

# NEW EMPLOYEE ONBOARDING: SUSTAINABILITY RESOURCES

## UVA RECYCLING

[sustainability.virginia.edu/programs/recycling](https://sustainability.virginia.edu/programs/recycling)  
434-982-5050 - [recycling@virginia.edu](mailto:recycling@virginia.edu)

- Maintains recycling bins in common areas
- 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, & compostable wares

## PARKING & TRANSPORTATION

[parking.virginia.edu/thriving-without-car](https://parking.virginia.edu/thriving-without-car)  
434-924-7231 - [transportation@virginia.edu](mailto:transportation@virginia.edu)

Take advantage of alternative transportation options for both commuting & around Grounds:

- University Transit Service (UTS) buses - Free
- Charlottesville Area Transit (CAT) buses - Free with UVA ID (+ download CAT Bus app for tracking)
- Carpool carpool matching & incentive program
- Occasional Parking Permits & the Guaranteed Ride Home program - both great for alternative commuters on rainy days or emergency situations

## UVA SUSTAINABILITY

[sustainability.virginia.edu](https://sustainability.virginia.edu)  
434-297-7964 - [sustainability@virginia.edu](mailto: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 where employees collaborate with students to advance topics from civic engagement to sustainable food, energy, water, & much more

## OTHER RESOURCES

### Facilities Management

- Use the customer portal at [fm.virginia.edu](https://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 Resilience Institute

- Visit [eri.virginia.edu](https://eri.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 and stories

# 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

Use all materials efficiently:

- Save scraps & use things until they are gone or broken

Bring reusable items from home where possible:

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

Minimize printing by:

- Doing things electronically whenever possible
- Avoiding too many 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

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

**Cardboard:** Please flatten large cardboard boxes & store next to a recycling bin. Any cardboard with oil, grease, or food residue must be landfilled.

**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.