IUPUI SUSTAINABILITY STEERING COMMITTEE
POLICY TOWARDS A SUSTAINABLE CAMPUS

IUPUI Faculty Council
January 8, 2013, Meeting

Subject: Pest Management Policy Effective Date: XXXXX xx, 2013	Approval: Approved by the IUPUI Sustainability Subcommittee on Public Health Approved by the IUPUI Sustainability Steering Committee Policy: 1

PURPOSE AND BACKGROUND

In an effort to develop a sustainable campus, IUPUI is committed to reducing the campus' impact on the environment. The utilization of an Integrated Pest Management (IPM) program will reduce pesticide exposures and potential health risks to students, faculty, staff, and visitors. In addition, utilizing an IPM strategy can be more cost-efficient than traditional pest control options.

SCOPE

This policy applies to all staff, faculty, students and contractors of the University community. This includes all deliverers of goods and services to IUPUI.

POLICY

It is the policy of IUPUI that Integrated Pest Management (IPM) procedures will be utilized in order to control structural and landscape pests in a safe, efficient, and effective manner within the buildings and on the grounds of campus. Every effort should be made for minimizing pesticide application/exposure to ensure the safety and welfare of students, faculty, staff, and visitors.

DEFINITIONS

Integrated Pest Management (IPM): IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. IPM programs take advantage of all pest management options possible including, but not limited to, the judicious use of pesticides.

Pests: For the purpose of this policy, pests are populations of living organisms (animals, plants, or microorganisms) that cause damage or interfere with the use of IUPUI facilities and grounds for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

PROCEDURES

IUPUI pest control programs will follow the guidelines of Integrated Pest Management.

Prior to the application of any pesticide, the building space or exterior area is to be inspected. During these walk-around inspections, pest management applicators will note conditions (i.e., food or food waste left uncontainerized), exterior building envelope openings, and anything else that could be contributing to a pest infestation or pest control problem. These conditions will be documented and reported to Campus Facility Services personnel for corrective action.

When it is determined that a pesticide may need to be used in order to manage pests, the least hazardous material will be chosen. Additionally, prior to treatment, the plan will be shared with Campus Facility Services and Environmental Health and Safety personnel for approval to proceed with the application.

The purchase, application, storage, disposal, and documentation of all activities related to pesticide use for interior and exterior structural insect and pest control, and for insect and pest control in the campus landscape, will be managed by Campus Facility Services personnel.

Contracted and/or in-house applicators that apply Restricted Use Pesticides shall be licensed by the Indiana State Chemist Office (ISC). These licenses include, but are not limited to, the following categories as regulated by the ISC:

Interior Building Applications: 7A-Structural Pesticide
Exterior Landscape Application: 3A-Ornamental Pesticide; 3B-Turf Pesticide

Campus Facility Services personnel involved in the oversight of pesticide use will actively acquire and maintain their knowledge of Integrated Pest Management (IPM) and the importance of using IPM methods as it pertains to human and environmental health. Additionally, they will diligently seek "green" pest control methods and plant materials that resist insect and disease problems to reduce the need for pesticide use. They will also provide oversight of applicators and monitor that contract requirements are being met.

Application records will be maintained by Campus Facility Services personnel. The application records will be supplied to Environmental Health and Safety upon request. This information includes:

- Pesticide used
- Target of application
- Formulation
- Amount of finished spray applied
- Date of each application
- Name of person applying pesticide

BEST PRACTICES
See Appendix.

EXEMPTIONS
Research or education that requires the use of pesticides, i.e. Department of Biology, is exempt from the licensing process with the Indiana State Chemist Office (ISC) unless they work with Restricted Use pesticides. If these pesticides are being researched, the department will have to be properly licensed by the ISC.

ENFORCEMENT
The enforcement of the Pest Management Policy is the responsibility of Campus Facility Services personnel.

NONCOMPLIANCE
Instances of contractor or repeated noncompliance can be reported to Campus Facility Services by calling 278-1900 or to Environmental Health and Safety by calling 274-2005. Instances of repeated noncompliance by a contractor of the University may result in the loss of future privileges of conducting business with the University.

Instances of repeated noncompliance by an employee of the University are to be handled as a departmental disciplinary concern under the appropriate provisions of the University's personnel policies.

