**University of Wisconsin-Stout**
**Environmental Sustainability Steering Committee**

## Sustainability Policy Recommendations

The Environmental Sustainability Steering Committee submits the following sustainability policy recommendations for campus review.  These recommendations are prioritized using a star system, with 3-star policies being the most highly recommended.

3-Star Policies ⭐⭐⭐

**Energy Conservation Policy:**
   A comprehensive policy focused on conserving energy in a number of areas across the UW-Stout campus.  This policy incorporates guiding principles with regard to the following areas:
   - Building temperature:  a temperature range for indoor building temperatures for academic and administrative buildings
      - DSF policy is currently 68$^o$F maximum in the winter and 76$^o$F minimum in the summer, with unoccupied buildings being kept at 60$^o$F.
   - Lighting:  guidelines for lighting rooms and buildings across the UW-Stout campus based on the standards set by the Society of Illuminating Engineers and/or the National Electric Code; the requirement for motion sensors for all new construction projects on campus
   - Office equipment/personal appliances: guidelines for use of equipment and appliances in offices of faculty and staff including personal refrigerators, space heaters, fans, toasters, toaster ovens, aquariums, lamps, coffee makers, computers, treadmills, stereos, television, and/or personal printers
   - Building Hours Policy: a policy focused on the regulation of building hours to utilize fewer buildings on campus
   - Lights Off Policy: a policy that complies with existing safety regulations, which focuses on the regulation of lighting when rooms are empty; aimed at classrooms, administrative offices, and residence halls
   - Vehicle Idling Policy: a policy for university vehicles parked on campus that focuses on shutting down vehicle engines any time a vehicle is exited (and placing stickers in the vehicles to remind drivers to not allow vehicle idling)
   - Computer Energy Conservation: a policy that requires all computers be set to the most energy efficient settings before computers are disbursed (e.g., computers set to hibernation mode after 5 minutes of not being used)

**Waste Reduction Policy:**
   A comprehensive policy focused on reducing waste and recycling on the UW-Stout campus. This policy incorporates guiding principles regarding the following areas:
   - Copies and paper:  Including increased use of D2L by instructors, preference for printing in "draft" mode (which uses 50% less ink), saving emails into PDF format and filing them electronically as an alternative to printing them, utilizing Century Gothic font (which uses 30% less ink that most other fonts)
   - Use of Virtual Paper program for publications and brochures (currently used by Advisement Center)
   - Elimination of printed campus phone directories
   - Increased recycling at special events, including athletic events, banquets, and commencement ceremonies
   - Setting Microsoft Word default print settings to a decreased margin size and single spacing
   - Recycling of all recyclable materials, including paper, aluminum, glass, plastic, batteries, light bulbs, etc.
   - Use of ImageNow program by all departments on campus
   - Institutionalizing the Recyclemania program by creating targets for waste reduction, as waste reduction is one of the tangible actions UW-Stout committed itself to upon signing the Presidents Climate Commitment
   - Reducing the consumption of bottled water on campus
   - Creation of waste reduction teams/committees for each building on campus (comprised of classified/non-classified members) to develop goals/programs for waste reduction for each building

## 2-Star Policies ⭐⭐

**Purchasing Policy:**

A comprehensive policy focused on purchasing sustainably in a number of areas across the UW-Stout campus. This policy incorporates guiding principles with regard to the following areas:

- Sustainable Food Purchasing Policy: a policy provides a definition for "sustainable food" and sets benchmarks for procuring sustainable food for UW-Stout's Dining Services
- Green Purchasing Policy: a policy focused on the purchasing of recycled and/or sustainable materials and products when allowed under current UW System purchasing guidelines
- Energy Purchasing Policy: a policy that sets a benchmark for purchasing 'green' energy from Xcel Energy's Windsource Program or other sources, furthering the commitment of our Climate Action Plan, which states that UW-Stout will have a 10-20% reduction in emissions through energy conservation and renewable energy source purchasing by 2015
- Fair Trade Purchasing Policy: a policy that sets requirements for purchasing fair trade items such as coffee, chocolate, tea, fresh fruit, sugar, rice, spices, etc. Goals would be set for the percentages of fair trade items purchased over time.

**Sustainable Transportation Policy:**

A comprehensive policy focused on more sustainable forms of transportation for students, faculty, and staff of UW-Stout. This policy incorporates guiding principles regarding the following areas:

- Rideshare – promoting the use of the Stout RideBoard
- Bikeshare and a bike circulation system – promoting the use of the Stout BikeShare program and creating a coalition to assess the needs for increased bike and pedestrian circulation in Menomonie
- Walking and a pedestrian circulation system – see above
- Carshare
- Vanpool – utilizing the DOA vanpool program
- Campus shuttles
- Public transit in the form of vans, buses, and passenger rail
- Parking management (i.e., access and fees) – offering "Green Parking" spaces, preferential parking spaces for rideshare and vanpool commuters
- Promoting the Green Commuter Pledge on an annual basis
- Telecommuting
- Flexible schedules

## 1- Star Policies ⭐

**Sustainable Building Policy:**

A policy focused on building construction, which incorporates the following principles:

- Construction that utilizes sustainable methods whenever practicable
- Tracking performance of buildings from year to year and making this information available to the campus by publishing it on the UW-Stout website and/or having a display in a common area of the building
- Training of facilities personnel in green construction methods
- Partnerships with Physical Plant and Construction and Interior Design faculty and students to allow students to get hands-on experience in sustainable building and to offer assistance to Physical Plant staff in carrying out sustainable building goals. This type of partnership would be in keeping with our mission as a polytechnic university.

**Sustainable Human Resources Policy:**

A policy focused on the sustainable management of university employees and enhancing sustainable human resources management, which includes the following principles:

- Insuring sustainability of leadership through recruitment, retention, and succession planning
- Rewarding faculty and staff for sustainable actions