

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Emergency Planning **#** 56

**Source:** George Mason University **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2004.html](http://www.sacubo.org/sacubo_resources/best_practices/2004.html)

**Abstract:** The Safety Office led the revision of the emergency planning process at George Mason University. Previously a Crises Management Committee was charged with responding to incidents on campus. However, the process had not been updated to address the wider range of risks facing a modern university. In place of the Committee, the university established an Emergency Policy Group, an Emergency Operations Group, and a Business Continuity Group. In addition, an Emergency Plans Officer was hired, an Emergency Operations Center concept implemented and several important documents published to support a more consolidated and comprehensive emergency planning effort.

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**Title:** Enterprise Business Continuity and Disaster Recovery Planning **#** 57

**Source:** North Carolina State University **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2004.html](http://www.sacubo.org/sacubo_resources/best_practices/2004.html)

**Abstract:** The mission of North Carolina State University is to serve its students and the people of North Carolina as a doctoral/research-extensive, land-grant university. Through the active integration of teaching, research, extension, and engagement, North Carolina State University creates an innovative learning environment that stresses mastery of fundamentals, intellectual discipline, creativity, problem solving, and responsibility. In response to this mission, NC State University has adopted a coordinated and integrated business continuity and disaster recovery planning and response process that positions the University to quickly and effectively manage and resolve emergency situations that impact mission critical operations and services. This modular and flexible process has enabled a dynamic situational response to crises that is achievable and sustainable.

Since 1987, NC State has implemented business continuity and disaster recovery principles using the best practices recommended by the Disaster Recovery Institute. Business continuity and disaster recovery has become common business practice at our University. NC State University achieved something that not many universities of our scope were able to and that was implement an enterprise business continuity program that was expanded from recovery of critical information technology functions. Business continuity and disaster recovery plans have a short shelf life and require regular reassessment and update. More importantly, critical staff must maintain awareness of requirements, resources, capabilities and options. In a crisis situation immediate command of all response elements is essential - quick thinking and action require preparedness.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Together We Can - Better Serving the University and Surrounding Community # 109

**Source:** University of Georgia

**Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2004.html](http://www.sacubo.org/sacubo_resources/best_practices/2004.html)

**Abstract:** While many universities operate with a large amount of independence from their surrounding cities and communities, the value and advantages to be gained in forming strong relationships with these entities often goes unfulfilled. This proposal examines the advantages to be gained in forming agreements with municipalities to more fully and better serve the college and the community in which it rests. The University of Georgia's Hazard Assessment Response Team (HART) entered an agreement via a Memorandum of Understanding (MOU) with the surrounding community of Athens/Clarke County (ACC) to respond jointly with ACC emergency personnel in the event of a wide range of emergencies. Examples of response situations can involve hazardous chemical spills, biological, bomb and radioactive threats, weather emergencies and incidents involving weapons of mass destruction.

The objectives of this memorandum of understanding were set as follows:

- \* To fill gaps in manpower and expertise suffered individually by both units in the course of forming one cohesive team.
- \* To enable this team to receive homeland security grant money that would not be available had they remained two diversified groups.
- \* To increase communication and effectiveness in the event of an emergency by creating a single incident command structure to which all personnel reported.
- \* To add the team members necessary to sustain emergency response longer than 72 hours, giving sufficient time for help from surrounding counties to arrive.

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**Title:** Solving From Within - Utilizing Self Inspections to Meet Environmental Standards # 117

**Source:** University of Georgia

**Co Area:** Colleges

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2005.html](http://www.sacubo.org/sacubo_resources/best_practices/2005.html)

**Abstract:** In March of 2004, The University of Georgia (UGA) received a mandate from the state's Environmental Protection Division (EPD), Georgia's regulatory enforcement branch. This order from the EPD stated that UGA was to inspect all laboratories and chemical storage areas within a six-month period for hazardous waste compliance issues and to provide monthly updates to EPD, providing updates concerning the status of these inspections.

The University of Georgia's Environmental Safety Division (ESD) had, up to that point, performed safety and environmental inspections annually in every lab on campus. However, given the size of ESD's workforce, combined with recent budget cuts, it was not realistic to expect the same group to add an additional hazardous waste inspection, which required more detail and finish the tasks in half the time.

The solution ESD created for this challenge was to produce a system that would enable each individual lab to perform its own hazardous waste inspection as required by Georgia's Environmental Protection Division (EPD).

