



Making computing a little more sustainable.



Sustainability in action.

www.uvic.ca/sustainability



University
of Victoria

Conserve Electricity

Computers account for approximately 20% of electricity consumption on campus, and much of this is wasted when computers are not in use. Here are some basic things you can do to save electricity at your workstation:

1. The most energy efficient computer is one that is shut off when not in use!
2. Store **all** your data on a **shared drive** so that your individual hard drive does not need to be backed up (this is much more secure as well). If your office does not make use of shared drives, contact University Systems. All faculty and staff can get shared secure network storage and should be encouraged to utilize it.
See: www.uvic.ca/systems/storagebackup/departentalstorage
3. If you do need to leave your computer on, have your power settings set to put your monitor and computer into **Standby/Sleep** mode after a predetermined period of no activity (see Control Panel > Power Options). This reduces electricity consumption by up to 95%!

Recommended Power Management Settings (PC and Mac):

Monitor: Turn off after 20 minutes

Hard Drive: Turn off after 30 minutes
(Does not save much power and can be ignored)

Standby: Turn on after 30 minutes

Advanced settings can be set up to prompt for a password when resuming from Standby mode (recommended).

Other tips:

- **Use a laptop** whenever possible – Laptops use ¼ the energy of a typical desk top computer and perform most office functions at the same speed.
- Purchase only **Energy Star and/or EPEAT** rated equipment for maximum energy efficiency.
- Contact the **Technology Solutions Centre** for approved equipment options.
- Replace older equipment such as CRT monitors with newer, energy efficient LCDs, and dial down the brightness.
- **Avoid using screensavers** as they can actually use more power than regular display.

Electronics Recycling

Used equipment is assessed to see if can be re-purposed or recycled. UVic participates in the provincial Encorp recycling program for all our electronics. When you are ready to dispose of your old computer, here's what to do:

Computers and monitors:

1. Departments supported by University Systems, contact your local support person who will remove all confidential data and assess the value of the equipment for re-purposing options, and tag it with either a Recycle or Asset sticker.
2. Departments not supported by University Systems, complete a Surplus Asset Request form and submit to Purchasing. Purchasing staff will assess the equipment for re-purposing options, and tag it with either a Recycle or Asset sticker.
3. In either case, if equipment has been tagged with a Recycle sticker, the department should send a FAMIS request to FMGT to arrange for removal. If tagged with an Asset sticker, University Systems or Purchasing will arrange for removal.

See www.web.uvic.ca/purc/asset.php for more information.

Media:

For data security, all 'hard' media (computer hard drives/PDAs/telephones) and 'soft' media (dvds, cds, VHS tapes, cassette tapes, film, floppy drives, etc.) are shredded and recycled in local BC Govt facilities, witnessed by a UVic representative. Enter a FAMIS request to have these items picked up in your office or lab and delivered to the Surplus Asset Coordinator, swylie@uvic.ca

Reduce Waste

There is a lot of packaging associated with new computer equipment. Here's what to do with it:

Cardboard: Flatten and leave in the hallway or photocopier room for janitorial pick up.

Styrofoam: Enter a FAMIS service request to order clear Styrofoam recycling bags. When the bags are full, set aside for janitorial pick up.

Soft plastic/bubble wrap: Bring to recycle bin in SUB.

