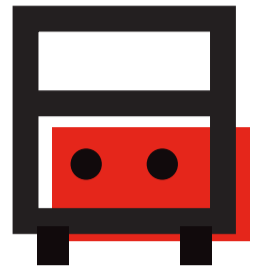


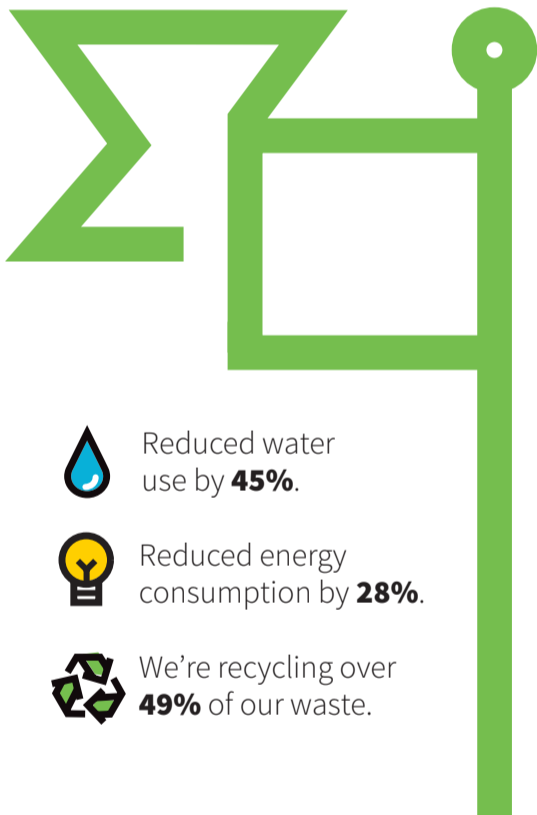
Staff Sustainability Guide...



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

tcd.ie/provost/sustainability

Committed to Sustainability.



Reduced water use by **45%**.



Reduced energy consumption by **28%**.



We're recycling over **49%** of our waste.

Trinity College Dublin is committed to being a global leader in university sustainability and is a certified European 'Green Flag' campus since 2013.

Each student and staff member is heartily encouraged to employ environmentally preferable habits both on and off campus, in order to minimise our collective environmental impact, thus creating a more just, healthy and verdant world to live in.

To date, Trinity has reduced water use by 45%, energy consumption by 28% and recycles 49% of our waste. We have the lowest car use (<3% of population) and highest cycling rates of any third level institution in Ireland. We have set even higher targets to reduce our environmental impact further. Your participation in sustainable work and life habits can help us to further drive our conservation measures.

Change starts with you! Check out the '[Lazy Person's Guide to Saving the World](#)' by the United Nations, a fun, easy guideline to living a more environmentally friendly life.

Get involved.



Trinity Green Pages: The Green Pages is your one stop shop for all things environmental and sustainable. Check out Green Week (a festival of environmental events held annually), our Recycling page, the Green Campus Committee and other resources as follows:

Green Campus Committee: The [Green Campus Committee](#) comprises students, staff and faculty, united by the desire to make Trinity a leader in sustainability in the university world. We meet on the first Thursday of every month at 1pm in the Civil Engineering Library in the Museum Building. Contact hacketja@tcd.ie for more information.

Enviro Soc: The Environmental Society is a student group which organises environmental events, activities, political actions and fun outings. Come to one of our monthly gatherings or find us online at: <https://www.facebook.com/TCDEnvironmentalSociety>

Sustainability Champions: Trinity has established a group of sustainability champions, mavens who know the best environmental habits to adopt, or are eager to learn. Our champions help to spread the word and educate peers as well as report back on the wins and innovations that are spread across Trinity sites. To join up, contact mhallaha@tcd.ie.

Students' Union: The SU and GSU both have an Environmental Officer who can connect students into events, activities and groups around environmental issues. Contact environmental@tcdsu.org (for undergraduates students) or environmental@tcdgsu.ie (for graduate students) to find out how you can get more involved.

Green Week: Trinity has established an annual event in February to highlight, educate and celebrate all things environmental! This is coordinated by the Students Union, various Societies and the Green Campus Committee, and supported by Estates and Facilities and other departments. Find out more about it via the resources listed above.



Go to the [Recycling Pages](#) for your ultimate guide on how to recycle (almost) everything.

Visit <https://www.tcd.ie/provost/sustainability/>



Energy use has a high carbon and environmental footprint, due to being fuelled largely by fossil fuels. Here's how you can help to minimize Trinity's energy footprint.



