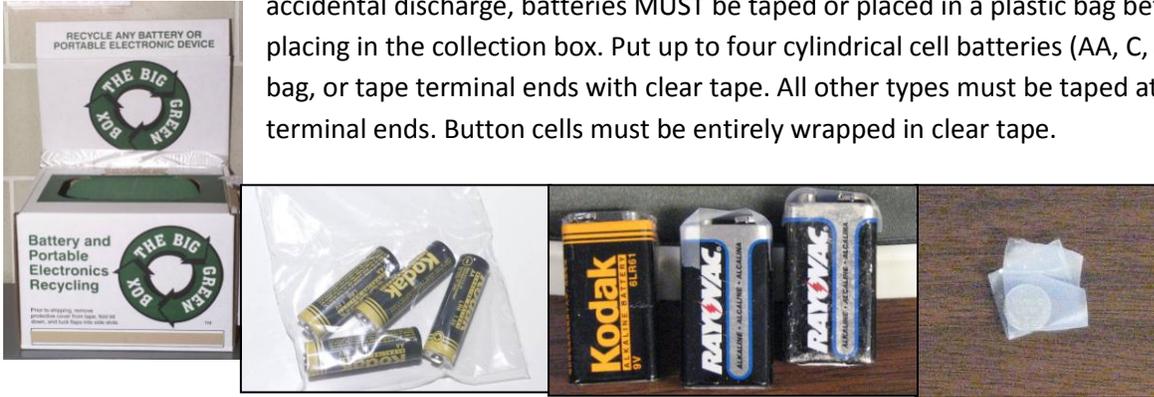
Glossy magazines and catalogs are collected for recycling. Bins are located in the Main building mail room.



Household (alkaline) Batteries

Household batteries (e.g. AA, AAA, C, D, 9-volt, lantern, button cells) are recycled. A collection box is located near the entrance in the GIS Lab, in the Riverside Mailroom, and in the Dorm Lab. To avoid

accidental discharge, batteries MUST be taped or placed in a plastic bag before placing in the collection box. Put up to four cylindrical cell batteries (AA, C, etc.) per bag, or tape terminal ends with clear tape. All other types must be taped at the terminal ends. Button cells must be entirely wrapped in clear tape.



Rechargeable Batteries

Rechargeable batteries can be placed in a separate box located near the door to the GIS Lab.

Computer Equipment & Cell Phones

All peripheral and small computer equipment (mouse, keyboards, speakers, CD/DVDs, wiring, jewel cases, etc.) and cell phones can be placed in the “Techno Trash” box in the GIS Lab or in the Riverside Mailroom for recycling. Do not break CD/DVDs as people with disabilities handle these items. We have a special device that is used to destroy information contained on discs. Telephones, computer back-ups, monitors, printers, and other larger items are also recyclable. Speak with someone in IT or the Sustainability Awareness Committee for more information on storage.



Copier and Printer Cartridges

Empty toner cartridges from copiers and printers can be recycled by mailing back to the manufacturer (many have mail-back programs) or placing in the Techno Trash box in the GIS Lab or Riverside Mailroom.

Aerosol Cans



Contact a member of Facilities to collect aerosol cans. A machine at the Shop properly empties and crushes them.



Food Scraps

Dispose of fruit/vegetable scraps, coffee grounds, and tea bags in the compost collection bin under the sink of the Main building's kitchenette area. Please, no meat scraps or dairy products in the bin! The composter is located north of the dormitory, near the small garage.

Fluorescent Lights

Fluorescent lights are recycled by Facilities.

Tires, Motor Oil, Antifreeze, and Car Batteries

Tires, motor oil, antifreeze, and car batteries are recycled or properly disposed of by Facilities.

Acquisition

Energy Star, EPEAT, FEMP

The Federal Acquisition Regulation (FAR) and Executive Order 13514 direct federal agencies to purchase Energy Star, Electronic Product Environmental Assessment Tool (EPEAT), Federal Energy Management Program (FEMP), and “environmentally preferable” products and services. When in the market for new products, be sure to investigate their energy conservation status by viewing a current list of EnergyStar products and EPEAT participating manufacturers. Use GSA Advantage <https://www.gsaadvantage.gov> or visit <http://www.energystar.gov> or <http://www.epeat.net/Companies.aspx>.

A complete list of products with energy efficiency performance requirements and low standby power performance requirements can be found at <http://www1.eere.gov/femp/technologies/>.

Recycled Paper

The Center purchases paper with recycled post-consumer waste for use in copiers and printers.

Biodegradable and Reusable Utensils

For meetings, biodegradable utensils are available for use. Please place in compost bin when done. Ceramic mugs are also available for use in the Main kitchenette. Mugs must be washed before placed in cupboards.