

T U R N I N G O V E R
A N E W L E A F



A G U I D E T O
G R E E N I N G U F

the  **green**team

UF | UNIVERSITY *of* FLORIDA

The mission of the Office of Sustainability is to make the University of Florida - in its operations, education, research, and outreach - a model of sustainability, integrating the goals of ecological restoration, economic development, and social equity.



Green Teams work with the office to support this mission, and encourage the collaborative efforts of faculty, students, and staff to generate knowledge, acquire skills, develop values, and initiate practices that contribute to a sustainable, high quality of life on campus, in the state of Florida, and across the globe.



THE GREEN TEAM NETWORK

The Green Team Network (<http://www.sustainable.ufl.edu/greenteam/>) is an effort to involve members of the campus community, at all levels, in achieving a more sustainable university. Participants in the network act as representatives on campus for the university's ongoing efforts to reduce unnecessary resource use and waste generation. The Office of Sustainability works directly with Green Teams to develop strategies for sustainability that are a good fit for colleges, departments, or organizations. We hope the teams will help generate new ideas and offer feedback on existing programs, as well as provide a mechanism for sharing information and best practices so that we can all learn from one another.

Establish a Green Team with your supervisor's approval, and designate a Captain as a primary point of contact with the Office of Sustainability.

We ask each Green Team, once they have gained the approval of their supervisor, to nominate a "captain" (or co-captains) who will act as the primary liaison between the rest of his/her unit and the Office of Sustainability. Captains provide us with feedback from their teams, assist us in creating, promoting, and implementing programs within their units, and help facilitate information exchange and cooperation within their teams and across teams.

In order to successfully promote strategies for sustainability, the UF Office of Sustainability utilizes a strategic framework known as Community-Based Social Marketing (CBSM). CBSM is based upon research in social psychology and has demonstrated impressive results for changing a target audience's behavior, offering an attractive alternative to information-based campaigns. For more details on CBSM, take part in one of the Office of Sustainability's CBSM trainings offered through HRS and visit: <http://cbsm.com/>.



Green Teams help foster understanding of and buy-in for sustainability across departments through:

- Actively participating in campus-wide sustainability initiatives, as well as developing new initiatives appropriate to their departments.
- Incorporating sustainability goals into departmental orientation processes for new employees/students to ensure that these practices become institutionalized.
- Identifying how their department, and UF as a whole, is moving towards or away from sustainability.

As part of new hire training, all Gator Dining Services employees now go through sustainability training which includes education on water and energy conservation at home and on the job. (<http://www.bsd.ufl.edu/dining/sustainability.asp>)



Each Green Team is unique, and should reflect the culture of the department that hosts it.

What follows are some key areas of concern for our campus community, and several recommendations for how we can improve our performance in these areas. Not all of the recommendations will apply to every department, and we welcome your creativity and insight in helping us to develop new approaches and best practices. Please contact the Office of Sustainability if you have feedback or questions on any of these issues.

ENERGY CONSERVATION AND CLIMATE CHANGE

The main campus of the University of Florida uses approximately 75 megawatts of power, and spent roughly \$38 million for electricity alone in 2008. Because the majority of our energy comes from fossil fuel sources, such as coal and natural gas, energy use in our buildings is the primary contributor to UF's carbon footprint. All of us use energy at work — from lights to computers, photocopiers and printers. There are lots of ways that you and members of your department can help reduce our carbon footprint and reduce the budget deficit that the high cost of energy creates each year.

Some university-wide efforts are already underway. In 2007, President J. Bernard Machen was the first to sign the American College and University President's Climate Commitment. A working group at UF is creating an action plan for carbon neutrality by 2025. A complete audit of our carbon footprint can be viewed at: <http://acupcc.aashe.org/ghg-report.php?id=199>.

DID YOU KNOW?