Lights off

Whenever possible, turn off the lights as you leave your personal office, workstation or a shared space (e.g. meeting rooms and bathrooms). Always turn off lights and lab or computer equipment at the end of the day..

Power Management

Equipment in standby mode still consumes energy, so whenever possible, turn off computers, monitors, peripherals (e.g. speakers) and other shared electronic equipment (e.g. printers, copiers, coffee makers, etc.) at the end of the day. Simple actions like using a blank screensaver, tightening up your computer / laptop powersave features, pulling down the sash on fume cupboards, and optimally managing lab equipment all help. Check this [online guide](#) for detailed tips on how to manage lab equipment to reduce energy use.

Unplug

Phone chargers do their job in about 2 hours, but leaving the phone continuously plugged in continues to consume electricity. Unplug once it is charged.

Optimise heat

Avoid using personal space heating and cooling devices. Some older buildings don't have the thermal properties of a modern building, and may need temperature adjustments, so if the office or building seems too hot or cold, please ask your administrator to call the Estates and Facilities Service Desk at extension 4000 before you invest in that mega-watt heater, or email estatesandfacilities@tcd.ie.

Throw on a sweater or wrap to warm up by three degrees, rather than boosting heat for the whole room.

Heating & Cooling

Close all windows, blinds and curtains before leaving the office at the end of the day, to reduce your building's heating and cooling costs. This is especially important in more modern buildings. Throw on a sweater or wrap to warm up by a couple of degrees, rather than boosting heat so you can wear a t-shirt indoors during winter!

For more tips on how you can help, go to our [energy Green Page](#) or email estatesandfacilities@tcd.ie or call extension 4000.



It takes energy to process, filter and transport fresh drinking water, so be mindful of your use of water. Consume water consciously, and conserve wherever you can.



Drinking Water

Did you know that it takes 1.4 - 11 litres of water to make a 1 litre bottle of drinking water? Save money and precious water resources by filling your own reusable water bottle at the water fountains across campus. Savings – up to €300-€600 per year.

Leaks

Water leaks waste water AND energy (it takes energy to pump water around those pipes!). Don't assume someone else has reported a leak; report any water leaks (indoors or outdoors) to estatesandfacilities@tcd.ie or call extension 4000.

Labs & Sinks

Reduce water consumption by not letting the tap run when you wash dishes or lab glassware by hand. Use a basin to minimise water use. Turn off water-cooled devices when not needed — many of them are not closed-loop systems (meaning they continue to consume freshwater as long as they are switched on).

Discover more water conservation lab tips [here](#) and get trained on water conservation [here](#).

Dishwashers

Run the washer only when full, and wash with the optimum cleaning program to minimise energy and water use. Ensure your washer is on a preventative maintenance program to make sure it is operating as efficiently as possible.

Second hand

Buy used books, furniture and [second hand office equipment](#), to save that precious grant money! Check out [DoneDeal](#), [Freecycle](#), [WeShare](#) for second hand and free items. Get free furniture, lab equipment, office supplies on our [Yammer Reuse/ Repurpose group](#), you can offer/ make a request for items.

Batteries

Recycle all your one-use and rechargeable batteries and cell phones through the Trinity battery recycling program. It's free and environmentally responsible. Look for the blue battery recycling box in your department or request one (free!) from hackettd@tcd.ie. [Battery Recycling at Trinity](#).

For home battery recycling, all large chain supermarkets accept batteries for free recycling (usually at the customer service counter or near the tills) e.g. Tesco, SuperValu, Dunne Stores, Aldi, etc.). They are required to do this by law.



Everyone is required to recycle at Trinity, but reducing your consumption and reusing items is a better way to manage waste. Here's how you can reduce in the first place:



Stop Printing!

Do you really need that 80-page report? Or can you get by with the 2-page summary? Default your print settings to double-sided printing and you immediately reduce the amount of paper you consume by 50%, thus contributing to saving forests. Default your personal printer settings to black and white printing to save on ink. Reuse paper printed on one side for notes/scratch paper/ for printing test pages.

Reuse Supplies

Reuse office supplies rather than throwing them out. Post items you no longer need on the staff [Yammer Reuse/ Repurpose group](#), or request secondhand items here.

Reusable containers

Bring lunch in reusable containers rather than plastic/Ziploc bags.

