



GOOD ENVIRONMENTAL PRACTICES AT SAN JORGE UNIVERSITY

The aim of this **good environmental practice guide** is to improve environmental behaviour at USJ.

Good environmental practices are a set of practical, useful, educational recommendations that are intended to modify or improve our usual behaviour. They are designed to:

- **OPTIMISE AND REDUCE NATURAL RESOURCE CONSUMPTION:** water, energy and raw materials such as paper.
- **REDUCE THE PRODUCTION OF POLLUTING SUBSTANCES:** gas emissions to the atmosphere, soil or groundwater pollution, etc.
- **MINIMISE AND ADEQUATELY MANAGE THE WASTE PRODUCED** by the university's activity.
- **EDUCATE AND RAISE ENVIRONMENTAL AWARENESS** of students, teaching, technical and management staff.

We all can improve our environmental behaviour by adopting simple guidelines in our working day.

LET'S IMPROVE OUR ENVIRONMENTAL BEHAVIOUR!

SAVING ENERGY



LIGHTING

- **Use natural lighting** whenever possible.
- **Use dimmer switches.**
- **Switch the lights** off when you are the last to leave the room.



ELECTRONIC EQUIPMENT

- **Turn off the computer screen during short pauses.** Screensavers do not save energy. Did you know that by switching off your computer's monitor when not in use you can reduce consumption by a third?
- **Switch off the computer** for breaks that take **more than an hour.**
- **Switch off the classroom computer when not in use,** particularly at lunch time and at the end of the day.
- Did you know that **reducing the brightness and contrast of your screen** reduces computer consumption and your eyes will feel less tired?



- **Unplug battery chargers** when they are not in use.
- **Do not** leave electronic equipment in **standby mode.** They continue to consume energy.
- **Turn off the video projector when class is over:** not only will you reduce energetic consume but also you will avoid the lamps from blowing.

AIR CONDITIONING AND HEATING

- **Avoid using individual radiators/heaters.**
- **Turn them off in unused spaces** to avoid unnecessary maintenance and air conditioning/heating.



OTHERS

- **Take the stairs** instead of the lift for short trips or when going down. Do not press the lift's button if you are not going to use it. Wait and share the lift with other users, when possible.

**We are all
responsible
for energy
consumption.**

PAPER CONSUMPTION



- **Recycle used paper** on one side to print and photocopy drafts or documents for internal university use or to make note pads.

- Write, print and photocopy documents using **both sides of the sheet**.



- **Avoid making unnecessary copies.** Before printing ask yourself: Do I really need to print this? How many copies do I need and what are they for? Can I substitute some of the copies for an electronic file? Is it necessary to print all the text, or do I only need a part?

- **When formatting a document,** where possible, reduce word size, decrease the space between paragraphs and the margin size. **Avoid blank sheets.**

- **Before printing, check** for all possible mistakes and make any improvements to the document, use the preview mode and spell checker, margin borders, paragraph division, correct paging, reduction of font size, etc.

- **Use your e-mail preferably to communicate** with others, instead of notes, post-it or documents on notice boards.

- If possible, **print** using the **"2 pages per sheet" option**.

- **Avoid printing unnecessary documents** or those with a lot of blank spaces (For example: Power point presentations).



- **Learn to use the printers' options.** For example, if you use the Document Server option, the document will print when you reach the photocopier and press OK. By doing this you will not forget about documents in the photocopier.

- **Separate paper correctly:** **new paper**, **reusable** paper, (drafts, used on one side, etc.) and **recyclable** paper.



WATER CONSUMPTION



- Only turn on the taps for the necessary time to **optimize water consumption.**
- **Turn off taps** correctly after using them.
- If you see a **leak, inform reception** as soon as possible.
- **Don't use the toilet as a bin.**



**Water is
a limited resource.
Using it wisely
is everyone's
responsibility.**

WASTE MANAGEMENT



Waste generated at San Jorge University is mainly considered as non-hazardous waste.

- **Urban waste or similar:** paper, cardboard, plastic packing and organic wastes.
- **Hazardous wastes:** waste derived from laboratories and maintenance activities (chemical products, sanitary waste, electronic equipment, etc.).



It is important that USJ staff separate waste correctly to make its subsequent management easier. Each type of waste should be disposed in its respective container.

WASTE: WHERE SHOULD WE PUT IT?

We have installed **recycling points at the entrances to the cafes in the Rectorado building, the Communication Faculty and the Health Sciences Faculty** to separately collect the following waste:



PAPER AND CARDBOARD



PLASTIC AND TETRA PAK CONTAINERS



OFFICE SUPPLIES: pens and markers

Hazardous waste from University activity (chemical agents, laboratory products, batteries, computers, cleaning products, etc.) is managed according to the **current regulations**.



Sanitary waste from activity carried out in the Health Sciences Faculty laboratories and workshops is collected in specific containers according to **current legislation**.



Unusable computers and computer peripherals are handled along with hazardous waste according to **current legislation** and the procedures established by the University following its integrated **quality and environmental management System**.

Unused computers which are in working condition are donated to state **schools in Ghana** through the **Network Schools project**, managed by the **NGOs: África Sí and Yes Community Action for Effective Development**.

If you need to dispose of any kind of waste and you don't know the correct procedure, CONTACT US AND WE WILL BE HAPPY TO ADVISE YOU.

REDUCING AIR EMISSIONS



San Jorge University's main source of emissions to the atmosphere come from heating, air-conditioning and transport.

Walk, cycle or use public transport whenever you can. **THE UNIVERSITY OFFERS YOU A SHARED TRANSPORT SERVICE.**



Check the timetables and the routes at www.usj.es/transporte

If you come to uni by car, why not carpool? Check the San Jorge University's website:



Get on board and carpool!

<http://campus.comuto.es/campus/5500-usj-san-jorge-campus-villanueva-de-gallego>

If you are buying a car, it's important to choose a model adapted to your needs. Check the consumption label and CO₂ emissions.

Look after your car and get regular checkups. It will save fuel and emit less gas to the atmosphere.

By driving efficiently, you can consume an average of 15% less fuel. **Efficient driving guidelines:**

- **Start the engine without stepping on the accelerator.**
- When possible, **drive in high gears and low revs.**
- When possible, use **4th** and **5th gear** in the **city**. Always obey the speed limit.
- Keep your **speed as steady** as possible. Avoid sudden braking, acceleration and unnecessary changing of gears.
- **Slow down progressively** with the brake and lower gears as soon as possible.
- **Turn off the engine if you stop for more than 60 seconds.**



THE UNIVERSITY WOULD LIKE TO THANK YOU FOR DOING YOUR BIT FOR THE ENVIRONMENT

If you want to share your views, help out or find out more about what we do, contact our office.

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