<http://www.esd.uga.edu/nov>

<http://www.esd.uga.edu/nov/cltable.pdf>

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Onsite Training for Hazardous Waste Management

# 177

**Source:** University of Georgia

**Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2003.html](http://www.sacubo.org/sacubo_resources/best_practices/2003.html)

**Abstract:** The University of Georgia is classified by the EPA as a Large Quantity Generator of hazardous waste, meaning UGA is under stringent federal and state waste management and training requirements. Historically, the University has had poor participation from faculty and staff in its hazardous waste training courses. UGA's Environmental Safety Division set out to determine the reasons for low attendance and then to correct any problems. Some of the complaints that surfaced were that the course was too long and too confusing. Others said the course was offered in a bad location, making it difficult to attend. There were also complaints about course and manual content being difficult to follow and utilize once the attendee returned to their workplace.

The division responded by simplifying the course format. Where the course had once been offered in initial and refresher courses, it was now changed to a single class format to eliminate confusion on which course an employee should attend. The manual for the course was changed to a more concise, less expensive version that could be followed and utilized in class as opposed to the old manual, which was handed out in individual pages and had to be constructed upon an attendee's return to their lab. The change producing the most profound effect was the venue in which the course was offered. Initially, the course was given one time a month in a building located on the outskirts of campus, while the refresher was only offered 8 times a year. The two training courses have been combined into one and are offered "on-site" or at the attendee's location. This practice makes the training more accessible to employees by allowing one trainer to travel to the many trainees as opposed to many trainees commuting to the trainer.

The results of these changes were substantial. The number of trainees attending "Solid and Hazardous Waste Management" training in one year increased from 474 attendees under the old system to 1,396 attendees the next year under the new practice. The number of registered principal investigators attending the course increased from 5 to 99. The number of classes taught jumped from 20 to 62. By reconstruction of the manual, the price had dropped from over \$5.00 to \$1.53, meaning the University could train approximately three times the number of people for less money. By implementing onsite training as its new practice, the University was able to train a considerably larger number of employees, which had the effect of increasing safety and regulatory compliance with the added benefit of doing so for less cost.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Going Green Saves Green - University of South Carolina's Green Efforts Becoming Best Practices # 181

**Source:** University of South Carolina **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2003.html](http://www.sacubo.org/sacubo_resources/best_practices/2003.html)

**Abstract:** Many institutions agree that environmental or green initiatives are the right thing to do, but think those initiatives are more expensive to implement and therefore fail to do so, particularly in tight fiscal circumstances. As the state's flagship institution, the University of South Carolina's (USC) department of university housing has successfully implemented several "green initiatives" to demonstrate savings possible with such efforts while also setting an example for its students, the university and the state of South Carolina. We believe these initiatives will quickly become best practices. These include but are not limited to:

Flat Screen/LCD Computer Monitors: University Housing has replaced all of its 250 computer monitors (CRTs) with new flat screen LCD monitors

- Projected annual savings = \$8,000 in reduced electrical consumption.
- Project savings if entire campus switches from CRT to LDC monitors = \$325,466 - \$976,400 annually depending on daily usage.

Efficient Washer & Dryers: University Housing has switched all of its 172 washers and 172 dryers to high efficiency front-loading washers and dryers.

- Projected annual savings = \$19,600 in electric and water bills.
- Reduced water use by 2 million gallons annually.

Alternative Fuel Vehicles: University Housing has implemented the use of four electric vehicles (fuel and operating costs 80% lower than traditional vehicles) for maintenance crews.

- Projected annual savings = \$16,000.

West Quad Center for Sustainable Futures: The new "Green Dorm," housing 500 students is designed to LEED (Leadership in Energy and Environmental Design) certified by the US Green Building Council.

- The complex will reduce water consumption by over 20% and energy consumption by 30% as compared to a traditional residence hall
- Projected annual savings = \$50,000.
- The project is being built at the same cost factor as earlier traditional residence halls.

Take It or Leave It - Move Out Recycling: Established a student/staff recycling program at the end of the year in partnership with charitable organizations in the community.

- Projected annual savings = \$30,000 in waste management.
- Contributed 40 tons of materials and useable products to community charities such as Habitat for Humanity, Harvest Hope Food Bank, and Salvation Army.

These efforts at USC thus far have not only saved money and promoted sustainability, but have also established "best practices" demonstrating that sustainability makes good business sense.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Providing Critical Safety Training via Innovative Streaming Media # 184

**Source:** University of South Florida **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2003.html](http://www.sacubo.org/sacubo_resources/best_practices/2003.html)

**Abstract:** Disseminating information is a key concept in transportation planning. The University of South Florida in cooperation with the Center for Urban Transportation Research identified a critical transportation issue on its campus, that of golf cart safety. With approximately 400 golf carts on four regional campuses accommodating 39,000 students and more than 4,000 faculty and staff, the need for training in the proper use of the carts was vital. Incidents involving golf carts and pedestrians or automobiles were occurring often.