A majority of UF's buildings are dehumidified and cooled through a very efficient chilled water utility produced by UF's Physical Plant Division (PPD). This system cools the air coming into buildings to 55 degrees – the optimal temperature to remove humidity. Building systems then reheat the air to the desired temperature set for each space. Cooler temperature settings in buildings actually save energy because they do not require as much re-heat. Currently, in our humid climate, this is the best way to keep our buildings cool, healthy, and free from mold and mildew. UF is continuously trying to improve the comfort and efficiency of our buildings. You can provide feedback on your building's comfort level to PPD by calling the Work Management Center at 392-1121.

In December 2008, the Office of Sustainability coordinated a lightbulb exchange during which Green Team members could trade incandescent lightbulbs for more energy efficient Compact Fluorescent Lightbulbs, or CFLs. Altogether, the campaign distributed nearly 1,700 bulbs, with the International Center Green Team, alone, exchanging 150 and the Finance & Accounting Green Team more than 250!



Collaborate with colleagues to identify energy conservation measures that are appropriate to your department.

1. For computers and peripherals, initiate an end-of-day shut-off program that minimizes unnecessary energy use.
2. Employ energy-saving settings for your computers and peripherals (e.g., copy machines) so that they hibernate or shut-off automatically during periods of inactivity.
3. Use a power strip to cut power to all electronics/appliances (e.g., personal and shared printers) at the end of the day.
4. Unplug other devices (e.g., battery chargers) when they are not in use.
5. Shut off lights in copy rooms, kitchens, conference rooms, and closets when the spaces are unoccupied.
6. Use day-lighting when it is available.
7. Replace old lightbulbs with energy efficient bulbs when feasible.
8. Initiate a "last to leave" policy which insures that lights are shut off at the end of the work day.
9. Contact Environmental Health and Safety for information about task lighting that will save energy and increase your health and wellbeing.
10. For laboratories, enforce proper management of fume hoods and other energy-intensive research equipment.

The IT staff at Operations Analysis has implemented power management capabilities that are helping staff in Business Affairs to reduce their energy consumption. These settings include shutting down computers that have been left on inadvertently afterhours (those who need access to a VPN* can opt out), and a step-down set of energy saving modes when people leave their desks for extended periods of time (security login after 15 minutes, monitor to sleep after 20 minutes, and full hibernation after 25 minutes of inactivity). Green Teams in other locations around campus, such as the International Center and the Veterinary Medical Center, have been collaborating with their IT staff to achieve similar savings.



* Virtual Private Networking

WATER CONSERVATION

Our water supply, the Floridan Aquifer, is refilled/recharged by rainwater. Most of the rain that falls on the main University of Florida campus eventually flows into Lake Alice, one of the campus' largest and most central natural areas. On the outskirts of campus, rainfall that doesn't soak into the ground finds its way into Hogtown Creek, Tumblin Creek, or Bivens Arm. All three of these areas move surface water into the aquifer below. What ends up on the ground around campus, from litter to leaky car oil, drains into creeks, streams and lakes and can have a significant impact on the quality our drinking water.

UF's water is pumped from the Murphree Well Fields owned by Gainesville Regional Utilities (GRU). After being pumped from below ground, GRU treats the water before distributing it through pipes. GRU supplies potable water to UF through 16 locations around campus. UF is home to its own three million gallon a day Water Treatment Plant. The UF Physical Plant Division has a number of departments that are working to ensure all our water systems work properly, and that we are implementing best practices for protecting our watershed.

DID YOU KNOW?

Almost 100% of UF's irrigation water is reclaimed from our on-campus waste water treatment facility. Because we, the users of potable water at UF, consume a great deal, the campus creates thousands of gallons of reclaimed water a day. Our storage capacity for treated water is surpassed by our generation of water that needs to be treated. It's an unfortunate reality that we can, and sometimes need to, irrigate at all times of the day and night to distribute the reclaimed water. The sustainability concern is on the front end of this equation. We all need to treat water as a precious resource.

Collaborate with colleagues to identify water conservation and pollution prevention measures that are appropriate to your department.