Instances that are infractions of the regulations set forth by the Indiana State Chemist Office will be reported to Environmental Health and Safety by calling 274-2005.

APPENDIX

BEST PRACTICES

Integrated Pest Management (IPM) is the use of chemical, biological and cultural controls to manage the pest population with techniques that cause as little disruption as possible to the natural environment. IPM stresses conservative and accurate application of chemicals with an emphasis on a selective and responsible approach. Biological control involves the introduction of living organisms, such as predators or parasites, into the environment for the purpose of reducing or controlling an antagonistic species. Cultural controls include selecting plants that are native or suited to the environment, maintaining a diverse plant population and maintaining proper soil conditions.

Contracted and/or in-house applicators shall be up-to-date in their Integrated Pest Management training and experienced in using Integrated Pest Management.

Applicators are to minimize pesticide application by following the most advanced practices (i.e., "best practices") that maximize effectiveness and safety, and minimize environmental impact.
The following factors are to be considered when deciding the best way to manage pests: assessment of the pest population size; potential for economic or aesthetic damage; and pest control options, including the type of pesticide that might be used. Routine and preventive uses of pesticides are to be minimized and limited to known problem areas. As a general rule, application of any pesticide in any area, interior or exterior, shall not occur unless inspection or monitoring indicates the presence of pests in that specific area.

When it is determined that a pesticide must be used in order to manage pests, the least hazardous material will be chosen. Pesticides should be used only if adequate control cannot be achieved with non-chemical methods, such as cleaning infested areas, sealing potential pest entry points, or dehumidification. If pesticides are used, the order of selection shall be pesticides that are the least hazardous or those with a 'Caution' label followed by pesticides with a 'Warning' label and lastly those with a 'Danger' label. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, Environmental Protection Agency regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulations. All pesticides used on campus must be registered with the Indiana State Chemist Office (ISC).

Restricted Use Pesticides will only be used as a last resort, and will be used only after all cultural practices and the use of non restricted use pesticides fail to reduce the pest population to a desired level.

Any pesticide applications made on campus shall adhere to all laws issued by the ISC pertaining to structural and landscape pesticide use.

Where pesticide use is necessary, "reduced risk measures" will be used, i.e., the applicator shall employ materials, quantities, and application methods that minimize the risk or hazard of exposure to the applicator, building occupants, and the environment in general.

Pesticides applied to the air or to exposed surfaces should be used selectively for treatment inside buildings.

As a general rule, insecticides should be applied only as baits formulated as solids, pastes, or gels when available. Spray or dust formulations of certain approved insecticides (such as boric acid) are permissible for crack and crevice treatments only when solids, pastes, or gels are not appropriate.

Bait formulations, traps, vacuuming for sanitation, and exclusion techniques should be emphasized for rodent control.

Exclusion techniques should be emphasized for bird and bat control.

Spray application of a pesticide shall be performed out-of-doors in a manner that minimizes potential for drift and reduces hazards of exposure to passers-by. Preferentially, spray application should be limited to early morning or when classes are not in session.

Out-of-doors or inside pesticide application in the vicinity of air vents, open windows or doors, or operating window air conditioners (AC) must be preceded by blocking vents or airflow to interior spaces and by covering or turning off window AC units. Affected tenants are to be notified in advance if ventilation is to be reduced.

Cultural controls include selecting plants that are native or suited to the environment. The use of pest resistant varieties of plants should be used whenever available. Efforts should be made to maintain a diverse plant population. Monoculture plantings should be avoided whenever possible. The site conditions should be favorable to the needs of the plant. Conditions such as light exposure, drainage, and soil type all should closely match what the plant naturally grows in. Plants out of place, and growing in unnatural environments, will be stressed and more susceptible to insect and disease damage.

Subject: Mercury Reduction/Elimination Effective Date: XXXXX xx, 2013	Approval: Approved by the IUPUI Sustainability Subcommittee on Land, Air and Water. Adopted: November 3, 2009 Revised: November 16, 2012 Approved by the IUPUI Sustainability Steering Committee Policy: 1

PURPOSE AND BACKGROUND:
Mercury is recognized by national public health experts as one of the most significant environmental pollutants facing the United States. The public health effects of mercury in the environment are well researched and documented. The United States Environmental Protection Agency and the Indiana Department of Environmental Management have identified the elimination of mercury sources and the proper disposal of mercury as priority public outreach projects for each agency.