CUTR and USF's main goal was to develop a golf cart safety-training program that was accessible to and effective for all golf cart users, which included hundreds of people on five regional campuses. On-line, course-based training (CBT) appeared to be the best solution, but there were a number of obstacles to overcome--firewalls, bandwidths, hard drive space, and software issues.

After researching these obstacles, an on-line, streaming CBT program that could be disseminated to all the campuses was developed. By integrating digital imaging and a number of software programs including Adobe Premiere, Fluiton, and Cleaner 5, a user friendly product was developed that integrated CBT with Real Media technologies.

The resulting product is a cutting-edge training video delivered via the Internet that has proven to be both effective and efficient.

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**Title:** Institutional Compliance Program # 187

**Source:** University of Texas System **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2003.html](http://www.sacubo.org/sacubo_resources/best_practices/2003.html)

**Abstract:** The U.T. System Administration, and its component institutions, have designed and implemented a comprehensive program that provides the real-time status of compliance with all applicable laws, rules, regulations, policies, and procedures unique to higher education. The objective is to make compliance risk management an integral part of the everyday activities of all the employees in the U. T. System. While several higher education institutions have implemented programs for extremely high-risk operations, the U. T. System has implemented a program to ensure compliance in all operations including student financial aid, basic research, clinical research, medical billing, environmental health and safety, endowments, student activities, intercollegiate athletics, human resources, and financial matters. By training 70,000 employees to do the "right thing," conducting risk assessments, and monitoring activities to reduce risk, the program changed the institutional culture from management by "directives and edicts" to risk management by the right individuals who are held accountable. This evolution is evident by the increase in questions before action is taken, the decrease in surprises to executive management and the Board of Regents related to the instances of noncompliance, and in the general attitude of employees to the management of risks.

See Record 188 for how it was further used at University of Texas - Pan American

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** OHP Contact with Research Animals # 227

**Source:** University of Miami **Co Area:** Division of Research

**Addl Info:** [http://www6.miami.edu/UMH/CDA/UMH\\_Main/0,1770,2531-1;6558-2;21995-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2531-1;6558-2;21995-3,00.html)

**Abstract:** Original URL no longer valid. Information below is from initial link.

Mission Statement: To develop and implement an occupational health program for workers having contact with research animals.

Program Structure:

- \* Covers all individuals having contact with research animals
- \* Enrollment mandatory, participation optional
- \* Medical procedures determined by risk analysis
- \* External costs charged back to departments
- \* Website

Next Steps:

- \* Enrollment - extend to facilities maintenance personnel
- \* Medical Procedures - bring all participants to completion
- \* Training - complete training for all enrollees

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**Title:** Insurance Systems Best Practices # 284

**Source:** Harvard University **Co Area:** Controller's Office

**Addl Info:** [http://vpf-web.harvard.edu/rmas/best\\_practices.html](http://vpf-web.harvard.edu/rmas/best_practices.html)

**Abstract:** Bests Practices provided by Risk Management and Audit Services, covering -

Automobiles  
Alcohol/Liquor Liability  
Builder's Risk  
Personal Property  
Claims  
Contracts/Agreements  
Equipment/Contents  
Buildings/Property

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Safety Alert Program

# 327

**Source:** American University

**Co Area:** Physical Plant

**Addl Info:** <http://www.appa.org/FacilitiesManager/articleDetail.cfm?ItemNumber=1188>

**Abstract:** Institutional Benefits

The purpose of the Safety Alert Program was to enhance awareness and protect American University Physical Plant staff and contractors during the performance of routine, preventive maintenance and emergency tasks in mechanical and electrical rooms. The program supported in-house staff and contractors in four major areas: safety awareness, equipment labeling, training, and information accessibility. The following are specific benefits:

1. The drawings explained basic safety awareness for each location.
2. The drawings showed the mechanical and electrical equipment in a spatial relationship to the room.
3. The drawings showed specific locations for controlling of electrical and mechanical equipment.
4. Tables of mechanical equipment showing name, type, function, and closest disconnect.
5. The relabeling of all associated equipment (such as the piece of equipment and its electrical disconnect).
6. The new numbering scheme shows the type, location, and sequential number by the floor where the equipment is located.