1. Make sure that faucets are turned off all the way and promptly report leaky faucets and toilets to the PPD Work Management.
2. Also report irrigation related problems, e.g., broken sprinklers, lines, or sprinkler systems running for an excessive amount of time to PPD Work Management.
3. Use a water filter and a reusable container or cup rather than purchasing bottled water.
4. Contact PPD about retrofitting your water fountain with a fixture for filling cups and containers more easily.
5. Purchase a reusable pitcher and cups for your office space to use at meetings.
6. For laboratory experiments where potable water is required to support research/experiments the UF Utilities Policy mandates that: "...use will not exceed 30 minutes duration and must be under constant observation by qualified personnel. Research/experiments requiring more than 30 minutes of pass through water must use self-contained recycle cooling equipment. The Director, Physical Plant Division, must approve exceptions to this policy in writing in advance." (<http://www.ppd.ufl.edu/pdf/UFUtilityPolicy.pdf>).
7. If your department is planning a new landscape, encourage the use of native plants, and work with UF's Grounds staff to ensure that Florida-Friendly landscaping practices are implemented.
8. Don't throw anything into storm drains. These lead directly to creeks or to Lake Alice, and ultimately our aquifer.
9. If you commute to UF by car, be sure to check for fluid leaks regularly. Leaking fluids, such as oil or coolant, can contaminate surface and ground water.

WASTE REDUCTION

Through waste reduction and recycling initiatives, UF achieves a waste recovery rate of nearly 35%, and recycles over 5,500 tons of material annually. To help UF reach its goal of Zero Waste by 2015, it is important that divisions do their part to divert waste streams. You can help reduce waste by remembering that all four “R’s” in the Reduce, Reuse, Recycle, Re-buy chain are important. All of us need not only to recycle, but also to think about how we can lower our consumption of disposable goods, reuse or share items, and purchase items with recycled content.

Identify waste streams, and institute reduction/recycling efforts that are appropriate to your department.

1. Paper

- Request to be removed from mailing lists for any unwanted catalogs, newsletters, magazines, and junk mail. www.newdream.org/junkmail
- Avoid overproduction of marketing and publicity material by reviewing distribution lists and regularly updating databases.
- Think Before You Ink: <http://ufcn.urel.ufl.edu/ink/>
- Use email and publish electronically, rather than printing, when feasible. Edit drafts electronically rather than printing. Use digital filing and imaging systems when feasible.
- Print double-sided and Change the Margins on all printed documents to no more than three quarters (.75) of an inch on all sides.
- Adjust fax machines to minimize paper waste (e.g., eliminate cover pages, unwanted headers, and report sheets) and use scrap paper for sending/receiving faxes. Some fax machines can even be set to fax to email and vice-versa, eliminating paper altogether.

“Zero Waste is a philosophy and a design principle for the 21st Century. It includes ‘recycling’ but goes beyond recycling by taking a ‘whole system’ approach to the vast flow of resources and waste through human society. Zero Waste maximizes recycling, minimizes waste, reduces consumption and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace.”

From http://www.grrn.org/zerowaste/zerowaste_faq.html



Gator Dining Services has demonstrated their commitment to waste reduction by eliminating food trays, making reusable to-go containers available, and asking customers to pledge to take only what they will consume, among other strategies promoted in their “Erase the Waste” campaign.



- Use scrap paper for drafts and re-use envelopes to circulate internal communications.
- Recycle. Paper recycling is offered across campus; every building should have a paper collection area for newspaper, office paper, and junk mail. If you do not have a bin, call the PPD Solid Waste Department at 392-7396 to request a bin.

2. Cans and bottles

- Work with the Office of Sustainability and the Physical Plant Building Services Department to assure that your department has indoor recycling bins. Working with these departments will ensure that your recycling bins are appropriately placed and regularly serviced.

DID YOU KNOW?

You can view all the current recycling locations on the campus map under the sustainable campus link: www.campusmap.ufl.edu.

3. Ink & toner cartridges

- Refill/recycle printer toner cartridges and buy remanufactured ones.
- All printer cartridges (Inkjet and laser) can be recycled through our contract vendor, Mr. Paper. When you have cartridges to recycle, simply contact Mr. Paper (http://www.purchasing.ufl.edu/main_contracts-recycled_toner.asp), and they will arrange to have your cartridges picked up.