Improper disposal and/or unrecognized or unreported releases of mercury pose a significant threat to the community and can lead to significant regulatory consequences for the University. In many cases, effective alternatives for mercury (from both a performance and cost perspective) have been developed and are readily available.

Indiana University – Purdue University Indianapolis (IUPUI), as a generator of hazardous chemical waste, has an obligation under federal and state regulation to reduce the volume and toxicity, including mercury, of these wastes generated to the fullest extent economically practicable.

The Administration of IUPUI recognizes the threat presented by mercury and is committed to reducing this threat to the lowest level practical in as timely fashion as possible.

SCOPE:
By the adoption of this policy, Administration shares this commitment with all staff, faculty, students, contractors and guests of the University community.

CROSSREFERENCE:
IUPUI Laboratory Safety Committee Mercury Reduction/Elimination Policy, 6/23/2006
http://ehs.iupui.edu/ehs/chemicalLab_mercuryPolicy.asp

POLICY:
All nonessential uses of elemental mercury or mercury-based compounds are to be eliminated from the campus locations outside a laboratory setting by XXXXX xx, 2013 (6 months following formal adoption of policy by campus administration). (The IUPUI Laboratory Safety Committee policy on mercury reduction/elimination remains in full effect as passed on June 23, 2006 and as implemented on campus to date). All waste containing mercury is to be given controlled disposal unless otherwise authorized by the IUPUI Office of Environmental Health and Safety (EHS). Mercury, mercury-based compounds and mercury-containing devices and products being eliminated are to be referred to EHS for proper disposal by means of the *IUPUI Hazardous Materials Manifest for Intracampus Transportation* available at the following link: http://ehs/ehs/manifest_form.asp.

Following XXXXX xx, 2013 (6 months following formal adoption of policy by campus administration), costs associated with the disposal of mercury wastes from sources determined not to be essential may be referred back to the generating department. (Regardless of whether a use is determined to be essential, disposal costs for mercury wastes generated as a result of campus renovation projects will be considered as a project cost similar to other environmentally hazardous materials). In addition, all cost associated with the response and remediation of a mercury release may also be referred back.

An essential use of mercury is defined as that given circumstance where no acceptable alternative for the current use can be located or where it is found that implementation of the alternative would create a significant, long term financial hardship to the department.

Effective XXXXX xx, 2013 (6 months following formal adoption of policy by campus administration), no mercury-containing device, elemental mercury or mercury-based chemicals may be acquired without the expressed written consent of the IUPUI Sustainability Subcommittee on Land, Air and Water.

Campus personnel or departments wishing to maintain inventories of mercury products after XXXXX xx, 2013 (6 months following formal adoption of policy by campus administration) shall contact the IUPUI Environmental Manager at 274-4351 and request an exception to this policy. The Office of Environmental Health and Safety (EHS) will take the request under consideration, will review all appropriate documentation and will render an opinion in writing as to whether the request, in the opinion of EHS, is of merit.

In the event of disagreement, EHS will offer an opinion in writing the next regularly-scheduled IUPUI Sustainability Subcommittee on Land, Air and Water meeting for consideration by the Committee at large. The individual or department requesting the exception will be given an opportunity to present a case in favor of the continued use of the material or item. By means of a vote of a simple majority of those members present at that meeting, a final decision as to whether the proposed use is considered as essential will be rendered.

For those uses found to be essential, the mercury is to be eliminated from inventory once an ongoing need can no longer be demonstrated.

EHS and the Subcommittee will work in a cooperative fashion with any department found to have an unusually large inventory of mercury-based materials or items to allow for the phase-in of alternatives without creating a financial hardship for the department.

In the event a significant need is evident, EHS will explore grant opportunities to help offset the costs of acquiring acceptable alternatives.

NONCOMPLIANCE/PENALTIES:
Following XXXXX xx, 2013 (6 months following formal adoption of policy by campus administration), the Office of Environmental Health and Safety may refer back to the producing or generating department costs incurred as the result of the disposal of mercury-bearing wastes from sources not determined previously to be essential. In addition, EHS may refer back time, materials and appropriate disposals costs incurred in the response to and mitigation of any mercury release from such sources.