The site continues by saying the Safety Alert Program can be adapted for use by any institution and lists each of the general steps in the process.

There have been no major accidents in our mechanical/ electrical rooms since the inception of the Safety Alert Program and we are confident that the overall university safety program and the Safety Alert Program were responsible for our excellent record and our accident free environment.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Emergency Preparedness/Response CD ROM # 349

**Source:** Best Practices from ASBO's Pinnacle Awards **Co Area:**

**Addl Info:** [CD available from Dianne Parkerson, 561 297-3946, parkerso@fau.edu](#)

**Abstract:** Book - Innovative Ideas - School Business Officials - FAU Library LC2825.5.I5602004

Littleton Public Schools

The object was to assemble all applicable data in one easily accessible format. (Today it might be on a flash drive.) Detailed data is compiled giving access to intimate knowledge of every facility/site. Interactive maps enable area-specific navigation with links to audio and video support. A diskette was developed for each site. It provides a virtual tour of the facilities with links to -

- \* emergency contacts
- \* locations for utility shut-offs, fire devices, security devices
- \* 3-D floor plans and interactive maps
- \* videos and photography of all interior and exterior areas and nearby neighborhoods
- \* Ariel photographs

Scope grew to include intergovernmental agencies and their emergency response vehicles equipped with computers. It also is now used for maintenance of the various physical plant areas.

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**Title:** Indoor Environmental Quality # 370

**Source:** Cornell University **Co Area:**

**Addl Info:** <http://www.sustainablecampus.cornell.edu/pollution/indoor.html>

**Abstract:** Indoor Environmental Quality is a program of the Department of Environmental Health and Safety (EH&S). The primary goal of this program is to provide and maintain a healthy learning and working environment for students, faculty, staff and visitors in all campus facilities.

The program is implemented through a team approach with representatives from EH&S, Facilities Management, Campus Life, Planning, Design and Construction, and Utilities and involved units. From the design of new facilities to the on-going maintenance of existing ones, programs, resources and services are provided to reduce, remove and prevent indoor air pollutants. Through a proactive approach using state of the art technology and standards, the program provides facilities that are comfortable and safe for building occupants, in addition to being efficient and environmentally friendly. When occupant concerns do arise, processes to gather data, evaluate control methods and recommend improvements are quickly initiated. Many of these initiatives are integral to sustainable campus operations and reducing overall impacts on the environment.

See website for details

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## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Stormwater Management Program # 371

**Source:** Cornell University **Co Area:**

**Addl Info:** <http://www.sustainablecampus.cornell.edu/nature/wetlanddemo.html>

**Abstract:** The Stormwater Management Program is an enterprise of the Environmental Compliance Office (ECO) (leaving site). The primary goals of the program are to comply with federal and state stormwater regulations, protect our water resources, and to minimize the impact of the Cornell community on the Cayuga Lake watershed.

Since its inception in 1993, ECO has worked to mitigate and reduce the effects of erosion and sedimentation from University activities. Currently, a team of four ECO staff members work on various stormwater issues, including an Environmental Field Coordinator whose primary responsibility is construction site stormwater management.

The team currently has the following initiatives underway:  
Construction Activity  
Municipal Separate Storm Sewer System  
Catch Basin, Outfall, and Stormwater Control Maintenance

See website for details

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**Title:** Campus Environmental Health & Safety Program # 434

**Source:** University of Texas at Pan American **Co Area:**

**Addl Info:** <http://www.utpa.edu/newhop/files/pdf/X7427371.pdf>

**Abstract:** Handbook of Operating Procedures - 6 page document listing -  
Purpose  
Responsibilities  
Safety Training  
Hazardous Materials  
Accident Investigation  
Program Monitoring  
Applicable References - with links  
Review

Also see [http://ehs.panam.edu/monthly\\_employee.htm](http://ehs.panam.edu/monthly_employee.htm)

On a monthly basis, the University recognizes Faculty, Staff, and Students who take the extra effort to conform to the rules, regulations, and best practices applicable to Environmental Health and Safety in an Institutional Setting. All too often the focus is enforcement and not recognition and employees that take that extra effort help to promote a Healthy and Safe Environment for ALL of the University community.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Environmentally Friendly Practices # 447  
**Source:** University of Alaska Anchorage **Co Area:**  
**Addl Info:** <http://ehsrms.uaa.alaska.edu/UAAEnvironmentalSlideShow.ppt>  
**Abstract:** Provides valuable information and new or improved technologies and best practices to improve environmental conditions.