4. Hazardous Waste

- Reduce your production of electronic waste through preventative maintenance on existing equipment and recirculation of used equipment via UF’s “Surplus Property” program (<http://www.surplus.ufl.edu/>)

DID YOU KNOW?

You can recycle your shipping peanuts and bubble wrap by bringing them to Do It Reitz.

available/). Share printers where practical in order to reduce the need for personal printers and encourage judicious printing.

- For electronic equipment which has reached the end of its useful life (i.e., even smaller items such as jump drives, phones, and rechargeable batteries), use Asset Management Services (<http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.9.17>) for safe disposal. Familiarize yourself with UF's Electronic-Waste Directive and the list of electronic items collected and recycled by the university: <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.9.17>
- Work with Environmental Health and Safety to track and safely dispose of all hazardous waste created by your department. The UF ChemSwap (<http://swap.ehs.ufl.edu/>) provides a list of free research chemicals currently available to laboratories on the UF main campus and at PK Yonge School. The free chemicals are delivered with an MSDS by an EH&S staff member directly to your lab. All the chemicals are in the original, unopened container.

Many of our departments generate significant yet unique waste streams and we must work diligently and creatively to help turn our waste into inputs for other processes. Here are a few great examples from different departments around campus:

The O'Connell Center generates a large number of wooden pallets, which previously went to the recycling bullpen. Recently, they began contracting with a local pallet company that was interested in reusing the pallets. Reuse is always a better, less energy-intensive option than recycling, and through this effort the O'Connell Center reduced their waste footprint and saved the university money. Along these same lines, the O'Connell Employee Relations Office also turns stacks of scrap paper into scratch pads for office staff to use.



Another great example of taking a creative and unique approach to tackling UF's waste reduction goals comes from the Student Health Care Center's "Medication Disposal Program." Anyone (students, faculty, staff and community members) can bring in their expired or unused medications and deposit them into a waste drum. Thus far, the Health Care Center has collected 50 pounds of medication. In order to assure anonymity, there are no questions about where the medications came from or who is doing the dumping. For more information about the program, visit: <http://www.shcc.ufl.edu/medical/pdf/pharmacygreen.pdf>. The SHCC is located in the Infirmary Building on campus and the Pharmacy is on the first floor, just past the elevators.



5. Other waste streams :

- For assistance with planning sustainable departmental events, read the Office of Sustainability's "Sustainable Event Planning Guide" (<http://www.sustainable.ufl.edu/documents/event%20guide.pdf>).
- Use reusable containers for your personal food and beverages.
- Donate unneeded, reusable supplies to non-profit organizations like Alachua County Tools for Schools (<http://www.alachuacounty.us/government/depts/pw/waste/toolsforschools/>).

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The 2006 Gators Championship Basketball floor is gone. After selling a little over a third to an avid Gator fan in the Jacksonville area, the UAA was looking to get rid of the rest of the old planks to free up the storage space they occupied. With the help of the Office of Sustainability, the UAA found Bearded Brothers - Demolition and Salvage Services. With their help, 100% of the floor will be re-used - some as flooring, some as souvenirs, and some will be used by local carpenters here in the Gainesville community. Overall, approximately 27 tons of wood were diverted from the landfill. The memories of those historic national championship seasons will live on.



WASTE REDUCTION

continued

- Try reducing the number of personal trash cans in shared work spaces. Instead, strategically place larger trash cans in a convenient location and pair these with recycling bins. This arrangement not only encourages recycling, it also reduces the workload for cleaning staff and reduces the number of plastic garbage bags being sent to the landfill.

Gator Dining Services offers a \$0.50 discount on refills for soda and a \$0.25 discount for refills on tall coffee purchases campus-wide when you bring in a reusable mug.



For two years running the Health Science Center has used biocompostable dinnerware for their annual holiday party. Last year they did a 50/50 combination to see if there were any issues or complaints, but all was well. This year the department uses 100% bio-cutlery. They purchase their biocompostables through WorldCentric but there are several suppliers available and the local store Indigo (<http://www.indigogreenstore.com/>) carries a supply. It seems for about \$0.40/seat you can purchase the biocompostables. Using recycled content paper products is another great option when disposables are necessary.