Staff, faculty, students and guests of the University whose willful actions violate existing federal and state regulation may be held criminally and civilly liable for their actions.

In the event the University is cited and fined by federal, state or local regulatory agencies for actions or activities contrary to applicable regulations, the department(s) involved in the citation may be accountable for payment of the issued fine.

In addition, the University may initiate disciplinary actions, up to and including dismissal, against any staff or faculty found to be in violation of this policy.

PROGRAM OVERSIGHT AND EMPLOYEE ASSISTANCE:
The Office of Environmental Health and Safety will serve as a technical resource for the implementation of this program. EHS will also serve to oversee the development and implementation of mercury educational materials as needed.

Subject: Idling of Vehicles and Equipment on Campus	Approval: Approved by the IUPUI Sustainability Subcommittee on Land, Air and Water. Adopted: November 3, 2009 Revised: November 16, 2012
Effective Date: XXXXX xx, 2013	Approved by the IUPUI Sustainability Steering Committee
	Policy: 1

PURPOSE AND BACKGROUND:
In an effort to develop a sustainable campus, IUPUI is committed to eliminating waste and reducing the campus' impact on the environment. The idling of internal combustion engines contributes to poor air quality, consumes fuel unnecessarily, and is harmful to internal combustion engines.

SCOPE:
This policy applies to all staff, faculty, students and contractors of the University community. This includes all deliverers of goods and services to IUPUI.

CROSS REFERENCE:
Running Vehicle Engines at Docks, 1997. http://ehs.iupui.edu/ehs/UniversityPolicies_runningVehicle.asp

POLICY:
Except under emergency situations, the engine of all University vehicles shall be turned off when the vehicle is not actively being driven for a period of 30 seconds or more unless an idling engine is essential for the performance of the work at hand (e.g. the operation of a lift gate). Trucks with refrigerator units may leave the refrigerator unit engine running if necessary.

This policy applies to all the vehicles of any contractor performing work on campus.

PROCEDURES:
University managers and supervisors will inform their personnel of this policy and solicit their employee's voluntary compliance.

Engine idling is to be kept to the absolute minimum amount necessary.

Engines are not to be idled for the sake of heating or cooling of the passenger compartment solely for the sake of personal comfort.

Engines are not to be idled when being refueled.

Vehicles with engines running left unattended are to be reported to the IUPUI Police for enforcement of state law.

The IUPUI Office of Environmental Health and Safety will develop educational materials to assist with the implementation of this policy.

EXEMPTIONS:

- If it necessary to build up air pressure on vehicles equipped with air brakes.
- During cold weather and on a cold start, the engine may be idled for up to 3 minutes.
- When clearing (or trying to keep clear) the vehicle's windows of snow, ice, frost, fog, etc.
- When the vehicle's battery(s) would likely become discharged due to high electrical demand, such as when operating emergency lights, strobe lights, emergency radios, etc.
- When the engine is being run by a mechanic during the course of diagnostic procedures and/or repairs; also when a vehicle is being used to assist another vehicle or piece of equipment in the starting process.
- When a motor vehicle is forced to remain motionless because of traffic conditions.
- Diesel-powered route buses operated by or on behalf of the University may idle for a period of up to 15 minutes between routes.

NONCOMPLIANCE:

As University vehicles are to be marked as to their department of origin, instances of noncompliance are to be reported to the management of the department in question. Instances of repeated or contractor noncompliance can be reported to the IUPUI Office of Environmental Health and Safety by calling 274-2005.

Instances of repeated noncompliance by an employee of the University are to be handled as a departmental disciplinary concern under the appropriate provisions of the University's personnel policies. Instances of repeated noncompliance by a contractor of the University may result in the loss of future privileges of conducting business with the University.