Apparently they have a comprehensive award winning Environmentally Friendly Program covering -  
Recycling Website and Services  
Sustainable Energy Society (student club) and Energy Management  
UAA's Guiding Policy  
Classes, Workshops, Lectures, Conferences, and Seminars  
Research, Undergraduate Education & Outreach  
Landscaping Using Natural Vegetation  
Wildlife Friendly In An Urban Setting  
EPA Approved Spill Prevention Control & Countermeasure Plan  
State-of-the-Art, Double Hulled, Leak Monitored Fuel Storage Tanks  
Low Dust Emission Street Sweepers  
Limiting The Use Of Toxic Pesticides  
Free & Dependable Transportation Services  
Computer Lab Printing Charge and Extensive Use Of Electronic Communications  
Procurement Controls On Hazardous Material Purchases and Substitution With Less Toxic Substances  
Conversion To Microscale Techniques In The Sciences and Recovery Of Solvents For Reuse In The Sciences  
Replacing Computer CRTs with LCD Computer Monitors  
"Plug It In" Engine Block Heaters & Timers

Also see <http://greencampus.uaa.alaska.edu/> and <http://ehsrms.uaa.alaska.edu>

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** SUNY Best Practices Search Facility # 478

**Source:** State University of New York **Co Area:**

**Addl Info:** <http://www.suny.edu/BestPractices/Best.Practices.2004.01.27.pdf>

**Abstract:** As part of the Task Force on Efficiency and Effectiveness, campus presidents were asked to provide initiative they believe they carry out better than any other campus, along with those innovative ideas that have saved or avoided spending resources. The "Best Practices" reported in this document have resulted in significant savings throughout SUNY and, when shared with other campuses, have the potential to realize even greater savings within the system.

Page 35 of the above PDF Document

Accident Prevention  
Hazardous Waste Consortium  
Regulatory Communication Program  
Waste Management Procedures

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**Title:** Be Prepared: Cultural Institution Emergency Planning # 509

**Source:** Florida State University **Co Area:** Human Resources

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2006.html](http://www.sacubo.org/sacubo_resources/best_practices/2006.html)

**Abstract:** In an effort to further enhance the Cultural Institution's emergency planning, they took the opportunity to conduct a comprehensive review of existing programs. By using established crisis intervention practices, crime prevention technique, and emergency management planning principles that address proper preparedness, response, recovery, and mitigation, they developed an "all-hazards" Campus Emergency Response Plan for our 66-acre campus. This plan has provided the Institution with a viable, centralized plan for administering our campus-wide security and safety programs.

Some safety and security initiatives existed, but gaps in the overall plan were discovered. In order to tighten procedures and close these gaps, three specific areas needed to be addressed:

- \* Existing hiring procedures and background checks were very limited in scope, frequently required numerous re-submissions, took extremely long periods to complete, and usually resulted in a per/check expense (plus, frequently charged resubmission fees).
- \* Decentralized emergency planning needed to be consolidated into a campus wide comprehensive response plan.
- \* Due to the vulnerabilities of structures and the collection, coupled with a high threat potential for damage resulting from severe weather and tropical systems, the need for specific planning relating to major weather events was needed.

This led to the creation a Pre-Employment Screening Protocol, a response plan using an "all-hazards" approach to crisis intervention planning and completed analysis of current severe weather response actions.

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## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Redesigning Chemical Waste Management # 521  
**Source:** University of West Georgia **Co Area:**  
**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2006.html](http://www.sacubo.org/sacubo_resources/best_practices/2006.html)  
**Abstract:** The results of the Business Process Redesign (BPR) for this process include:

- The identification of several non-value added steps within the process that could be eliminated utilizing a web-based program.
- A better understanding of the web-based programs that are available, the costs associated with such programs, and the opportunities for modification within the program to make it affordable for smaller institutions.
- An opportunity to benchmark with other institutions to compare processes.
- Funding approval for the purchase of a web-based program that allows web-based access with standardized secure authorization enables common data to be shared system-wide, links Material Safety Data Sheets (MSDS) to chemical inventory, creates appropriate reports, and paves the way for other USG institutions to implement at an affordable cost.

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**Title:** Rethink, Reduce, Reuse, Recycle # 534  
**Source:** Concordia University **Co Area:**  
**Addl Info:** <http://sustainable.concordia.ca/ourinitiatives/r4/>  
**Abstract:** R4 Concordia (Rethink, Reduce, Reuse, Recycle) is a working group of the Sustainable Concordia (SC). In the realm of sustainability, which promotes social equity, ecological integrity and economic prosperity, R4 concentrates its efforts on environmental initiatives while integrating social and economic components in its decision making process.  
  
