

The 3 R's



Reduce:

- Check out the MUSC Reusable Office Supply Exchange (R.O.S.E.) online. <http://www.musc.edu/recycle/roseprogram.htm>
- E-mail communications as an alternative to paper memos and fax documents.
- Double side copy when available. Use the blank side as scrap paper.
- Buy remanufactured toner cartridges. They are reused and less expensive.
- Call companies to delete your name from unnecessary mail list.

Reuse:

- Reuse office supplies such as paper clips, paper, manila file folders, hanging file folders, and envelopes. Call 792-4119 if you have good office supplies you would like recycled.
- Use durable coffee mugs instead of disposable cups.

Recycle:

- Use the MUSC confidential on-site shredding service. If you do not have a confidential paper recycling bin please call 792-4119 to make a request.
- Aluminum can recycling bins are in every building on campus. If you need a new bin please call 792-4119 to request one.
- You can recycle rechargeable batteries like Ni-Cad, Lithium Ion, Lead Acid, and Ni-Mh by calling 792-4119 and requesting a collection.
- Take trash out of boxes and break down all cardboard boxes. The Housekeeping staff will recycle them.

WATER LESS

- Report all leaking faucets and toilets to maintenance immediately. 792-4119
- Turn faucets off when you are not actively using them.
- If you have a dishwasher make sure there is a full load before you turn it on.
- When traveling for business request no maid service until you check out. Hanging the do-not-disturb card also works.



Did you know that only 0.3% of the Earth's water is usable by humans? The Earth neither, as a whole, gains nor loses much matter, including water.

This means that the same water that existed on Earth millions of years ago is still here. Thanks to the water cycle the same water is continually being recycled all around the globe.



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Sustainability Program

ENERGY AND RESOURCE CONSERVATION



**Tools to
Help You
Save Energy,
Save Water
and Recycle**

The MUSC Engineering and Facilities Sustainability Program will reduce the cost to and environmental impact of the campus by advancing energy efficiency, water conservation, and recycling.

LIGHTING

Turn it off...

When not needed

- Always turn off lights in unoccupied rooms or areas such as offices, break rooms and conference rooms.
- If you are the last one out of common space like a lobby or hallway turn lights out.
- Turn off desk lights or other task lights when not needed.

MYTH: It is cheaper to leave a fluorescent light on rather than turn it off.

Fact: We now have electronic ballasts that allow you to save energy when you turn lights out for more than 5 seconds.

Turn it down...

When you can

- Use compact fluorescent bulbs instead of incandescent bulbs.
- Many areas are over lit, use multi-switching to turn off part of the lights if possible.
- Lights by windows can often be turned off during the day.
- Use task lighting when appropriate instead of lighting the entire room.



GREEN COMPUTING

Tips for Green Computing:

- Do not leave the computer running overnight and on weekends. Go to Start, click on Shut Down. If you have a LYNX machine, your machine will turn on in the late evening to perform updates. Beginning March 2007, your machine will automatically shut down after the updates are completed.
- Power off your monitor overnight and on weekends. Power off your monitor when not in use during the day instead of using screensavers.
- Beginning March 2007, your LYNX computer will go into sleep mode to save energy. Just tap the space bar and it will automatically come back on.
- Use efficient ENERGY STAR® products.
- Review document drafts and emails onscreen instead of printing them out. When necessary to print, print on recycled-content paper. Use the files in your e-mail program to save e-mail you want to refer to later.
- Use double-sided printing when available.
- Turn off or unplug all peripherals (scanners, speakers) until they are to be used.
- Choose dark backgrounds for your screen display. Do not use bright-colored displays which consume more power.
- Do not turn on the printer until you are ready to print out your documents. Network/share printers where possible.
- Reduce the light level in the room when working on the computer.



APPLIANCE SAVINGS

Unplug:

- Use power strips to switch off all daily use equipment such as coffee pots. Even when you think these products are off, together, their "standby" consumption can be equivalent to that of a 75 or 100 watt light bulb running continuously.
- Unplug appliances and chargers when you're not using them.
- Set your refrigerator temperature at 38 to 42 degrees Fahrenheit; your freezer should be set between 0 and 5 degrees Fahrenheit. Use the power-save switch if your fridge has one, and make sure the door seals tightly.
- Many new appliances use half the energy of those from 20 years ago. Look for products with the Energy Star® label -- they typically use about 20 to 40 percent less energy than other new models.



HOT AND COLD

Dress for energy savings:

- Set your thermostat in winter to 68 degrees or less during the daytime, and 55 degrees before leaving the office (or when you're away for the day). During the summer, set thermostats between 74 to 78 degrees.
- Dress comfortably for the weather. Adjust your layers before adjusting the thermostat.
- Avoid using space heaters or box fans.
- Make sure fume hoods are off and the covers are closed when you are not using them.