Paper & cardboard

Recycle clean (i.e. not contaminated with food or drink) paper and cardboard in dedicated bins throughout college. Check on locations for recycling bins here: [Recycling Map](#).

Glass Recycling

Trinity recycles all glass bottles and jars, including clean lab glassware. Please put your clean, rinsed and dried, empty containers in the red glass bins around campus and other [Trinity locations](#). Remember to triple rinse all chemical containers before drying and disposing of them. Remove lids from glass containers and recycle them in general recycling.

Reusable Mug

Buy a reusable mug at any Trinity café location and get your first coffee/tea free! You get 40 cents off every subsequent cup, and you're not contributing to landfill!

Compost

Trinity has composting bins in a few locations around campus. Check on locations for compost bins here: ([Recycling Map](#)) Familiarise yourself with what can and cannot be composted on campus [Composting at Trinity](#). Wrap compostables in newspaper and deposit in compost bins.

You can find tips on what to recycle at home here: [Dublin City Recycling and recycling locations/ 'Bring Centres' MyWaste.ie](#).



Approximately 27% of each person's carbon footprint is due to transport using fossil fuels. You can dramatically lower your footprint by using public transport/sharing journeys or cycling.



Cycling

Trinity has a secure bike parking facility on campus. For access, simply swipe your Trinity ID card. The location is behind Botany Bay, and marked on the [bicycle parking map](#). You can plan safe cycle routes countrywide, with the [National Cycle Planner](#). You'll find more excellent cycling resources on the [College Health Centre](#) webpages. You can get a bike for almost half the price under the national Bike Scheme. Enquire with HR at hr@tcd.ie.

Public Transport

Trinity is ideally located for public transport use — centrally located along the DART line, (Pearse Street and Tara Street stops), Luas Green line (St. Stephen's Green stop) and over 40 buslines. Plan your trips across Dublin and all of Ireland with the National Journey Planner (which features schedules from private and public transport companies) [here](#). Get yourself a heavily discounted annual travel pass by enquiring with HR at hr@tcd.ie.

Bike rental

For only €25 per year, you can avail of the [Dublin Bikes](#) located at the Science Gallery, Nassau Street and elsewhere around Dublin. Simply swipe your card, take a bike and return it to another location anywhere in the city. Use of the bikes is covered by the annual fee. Great value! A video of how easy it is to use them is available [here](#).

Car Sharing

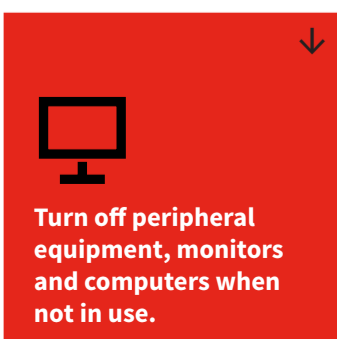
Need a lift somewhere but don't have a car? Check into [GoCar](#) or go to [Yuko Toyota](#) to avail of a shared car (for a fee).

Lightbulbs

When you request a lightbulb to be changed, maintenance staff take the old bulbs for recycling. If you have lightbulbs for recycling from home, you can bring them to any hardware store to be recycled for free (e.g. Woodies, Arro, Homevalue, etc.).

Container Recycling

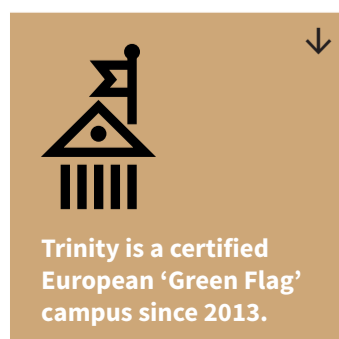
Recycle all solid plastic containers and bottles, aluminium cans and tins. Please put your clean, rinsed & dried, empty containers in the green bins around campus and other Trinity locations.



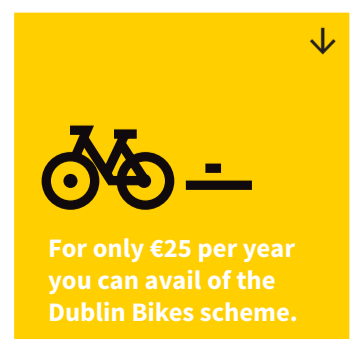
Turn off peripheral equipment, monitors and computers when not in use.



It takes up to 7 litres of water to make 1 litre of drinking water.



Trinity is a certified European 'Green Flag' campus since 2013.



For only €25 per year you can avail of the Dublin Bikes scheme.