Good website covering the 4 topics - Rethink, Reduce, Reuse, Recycle  
  
See update -[http://www.caubo.ca/awards/documents/QP\\_Rich\\_UM\\_Summer\\_07\\_E.pdf](http://www.caubo.ca/awards/documents/QP_Rich_UM_Summer_07_E.pdf) - page 11

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Best Practices in Loss Prevention # 627

**Source:** Business Finance Mag.com **Co Area:**

**Addl Info:** <http://www.businessfinancemag.com/magazine/archives/article.html?articleID=14365&highlight=best%20practice>

**Abstract:** Taking a proactive approach to identifying and preventing losses in all forms is one of the best ways companies can protect their bottom line.

The uncertain economy, regulatory changes and high shareholder expectations are causing companies to work harder than ever before to identify and prevent potential losses in every form they may take. Today's loss-prevention efforts encompass traditional concerns, such as stopping employee or customer theft and protecting the company against natural disasters, but they also extend into unconventional areas. "Loss prevention goes beyond safety programs," says Mark Tucker, corporate risk manager for Diebold Inc., a self-service and security solutions provider in North Canton, Ohio. "It is the foundation of risk management in the organization. You need to find ways to protect assets of the corporation, protect shareholders' stake in the company and make sure the company can continue doing business in the future."

May need to scroll down to see document.

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**Title:** Association for the Advancement of Sustainability in Higher Education # 703

**Source:** Assn for the Adv of Sustainability in Higher Education **Co Area:**

**Addl Info:** <http://www.aashe.org/>

**Abstract:** AASHE is a membership-based association of colleges and universities working to advance sustainability in higher education in the U.S. and Canada. Our mission is to promote sustainability in all sectors of higher education - from governance and operations to curriculum and outreach - through education, communication, research and professional development. Businesses, NGO's, and government agencies can participate as AASHE partner members.

AASHE aims to advance the efforts of the entire campus sustainability community by uniting diverse initiatives and connecting practitioners to resources and professional development opportunities. The association also provides a professional home for campus sustainability coordinators and directors.

AASHE defines sustainability in an inclusive way, encompassing human and ecological health, social justice, secure livelihoods, and a better world for all generations.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** University of California Sustainability Policies and Best Practices # 704  
**Source:** University of California **Co Area:**  
**Addl Info:** <http://www.ucop.edu/facil/sustain/>  
**Abstract:** The site is a great environmental resource. Topics are -  
Latest News and Event listings  
UC Green Building Policy and Clean Energy Standard  
UC Campus Case Studies, Contact Information, and Other Resources  
Links to Other Sustainable Campus Resources

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**Title:** Internet Resources for Campus Sustainability # 727  
**Source:** Western Washington University **Co Area:**  
**Addl Info:** <http://myweb.facstaff.wwu.edu/zaferan/camp.sust.res.html>  
**Abstract:** Excellent resource listing many links - examples:  
Association of University Leaders for a Sustainable future - <http://www.ulsf.org/>  
APPA (Association of Higher Education Facilities Officers) - <http://www.appa.org/>  
Sustainable Development on Campus: Tools for Decision Makers - (International Institute for Sustainable Development)  
<http://iisd1.iisd.ca/educate/>  
Blueprint for a Green Campus, Initiatives for Higher Education (A Project of The Heinz Family Foundation) -  
<http://www.igc.apc.org/cgv/blueprnt/homepage.html>  
Alliance For Sustainability Through Higher Education - <http://www.2nature.org/alliance/>  
Site includes many more links. A Google search for Sustainability and Campus, limited to "edu" domains brings up 720,200 listings.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Six New Sustainability Principles Adopted # 728

**Source:** Harvard University **Co Area:**

**Addl Info:** <http://www.greencampus.harvard.edu/about/principles.php>

**Abstract:** Harvard University has announced a set of principles designed to ensure sustainable growth and advance Harvard's record as a responsible environmental steward.

1. Demonstrating institutional practices that promote sustainability, including measures to increase efficiency and use of renewable resources, and to decrease production of waste and hazardous materials, both in Harvard's own operations and in those of its suppliers.
2. Promoting health, productivity and safety of the University community through design and maintenance of the built environment.
3. Enhancing the health of campus ecosystems and increasing the diversity of native species.
4. Developing planning tools to enable comparative analysis of sustainability implications and to support long-term economic, environmental and socially responsible decision-making.
5. Encouraging environmental inquiry and institutional learning throughout the University community.
6. Establishing indicators for sustainability that will enable monitoring reporting and continuous improvement.