Subject: Waste Minimization and Pollution Prevention Effective Date: XXXXX xx, 2013	Approval: Approved by the IUPUI Sustainability Subcommittee on Land, Air and Water. Adopted: November 3, 2009 Revised: November 16, 2012 Approved by the IUPUI Sustainability Steering Committee Policy: LAW 2

PURPOSE AND BACKGROUND:

The Pollution Prevention Act of 1990, as enacted by the United States Congress, sets forth a national policy requiring that pollution to the environment be prevented or reduced at the source. Under this legislation, Congress established a hierarchy of criteria in managing wastes (58 FR 31114, May 28, 1993). These criteria, in descending order of preference, include:

- Prevention through source elimination or reduction
- Product reuse
- Environmentally-sound recycling
- Environmentally-sound treatment
- Environmentally-sound disposal.

The Administration of Indiana University-Purdue University Indianapolis (IUPUI) recognizes the principles of the Pollution Prevention Act of 1990 as a key cornerstone in the protection of both human health and the environment and a key tool in developing and maintaining a sustainable campus. IUPUI is committed to reducing the impact of the campus on Indianapolis and the surrounding community.

IUPUI, as a generator of hazardous chemical waste, has an obligation under federal and state regulation to reduce the volume and toxicity of the hazardous wastes generated to the fullest extent economically practicable ((40 CFR 262.27 (a)).

IUPUI Administration, by the adoption of this policy, shares the responsibility of practicing waste minimization and pollution prevention with all faculty, staff, students, and to the fullest extent possible, guests and vendors/contractors of the University.

SCOPE:
As the generation of waste is an integral part of the day-to-day operations of IUPUI, and as virtually all employees produce waste as part of their daily activities, this policy applies to all personnel of the University.

Materials that are reusable are to be reused within the department generating or within the scope of the IUPUI Surplus Property Program. Materials that are recyclable are to be recycled within the scope of the current IUPUI recycling program.

This policy also, by definition, applies to all IUPUI personnel that purchase or otherwise obtain chemical products whether the material is liquid, solid, or gaseous at room temperature. The policy applies to stock chemicals most frequently associated with laboratory environments and chemical-based products utilized in the maintenance of University buildings, grounds, property, equipment and supplies.

This policy applies to instances or circumstances in which energy or other natural resources may be wasted (e.g. a leaking faucet).

EXCEPTIONS:
It is not anticipated that any exceptions to this policy are necessary or warranted.

POLICY AND PROCEDURES:
All University personnel are to objectively evaluate on a regular basis waste minimization and pollution prevention opportunities in their work area and implement those opportunities as appropriate. The waste minimization techniques specified in Attachment A are to be considered when evaluating opportunities for waste minimization.

All University personnel are to ensure that all wastes generated as part of their activities on campus are to be reused or recycled if appropriate or discarded in compliance with the provisions of the current edition of the IUPUI Waste Disposal Guidelines as published and distributed by the IUPUI Office of Environmental Health and Safety (EHS) and as found at: http://ehs.iupui.edu/enviromental.asp?content=waste-disposal-guidelines

Each University or department are strongly encouraged to designate a Waste Minimization Coordinator to assist employees identify and implement waste minimization/pollution prevention opportunities within their area.

NONCOMPLIANCE/PENALTIES:
Costs incurred from the disposal of wastes generated by actions contrary to the principles of pollution prevention and waste minimization may be referred back to the producing or generating department/entity.

In the event that IUPUI is cited and fined by federal, state or local regulatory agencies for actions or activities contrary to waste minimization or pollution prevention regulations, the department(s) involved in the citation may be held accountable for payment of the issued fine.

Any person or department affected by any such cost or fine assessment may appeal the assessment provided that a written request for such a review is submitted to Vice Chancellor for Administration and Finance within thirty (30) days of

issuance of the assessment. The IUPUI Office of Environmental Health and Safety will provide a written, itemized assessment of the incurred penalties to the responsible department or party(ies).

All appeals will be acted upon and reviewed in accordance with the established appeals review procedures.
In addition, the University may initiate disciplinary actions against any staff or faculty found to be knowingly in violation of this policy.