DID YOU KNOW?

UF, not including auxiliaries or Shands, used over 1.6 million trash bags in 2008. Last year, Building Services was able to switch to thinner bags for some applications, saving almost 14 tons of waste every year.

FACILITIES & PROCUREMENT

As individual entities, and as an aggregate industry, universities purchase high volumes of products such as paper, computers, printers, copiers, office supplies, research supplies, cleaning supplies, building materials, furniture, paint, carpet, food and more. As an institution with large purchasing requirements, the University of Florida can influence and drive the type, availability and price of products offered in the marketplace. We can leverage purchasing practices to educate our students, improve human health conditions on campus, and lead the way as stewards of the Earth's resources by making environmentally and socially preferable purchasing choices.

Purchasing and Disbursement Services has done much in the past few years to ensure that the vendors contracted by the university are aligned with UF's sustainability goals. In 2003, department leaders drafted purchasing guidelines designed to lessen UF's environmental impact by directing purchasers to environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price. These guidelines were enhanced and revised in 2007 as the Sustainable Purchasing Directive (<http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.12.16>).

In order to leverage the incredible purchasing power of UF to drive sustainable choices, it is important that all members of the UF community remember to take advantage of the Purchasing Department's services whenever possible. If you do decide to make a purchase on your own, remember to reference the Sustainable Purchasing Directive and to consider the tips listed below.

1. Always consider sharing, renting, or leasing as an alternative to buying new equipment.
2. Use a life-cycle cost analysis, rather than automatically choosing goods with the lowest purchase price, to help your department identify the best long-term value. Consider the following characteristics when purchasing new materials or equipment:
 - Energy efficiency (e.g., Energy Star: <http://www.energystar.gov/>)
 - Recycled content (pre and post-consumer), remanufactured goods, and/or use of refurbishing services. For information on environmentally-friendly paper, visit: <http://www.conservatree.org/>

In keeping with the university's commitment to green building, The new UF Student Health Care Center facility will achieve a minimum of LEED Silver certification, with a goal of attaining LEED Gold (www.facilities.ufl.edu/sustain). Certification will be achieved through the use of recycled, rapidly renewable, and local and regional materials, renewable energy in the form of solar water heating, landscaping with native plants that do not require irrigation, and many other green building design and construction practices.

- UF's Reitz Union Hotel has applied for designation by the Florida Dept. of Environmental Protection's "Green Lodging Program" (<http://www.dep.state.fl.us/greenlodging/default.htm>).
- Diamond Village Graduate and Family Housing Community was chosen by Housing and Residence Life as the pilot project for a campus-wide campaign to increase the sustainability of the university's living areas. Diamond Village has already incorporated some sustainable design features, such as the rain barrels and herb gardens that are now commonplace in the community. The next step in the project is to redevelop the community's common area into a place that will educate the residents, get them involved, and allow them to practice day-to-day applications of sustainable living.



- Durability
- Minimized packaging (e.g., buying in bulk or concentrated form)
- Minimized toxic ingredients or components, e.g., chlorine-free paper (<http://www.chlorinefreeproducts.org/>), and volatile organic compounds (VOC)
- Sustainable harvesting and third-party certification marks, e.g.:
 - Forest Stewardship Council (FSC - <http://www.fsc.org/>) for paper
 - Certified Organic and Fresh from Florida (<http://www.florida-agriculture.com/index.htm>) for food

- Certified Fair Trade for coffee and other goods
- Multi-sector certification and other resources for environmentally preferable purchasing: <http://www.ecologo.org/>, <http://www.greenguard.org/>, <http://www.scsCertified.com/>, <http://www.responsiblepurchasing.org/>, <http://www.epa.gov/oppt/epp/>, <http://www.nerc.org/index.html>, <http://www.informinc.org/>, <http://www.ofee.gov/>, <http://www.c2ccertified.com/>