Also <http://www.hno.harvard.edu/gazette/2004/10.14/09-sustain.html>

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**Title:** Injury & Illness Prevention Plan # 753

**Source:** University of California Davis **Co Area:**

**Addl Info:** <http://safetyservices.ucdavis.edu/risk-management-services/TAPS-Best-Practices.pdf>

**Abstract:** A great example of an Injury & Illness Prevention Plan that addresses specific TAPS work areas with a comprehensive identification of not only hazards, but hazards to 3rd parties general liability. TAPS also identified ways to mitigate some of those hazards; such as:

- \* Good documentation of maintenance programs
- \* Training
- \* Communication.

It is an examples Risk Management Services has identified of institutional Best Practices that help to foster and create risk management awareness, which strengthens the overall campus safety culture. (The document centers on the Transportation & Parking Services, but is a good guideline for any Injury & Illness Prevention Plan.)

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Green Report Card: Colleges Graded

# 759

**Source:** Sustainable Endowments Institute

**Co Area:** FAU Foundation

**Addl Info:** <http://www.endowmentinstitute.org/sustainability/>

**Abstract:** Seldom has a week gone by this academic year without an announcement that a college has vowed to reduce its greenhouse gas emissions or purchase only locally grown produce. Green building is spreading and institutions are hiring sustainability coordinators to help facilitate environmental programs on campus.

Related stories

The Sustainable Endowments Institute, a two-year-old group that studies university investment policies, has kept tabs on the slew of green initiatives and whether colleges invest in green-friendly ways. In its College Sustainability Report Card being released today, many of the nation's top colleges receive high marks for their campus greening practices. But many of those same colleges receive much lower grades in categories that measure green investment decisions and willingness to share information about how they use their endowment money.

Debra Rowe, president of the U.S. Partnership for Education for Sustainable Development, said the report is valuable because it creates a best practices list for colleges to use and gives a full picture of sustainability. See story at <http://www.insidehighered.com/news/2007/01/24/sustainability>

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** The Gold Standard of Green Standards # 762

**Source:** Inside Higher Ed **Co Area:** Student Affairs

**Add Info:** <http://www.insidehighered.com/news/2007/01/26/greenhouse>

**Abstract:** Justin Bates makes the rounds on his campus carrying a sack of light bulbs. They are compact fluorescent models — the kind that use less energy than the standard incandescent ones found in many dorm rooms.

Bates, a senior at Williams College, heads an environmental student group that has spent recent months distributing 1,000 of the fluorescent bulbs.

“It allows us to make a difference with an energy footprint, and it gives us the chance to have discussions with students about global warming and energy consumption,” Bates said.

More than a year ago, Bates helped form a group of students and faculty who were concerned about Williams’ energy consumption, which had increased 50 percent over the past 15 years. During that time, the college’s greenhouse gas emissions increased 44 percent. A petition asking Williams administrators to mitigate the college’s effects on global warming received hundreds of signatures, spurring Morton Schapiro, Williams’ president, to form a faculty and student Climate Action Committee.

Bates, the Williams student, said the college’s energy plans cannot work without student participation. His group is sponsoring competitions and awarding prizes for dorms that conserve the most energy. And he is working with Gardner on a proposal to ban or limit the use of dorm miniature fridges — which, Bates said, are a major energy drain.

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**Title:** Campus Sustainability Report 2007 # 771

**Source:** University of North Carolina at Chapel Hill **Co Area:**

**Add Info:** [http://sustainability.unc.edu/Portals/0/Documents/2007%20Sustainability%20Report\\_web.pdf](http://sustainability.unc.edu/Portals/0/Documents/2007%20Sustainability%20Report_web.pdf)

**Abstract:** Adopting more sustainable policies, practices, and curriculum is an ongoing challenge. Sustainability, by its very nature, requires an integrated and holistic approach to decisions and investments. For people and departments accustomed to specializing, requests to view the “big picture” are often difficult. But change we must. As an academic and institutional leader, Carolina is in a position to demonstrate responsibility for the future. Through our research, education, public service, and actions, members of the Carolina community can help to protect and restore the earth’s natural systems and to develop new indicators that measure real progress.