PROGRAM OVERSIGHT AND EMPLOYEE ASSISTANCE:
The Office of Environmental Health and Safety will serve as a technical resource for the implementation of waste minimization activities. EHS will provide program materials and guidance on waste minimization, pollution prevention and recycling. Resources may be obtained by calling 274-2005 or by visiting: http://ehs.iupui.edu/

Responsibilities of designated Waste Minimization Coordinators include:

- Identify waste minimization/pollution prevention opportunities within their area.
- Disseminate educational information on waste minimization/pollution prevention within their area as provided by appropriate campus entities.
- Identify activities within their area which may be contrary to the principles or provisions of this policy.
- Assist in the correction of activities found to be contrary to the principles or provisions of this policy.
- Provide feedback/data as requested on waste minimization/pollution prevention activities within their area.

IUPUI SUSTAINABILITY STEERING COMMITTEE

WASTE MINIMIZATION AND POLLUTION PREVENTION POLICY

APPENDIX A

WASTE MINIMIZATION TECHNIQUES

All University employees are to objectively evaluate waste minimization opportunities in their work area. The following waste minimization techniques are to be considered at a minimum when evaluating opportunities for minimizing the volumes of waste produced:

PURCHASING CONTROL

- Order only the volumes of materials necessary to complete the desired activity or project. Purchase smaller lots of materials on a more frequent basis. Purchase only volumes that can be utilized during a defined period of time (e.g. every 3 or 6 months). Utilize suppliers that can offer quick delivery of needed materials.
- Only purchase products/chemicals in bulk when it is known for certain that bulk volumes can be used expeditiously.
- Be aware of any physical property of the material or chemical that may preclude long-term storage of the material. (e.g. peroxide formation).
- Establish a centralized purchasing system within the department or area to monitor purchases in an effort to avoid duplicate orders. Establish a standing date (e.g. once per month) for inventorying and ordering office/laboratory/classroom supplies.

INVENTORY CONTROL

- Attempt to redistribute unused materials and chemicals to other campus users. Objectively evaluate the potential use of chemicals offered for redistribution by other campus users.
- Attempt to return unused, unopened materials to vendor for credit.
- Ensure all chemical containers, whether virgin or waste, whether in the original or secondary container, are labeled at all times.

OPERATIONAL CONTROLS

- Report in a timely manner circumstances which waste energy or natural resources to the appropriate service authority for repair.
- Honor established campus seasonal temperature guidelines for work locations.
- Turn office lights off when out of the area for any extended period of time.
- Evaluate less hazardous substitutes for products containing hazardous materials whenever feasible.

Other examples of waste minimization activities include but are not limited to:

Office/Classroom:

- Distribute electronic documents when feasible.
- Make double-sided copies when practical.
- Promote the use of recycled and recyclable materials such as non-glossy, non-colored paper stock.
- Fully implement office recycling opportunities.
- Purchase banners for annual events which can be modified and used for subsequent events.
- Minimize the use of promotional items that are not considered green.

Laboratory Operations:

- Periodically review each experimental or research protocol to assure that chemical usage is minimized.
- Reclaim and reuse materials when feasible (e.g., utilizing spent solvent for initial gross cleaning step and utilizing fresh solvent only for the final rinse).
- Reduce chemical usage in experimentation through the use of microscale techniques whenever practical.
- Utilize less toxic alternatives to ethidium bromide such as SyberGreen™ or other similar products.
- Utilize water-soluble, biodegradable scintillation fluids in place of solvent-based products.
- Utilize specialty, biodegradable glass cleaning detergents in place of sulfuric acid/chromic acid cleaners.
- Utilize specimens preserved in less toxic preservatives in place of those preserved in formaldehyde-based preservatives where feasible.
- Avoid wet chemistry techniques when practical.
- Neutralize corrosive wastes as a final step of an experiment or procedure.
- Avoid mixing hazardous and non-hazardous wastes.

Maintenance Operations:

- Utilize a heat gun in place of chemical-based paint strippers.
- Utilize water-based degreasers in place of chlorinated solvent or petroleum-based degreasers where feasible.
- Reclaim and reuse materials when feasible (e.g. having a naphtha-based parts washer serviced by a reputable service company that reclaims the spent degreaser when a solvent-based degreaser is required).
- Fully participate in the Campus Facility Services metal recycling program.