3. For electronics, ensure they are Electronic Product Environmental Assessment Certified (EPEAT).
4. Seek vendors who offer a take-back program ("Extended Product Responsibility Program") to ensure that equipment and products are disposed of properly. <http://www.computertakeback.com/>
5. Use environment and worker-friendly non-toxic cleaning products (e.g., Green Seal Environmental Standard: <http://www.greenseal.org/index.cfm>).
6. Make purchases from local and minority vendors when feasible. Visit UF's Division of Small Business and Vendor Diversity Relations website (www.sbvdr.admin.ufl.edu).
7. Consider the rights of workers. For resources on purchasing products which are produced humanely, visit: <http://www.verite.org/>, <http://www.workersrights.org/>, <http://svtc.igc.org/svtc/>
8. For departments considering purchasing or leasing a vehicle, think about using Zipcar (<http://www.zipcar.com/ufl>) as an alternative. If you must buy a vehicle, seek out the most fuel-efficient options available (see UF's "Purchasing Directive for Departmental Vehicles": http://www.purchasing.ufl.edu/main_contracts-vehicles.asp#directive).

9. Make sure the printing of major publications are as cost-effective and environmentally-friendly as possible. Visit the Think Before You Ink website (<http://ufcn.urel.ufl.edu/ink/>), and read "How to Go Green with Print Design," compiled by one of our Green Team captains (<http://www.sustainability.ufl.edu/reports/documents/GoingGreenWithPrint.pdf>).

Gator Dining Services offers Fair Trade, Rainforest Alliance & USDA Certified Organic coffees campus-wide, and has also begun sourcing local/regional produce for its two dining halls—look for the "Locally Grown" tags to help identify these items.



TRANSPORTATION

The commutes that each of us make to, from, and around campus contribute significantly to UF's carbon footprint. However, UF has made great strides in reducing the need for single occupancy vehicle travel. There are many affordable alternative transportation options for students, staff, and faculty.

Foster awareness of and use more sustainable transportation options (i.e., higher occupancy or non-motorized vehicles) where possible, to and from campus as well as on campus. <http://www.sustainable.ufl.edu/onelesscar/>

- **Bicycling**

UF provides bicycle lanes on heavily traveled roads and many bike racks for parking throughout campus. UPD offers bicycle registration (<http://www.parking.ufl.edu/pages/albic.htm>) in order to aid in recovery in the case of bicycle theft. Student Government offers free bike repair (<http://sg.ufl.edu/sginfo/bikerepair.aspx>) on campus. Another option for bike repair is the Gainesville Community Bicycle Project, aka The Kickstand (<http://www.thekickstand.org/index.php>). At this collective bicycle shop, you will gain access to tools, parts, and knowledgeable volunteers who will help you learn to build, fix, and maintain your bicycle. Check out the campus map (<http://campusmap.ufl.edu/>) for bike rack locations.

DID YOU KNOW?

More than one quarter of US car trips are one mile or less, and 13.7 percent are a half-mile or less. For most of us, these are walkable distances. Your good health is a gift – if you can, walk! Find a backpack or briefcase on wheels to help you tote your work items and laptop. For shopping trips, invest in a sturdy shopping cart or collapsible crate on wheels

UF's Physical Plant Department runs all of its trucks and equipment on a 20% biodiesel blend. Some of this fuel comes from used campus fryer oil at the Reitz Union



- **Bus**

UF students, faculty, and staff can ride RTS (<http://www.go RTS.com>) fare-free with a UF ID. Buses run 7 days a week with routes on campus and throughout the City of Gainesville. Many routes serving campus have buses that come every ten minutes or less. Several bus routes offer service after 5:00 PM, and "Later Gator" routes provide service in select areas beyond midnight. Many buses have bicycle racks so riders can take their bikes with them. RTS now has a trip planner and a Gator Locator GPS system, which allows you to track the busses' locations in real time, from your computer or hand-held web enabled device.

DID YOU KNOW?

