

APS 'Green Impact' Guide

Transport

- car sharing database:
www.shef.ac.uk/environment/carsharing
- 'Pay Plus for bikes' – cheap bikes for staff
- students! bikes from Re-Cycle for £20!
- borrow bikes from university central bike pool
- APS has bike lockers – see John Beresford
- claim cycle mileage on expenses forms!
- encourage visitors to travel to university via public transport, walking, cycling or car sharing
- teleconference or skype instead of travelling
- reduce international travel / avoid domestic flights (see Jens Rolff for advice on European train travel)

Packaging

- reduce junk mail: 'Return to Sender' stickers from APS Green Impact Team, register at Mailing Preference Service website: www.mpsonline.org.uk/mpsr
- return packaging if possible, question amount of packaging supplied with products

Paper

- print and photocopy on both sides
- use scrap paper for notes
- buy environmentally preferable paper from Central Stores
- reuse envelopes
- try paperless meetings – bring your laptop!

Energy

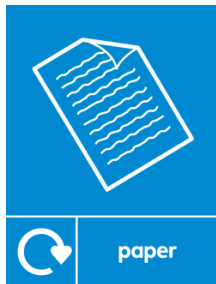
- switch off computers, lab equipment, chargers, docking stations, monitors, lights etc when not in use
- every evening have a lab / office shutdown
- report hot / cold work areas to Darren Rose
- take the stairs instead of the lift
- draw blinds on sunny days to keep room cool
- keep windows / doors closed in air conditioned rooms

Other tips

- report dripping taps to Darren Rose
- give used postage stamps to Dept office for charity
- office pot plants will improve air quality and your working environment!
- peat free compost available at Arthur Willis Environment Centre via Steve Ellin
- request local / sustainable food from Catering Services
- many of these ideas will **save money** as well as the planet!

University contacts

- Energy and Environment Team
www.shef.ac.uk/environment, energy@shef.ac.uk
- Environmental Coordinators Network – a university-wide group increasing awareness of environmental issues:
www.shef.ac.uk/environment
- APS 'Green Impact Team' – via Andy Krupa or Anna Santure
a.krupa@shef.ac.uk / a.santure@shef.ac.uk



paper

office 'white paper only' bins



corrugated cardboard

squash and leave outside rooms



printer cartridges

post to central stores



lightbulbs

take to Stuart Pearce or Greg Nicholson, Central Annex



fluorescent tubes



telecoms & computers

contact Chris Smith



fridges & freezers

----- contact Darren Rose or Chris Smith -----



large appliances



small appliances



batteries

----- contact Maggi Killion, lab C45 -----



chemical waste



aerosols



food tins & drink cans

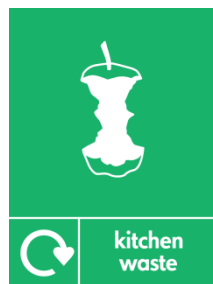
place in normal bins! general waste now recycled at a Materials Recovery Facility or take plastic, glass and cans to Arts Tower recycling bins



plastics



plastic bags



kitchen waste



mixed paper & card



mixed glass

lab glassware: red glass bins