Recycling:

Participate to the fullest extent possible in University-sponsored recycling programs. Materials that are to be recycled include:

- White paper, letter head, envelopes
- Mixed paper (magazines, newspaper, colored paper, paperboard)
- Beverage containers (plastic, glass and aluminum)
- Printer/Ink Jet/Toner cartridges
- Cardboard
- Batteries including nickel/cadmium, lead/acid, lithium, mercury button - (Standard household batteries (AA, AAA, C, D, 9-volt) are not currently recycled).
- Cell phones and pagers
- Fluorescent light tubes including compact fluorescent lamps
- Oil
- Purchase products made from recycled materials or products that can be recycled after use.
- Donate unwanted furniture or equipment to Campus Surplus Property for redistribution or sale.

Additional information on the campus recycling program can be found at: http:recycles.iupui.edu or by e-mailing: recycles@iupui.edu

Additional information on the IUPUI Surplus Property program can be found at: http://www.purchasing.iupui.edu/surplus/ or by calling 274-7753.

Subject: Conservation of Energy	Approval: Approved by the IUPUI Sustainability Subcommittee on Energy and Built Environment Approved by the IUPUI Sustainability Steering Committee
Effective Date: XXXXX xx, 2013	Policy: 1

PURPOSE AND BACKGROUND:
Indiana University – Purdue University Indianapolis (IUPUI) is committed to energy efficiency and energy conservation. The management and reduction of energy use will be accomplished in a manner that is consistent with providing an optimal learning and teaching environment.

Reducing energy usage through increased efficiency and conservation efforts will reduce utility bills, help protect the environment, and extend equipment life. Safe and comfortable settings in which to learn, teach, and work will be maintained.

IUPUI will achieve some energy use reductions through infrastructure changes, as well as operations and maintenance practices. But to be successful, it will require people who use campus buildings to change their behavior in ways that promote energy savings, including turning off lights and computers after normal hours.

SCOPE:
By the adoption of this policy, Administration shares this commitment with all staff, faculty, students, contractors and guests of the University community.

POLICY:

Heating, Ventilating, Air Conditioning (HVAC)

Temperature

During normal occupied hours, the target indoor air temperature shall be 70 degrees Fahrenheit for heating and 76 degrees Fahrenheit for cooling. During unoccupied hours, heating, ventilation, and air conditioning systems shall be adjusted so that indoor air temperature settings achieve the greatest energy savings possible while protecting university assets.

Hours of operation

Occupied hours will be the advertised hours each building is open to the public. See the hours at this link: http://www.cfs.iupui.edu/building-info/building-hours.asp.

Portable Devices

Portable space heaters consume large amounts of energy, pose fire and life safety risks, and are not authorized for campus use without prior written approval.

Exceptions

Exceptions from this policy shall be granted only under extenuating circumstances when necessary to accommodate medical, instructional, research, or other special requirements. Exception requests shall

be evaluated on a case-by-case basis. To apply for an exception, contact Energy Management within Campus Facility Services. (http://www.cfs.iupui.edu/departments/energy-management/contact-us.asp)

Lighting

Level

Lighting levels recommended by the most recent edition of the Illuminating Engineering Society (IES) Lighting Handbook shall be used as guidelines.

Switching

Lights shall be turned off when not in use, when leaving a room unoccupied, and at the end of the day. Energy-saving fixtures, lamps, ballasts, and lighting control systems will be used to the fullest extent possible. Energy-saving occupancy sensors and day lighting control systems shall be installed whenever possible.

Fume Hoods

Chemical fume hood sashes shall be closed when not needed to prevent loss of conditioned air.

Computers/Office Equipment

Whenever possible, computers and other electronic office equipment shall be turned off when not in use and at the end of the day. Faculty and staff shall adjust power settings on computers and other electronic equipment to maximize energy savings, unless research or instructional requirements require full power. CPUs and monitors should enter energy saving modes after 20 minutes of inactivity, unless such a setting interferes with a person's ability to perform their work, in cases where university computers must be powered on in order to secure and maintain them, or where an employee requires the computer to remain powered on in order to complete work-related tasks or research.

Water

Water is to be used sparingly. Showers and faucets shall be turned off after each use. Low flow toilets, showers, and faucets shall be installed whenever possible.

PROGRAM OVERSIGHT AND EMPLOYEE ASSISTANCE:

Energy Management within Campus Facility Services will serve as a technical resource for the implementation of this program. (http://www.cfs.iupui.edu/departments/energy-management/contact-us.asp)