Since 1998, when the pre-paid bus pass for UF students became available, RTS ridership has risen from less than a million per year to 8.6 million. Ridership continues to grow, and is up 5% from the record 2006 level. The RTS system is the third largest in Florida, based on annual ridership levels. UF students make up 75 percent of the riding population, and this makes the partnership with UF worthwhile. The operational budget this year is \$17.6 million, approximately 41% of which comes from UF funding. In support of sustainability, many students ride the bus, resulting in decreased driving and decreased environmental and health impacts of car exhaust. RTS is now also running its on-campus buses on 20% biodiesel.

- **GreenRide**

UF GreenRide (<http://portal.greenride.com/UFL/home.aspx>) helps you find carpool partners by searching for other employees who live near you and have similar schedules and lifestyle preferences. It's fast, friendly and offers anonymity until you decide to make your contacts formal. You can use your UF or Shands email address to create an account, but for even more anonymity, simply use a private email service, such as Yahoo or Hotmail. You'll even get to see a map of the general area showing potential carpoolers near you and on your route to campus.

- **ZipCar**

Eight low-emission vehicles, including 3 hybrids, are available for use by anyone in the UF community. ZipCar (<http://www.zipcar.com/ufl/>) members pay \$7 an hour for the vehicle, gas, insurance, maintenance, a reserved parking space, 180 free miles per trip, roadside assistance and 24-hour customer service. ZipCar memberships are also a great option for departments who do not want the hassle and expense of owning a vehicle.

- **UF Campus Cab Service**

PPD will provide point-to-point transportation on the Main campus, Bridges/Eastside Campus, and to Human Resource Services on University Avenue. The taxi service is available at no cost to UF faculty and staff, Monday-Friday, 7:45 AM- 4:45 PM. Reservations are taken from 7:15 AM- 4:15 PM, at least 60 minutes before requested pick-up time. Call PPD Work Management at 392-1121 to reserve your ride. For more information visit <http://www.ppd.ufl.edu/campuscab.htm>.

The Chemistry Department Team, winners of the 2008 One Less Car Challenge (<http://www.sustainable.ufl.edu/onelesscar/>), had 66 participants and offset more than 17 tons of CO₂ by using alternative transit throughout the fall semester.



HUMAN HEALTH & WELLBEING

In addition to sound environmental and economic stewardship, the third interdependent element of sustainability is human wellbeing. The university is a living community, and the health and wellbeing of all its members is a fundamental component of the community's prosperity. All of us must do our part to ensure that our departments are safe and healthy.

- Participate in the wide variety of athletic and recreational activities, as well as other healthy living resources, such as Healthy Gators 2010 (<http://healthygators.hhp.ufl.edu/>), offered at UF. Encourage your co-workers to do so as well, and use these activities as a way to build community.
- Be sure that you and your co-workers are working safely. Use the workplace safety resources provided by UF Environmental Health & Safety, such as the information on ergonomics (<http://www.ehs.ufl.edu/General/ergo.htm>), and other workplace safety information from the Office of Risk Management (<http://www.ehs.ufl.edu/RiskMgmt/default.asp>).

DID YOU KNOW?

Smoking is prohibited within 50 feet of campus buildings (<http://www.ehs.ufl.edu/RiskMgmt/Smoking.htm>). If you are interested in quitting smoking, the Student Health Care Center, the University's Employee Assistance Program, the Florida Department of Health, and the University of Florida Area Health Education Centers run smoking cessation programs for UF students and employees.

If you'd like to host a discussion group focused on sustainability, the Office of Sustainability has several discussion course study guides published by the Northwest Earth Institute (http://nwei.org/discussion_courses). These programs emphasize individual responsibility, the importance of a supportive community, and the dual need to walk lightly on and to take action on behalf of the Earth. They include topics such as "Healthy Children, Healthy Planet," "Global Warming," and "Discovering a Sense of Place." Contact us if you'd like to arrange a discussion group.



- Make sure that dietary preferences of participants are available at departmental events.
- Take advantage of the healthy food choices that are available on campus (<http://www.bsd.ufl.edu/dining/sustainability/>).

Help foster a cultural climate that supports a full range of creative expression, artistic experience, and recreational opportunity in our community.

