

NEW EMPLOYEE ONBOARDING: SUSTAINABILITY RESOURCES

UVA RECYCLING

sustainability.virginia.edu/recycling
434-982-5050 - recycling@virginia.edu

Manages recycling bins and much, much more!

- Can offer you a desk-side paper recycling box to make waste diversion convenient
- Allows you to drop off unwanted supplies and/or pick up free, gently used items from their Reusable Office Supply Exchange (ROSE) from 8am-3pm, Mon-Fri off Leake Drive
- Can connect you with the UVA ReUSE Store for dropping off or picking up surplus property like UVA furniture & décor
- Offers free resources to support zero-waste events and meetings, including compost bins, signs, and compostable wares

PARKING & TRANSPORTATION

[UVA FEAP Transportation Resources](https://sustainability.virginia.edu/feap)
434-924-7231 - parking@virginia.edu

Take advantage of alternative transportation options for around Grounds or for your commute:

- University Transit Service (UTS) buses - Free
- Charlottesville Area Transit (CAT) buses – Free with UVA ID (+ download CAT Bus app for tracking)
- Cavpool carpool matching & incentive program
- Daily or Multi-day Parking Permits and the guaranteed ride home through the Rideshare program – both great for alternative commuters on rainy days or emergency situations

UVA SUSTAINABILITY

sustainability.virginia.edu
434-297-7964 - sustainability@virginia.edu

Serves as a hub to share all UVA sustainability resources, initiatives, & involvement opportunities. To learn more and get involved, you can:

- Request to join the SustainaNewsletter for an email update every-other week
- Join the Sustainability Partners listserv to receive invites to lunch-and-learn events
- Indicate an interest in the Green Workplace Program to help conserve resources and save money with guidance from the Sustainability Office
- Learn more about sustainability subcommittees & working groups to advance topics from civic engagement to sustainable food, energy, water, and much more

OTHER RESOURCES

Facilities Management

- Use the customer portal at fm.virginia.edu or call 434-924-1777 to report anything broken, leaking, or otherwise inefficient anywhere on Grounds

Environmental Health & Safety

- Call 434-982-4911 if you have any questions about hazardous material disposal

Environmental Institute

- Visit environment.virginia.edu to learn about relevant UVA research, upcoming guest lectures, and more

UVA Sustainability Social Media

- Follow @sustainableUVA on Facebook, Twitter, and Instagram for fun sustainability tips, stories, and events



NEW EMPLOYEE ONBOARDING:

SUSTAINABILITY EXPECTATIONS

USE ENERGY WISELY

- Turn things off when not in use, especially overnight and on weekends/holidays (including lights, computers, equipment, appliances)
- Share equipment & appliances instead of having your own if at all possible (including printers, fridges, microwaves, coffee makers)
- Enable energy-saving settings on IT equipment (deactivate screensavers, set automatic sleep/shut-down times, reduce brightness)
- Take the stairs instead of the elevator if you are able
- Do not bring a space heater into your workplace; they are prohibited at UVA

PRESERVE ENVIRONMENTAL HEALTH

- Be careful with hazardous chemicals and other potentially dangerous materials. Make sure you dispose of them safely by calling 434-982-4911
- Abide by signage related to green cleaning, storm drains, landscaping, drought warnings, zero waste events, etc.
- If you spot a plumbing leak, a seemingly broken HVAC component, or other environmental concern with UVA facilities or Grounds, submit a work order by calling 434-924-1777

REDUCE & REUSE

In accordance with [UVA's Single Use Plastics Requirements](#), do not purchase, distribute, or sell single-use plastic food service wares.

Bring reusable items from home where possible:

- Mug, cup, food containers, utensils, etc.

Minimize printing by:

- Doing things electronically whenever possible and avoiding several handouts at meetings/events
- Setting double-sided printing as the default on your computer

Avoid purchasing new without first checking:

- Items already available in your workplace
- Reusable Office Supply Exchange (434-982-5050)
- The ReUSE Surplus Store (434-243-0295)

RECYCLE ALL YOU CAN

Visit the [UVA Waste Directory](#) to search how to properly recycle, compost, or landfill an item

UVA's recycling system is NOT "single stream", so sorting materials into different bins is important:

Paper Products: any non-glossy paper such as printer paper, notebook paper, books, post-it notes, magazines, newspaper, envelopes, & paperboard

Plastics #1-7: bottles and caps, yogurt cups, plastic bags (rinse out with water if possible)

Metals & Glass: Aluminum, tin, & steel cans, all colors of glass bottles, other glass containers

E-Cycling: Batteries, calculators, and anything that plugs in (but does not contain data) should go in a container labelled e-cycling or e-waste.

