

Small actions can have a big impact. Pick a few of these to get started.

## Sustainable Transportation

October 4.

Purchase a discounted monthly employee bus pass from campus security (over 50% off the regular price).

Set a goal to bus to work at least three days a week instead of driving.

Join the UVic Employee Modo Car Share Co-operative program.

- Use hand dryers instead of paper towels in washrooms when possible. If you use paper towel be sure to 'Shake and Fold'!
- Go paperless, think before you print and avoid printing wherever possible.
- Always carry a reusable coffee mug and water bottle with you.
- If you forget your reusable mug, remember to recycle your disposable cup properly using a Sort-it-Out station.
- Order pens with refillable cartridges.
- Get a copy of the "Zero Waste Events" guide before you plan your next event.
- Keep an "orphan tray" of unneeded one-sided papers to reuse the other side of them.

## Energy Conservation

- Always turn off the lights when you leave your office, meeting room or classroom.
- Connect all of your electronic equipment to a power bar that you can shut off when you leave to reduce standby power.
- Set your PC and screen to go into standby mode after 15 minutes of inactivity (uses 90% less energy).
- Don't use a screensaver, they consume more energy with graphics.
- Close your office blinds at the end of the day to conserve energy.
- Join the Staff Sustainability Network to collaborate on sustainability initiatives.
- Volunteer with the Greater Victoria Green Team to remove invasive plants from Mystic Vale.
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