- Take advantage of the varied cultural destinations on campus, such as the UF Cultural Plaza (<http://culturalplaza.ufl.edu/>) and the campus galleries (<http://www.arts.ufl.edu/galleries/>). Help orient new colleagues so that they are aware of these resources as well.
- Start a sustainability reading/discussion group in your department, or join an already existing group.

Work with your supervisor and other members of your department to:

- Ensure that an established method to raise complaints and concerns without fear of reprisal exists for your department.
- Share information with staff about flexible schedules and alternate arrangements, such as telecommuting, as appropriate.

Each of us can also contribute to a healthy social and cultural environment on campus. Diversity within the university community enriches the professional and educational experience for staff, faculty, and students. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these opportunities are most accessible in a richly diverse and dynamic intellectual and social environment.

- Work with the Council on Diversity (<http://www.hr.ufl.edu/eeo/diversity.htm#council>) to help develop and implement policies and programs related to diversity on campus.

DID YOU KNOW?

The UF Organic Garden is located on SW 23rd Terrace. The cost of a 12-foot x 25-foot plot is \$10 per half year, plus a \$5 deposit. Members of the cooperative plant vegetables and flowers of their choice on their plots, and are responsible for up-keep. They are expected to practice organic gardening methods and to participate in community workdays several times each semester. Water, manure, and some seeds are provided, and various tools are available onsite. For more information, and to rent a plot, please call or email Ginny Campbell, the plot coordinator (378-6103; epaulc@bellsouth.net).

- Foster awareness of and support programs which serve under-represented groups on campus. Human Resources offers a wide array of trainings which you may find useful in this regard (<http://www.hr.ufl.edu/training/default.asp>). Our campus also hosts a wealth of educational and cultural events which we encourage you to participate in.
- For TEAMS employees, take part in the Academic and Professional Assembly (APA, <http://apassembly.ufl.edu/>) in order to be part of UF's commitment to shared governance. The APA consists of administrative employees classified as "TEAMS employees and all career faculty who are not members of the University of Florida Faculty Senate." The purpose of the APA is to promote representation, recognition, professional networking, and university and community service opportunities for its members.

DID YOU KNOW?

UF offers health insurance to domestic partners of all benefits-eligible faculty and staff. These benefits are available to both same and opposite-sex partners, as well as children of the employee and partner. <http://www.hr.ufl.edu/benefits/domesticpartner/default.asp>

- Take part in periodic faculty (<http://www.president.ufl.edu/facultysurvey/>) and staff (<http://www.president.ufl.edu/staffsurvey/faq.html>) surveys administered by the university in order to measure employee satisfaction and improve the work environment.

Finally, as stated in the university's Leadership Values Statement: "Choosing to be a member of the University of Florida community involves supporting the land grant mission to develop leaders and citizens. Community members are integral components in leadership for positive change through meaningful, reciprocal contributions within the campus, local, and global communities." Accordingly, UF staff, faculty, and students should seek out opportunities to serve the wider community. The UF Office of Community Relations offers numerous resources to gators who would like to get more involved in the community: <http://www.urel.ufl.edu/communityRelations/commOutreach.html>

Useful Websites and Frequently Called Numbers

- Association for the Advancement of Sustainability in Higher Education: <http://www.aashe.org/>
- Campus Map: www.campusmap.ufl.edu
- Office of Community Relations:
<http://www.urel.ufl.edu/communityRelations/> 846-3903
- Environmental Health & Safety:
<http://www.ehs.ufl.edu/> 392-1591
- Green Team Google Group:
<http://groups.google.com/group/uf-green-team>
- Office of Human Resource Services:
<http://www.hr.ufl.edu/> 392-2477
- Physical Plant Division:
<http://www.ppd.ufl.edu/> 392-1121
- Purchasing: <http://purchasing.ufl.edu/> 392-1331
- Surplus Property Program:
<http://www.surplus.ufl.edu/available/> 392-0370
- Office of Sustainability:
<http://www.sustainability.ufl.edu/> 392-7578