Report covers -  
Master Plan, Potable Water, Stormwater, Grounds, Buildings, Transportation, Energy, Materials Management, Purchasing, Academics, Smart Growth, Public Service, Outreach, Conclusion, Calendar of Events, Sustainability Resolution and Web Resources.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Talloires Declaration - University Leaders for a Sustainable Future # 790

**Source:** Assn of University Leaders for a Sustainable Future **Co Area:**

**Addl Info:** <http://www.ulsf.org/>

**Abstract:** The Talloires Declaration is a declaration for sustainability, created for and by presidents of institutions of higher learning. The Association of University Leaders for a Sustainable Future (ULSF) is a leading international non-profit organization working to strengthen the capacity of colleges and universities to make sustainability and environmental literacy a major focus of teaching, research, service, and operations.

This document is a declaration that institutions of higher learning will be world leaders in developing, creating, supporting and maintaining sustainability. As of March, 2006, 329 college and university presidents have signed the declaration.

Talloires Declaration - [www.tufts.edu/talloiresnetwork/TalloiresDeclaration2005.pdf](http://www.tufts.edu/talloiresnetwork/TalloiresDeclaration2005.pdf)

Talloires Network - <http://www.tufts.edu/talloiresnetwork/>

Wikipedia - [http://en.wikipedia.org/wiki/Talloires\\_Declaration](http://en.wikipedia.org/wiki/Talloires_Declaration)

4/07 - University of Miami President Commits to Campus Sustainability - [http://www6.miami.edu/UMH/CDA/UMH\\_Main/1,1770,2593-1;54616-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/1,1770,2593-1;54616-3,00.html)

UF Website - <http://www.sustainable.ufl.edu/>

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**Title:** Enterprise Risk Management # 794

**Source:** George Mason University **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2007.html](http://www.sacubo.org/sacubo_resources/best_practices/2007.html)

**Abstract:** In many instances risk assessment projects conducted at higher institutions of learning are elaborate paper drills designed primarily to satisfy an outside audience, such as an auditor. In a system driven by centralized review of risk, it makes sense to summarize and prioritize so that decisions can be made that address the "most critical" risks to the enterprise as a whole. Unfortunately, this approach can leave the concerns of many individual departments, schools or even colleges out of the final risk analysis. George Mason University recently took a different approach to evaluating risk by implementing a series of in depth personal interviews with key stakeholders whose operations were determined to present the highest risk to the university should they fail or be severely compromised.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** A Quantitative Evaluation to Greek Fire Safety

# 812

**Source:** University of Florida

**Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2007.html](http://www.sacubo.org/sacubo_resources/best_practices/2007.html)

**Abstract:** The University of Florida's Department of Environmental Health & Safety has been performing fire safety inspections in on and off campus Greek housing for approximately 14 years. A tremendous amount of information has been accumulated, violations were identified and corrected but there was never an easy or efficient method to determine if an individual Greek house was actually becoming safer for its occupants. There was no process to compare houses to each other, rank from best to worst and identify organizations that required additional focus.

Analysis of written reports was tedious, time consuming, and not productive. Alternately the ScoreCard provides an unbiased evaluation tool to facilitate a university managed corrective action program. Development of the ScoreCard provided a single page recap, allowing comparison between houses, between semesters, even between years quickly and almost effortlessly. People relate to a number grade more readily than to a written report. The number of times a particular violation is counted, creating a numerical score has significant more impact that simply stating the violation itself. The ScoreCard also provides the houses with a workable tool to perform self checks throughout the semester, creating an environment that supports fire safety on a daily basis, no just after a tragedy or a fire safety inspection.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Testing the Waters: Lessons Learned through Innovative, Sustainable Town-Gown Partnerships # 816

**Source:** University of Georgia **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2007.html](http://www.sacubo.org/sacubo_resources/best_practices/2007.html)

**Abstract:** Watersheds do not always respect political boundaries. Environmental leadership often requires a blurring of these lines. In 2003, the University of Georgia and Athens-Clarke County embarked upon a new level of sustainable partnership through innovative stormwater design.

Subsequently, in 2004-05, campus and city officials waded through negotiations regarding implementation of a county-wide stormwater utility. With shared interest in improved natural waterways, the two entities have collaborated and compromised to produce a regional demonstration in sustainable design and resource management.

### Benefits - Stormwater Management

The stormwater best management practices employed are providing a regional demonstration. Not only does the sharing of resources promote similar opportunities for other towns and campuses, but the implementation of restorative stormwater design provides an example of how future developments can meet the impending NPDES Phase II water quality regulations. The project's educational benefits also are observed by the local and university communities.

### Benefits - Stormwater Utility

Likewise, the partnership forged to develop a compromise on the issue of the stormwater utility serves as a demonstration to other colleges and universities in the University System and elsewhere. It is therefore prudent, both financially and environmentally, to incorporate water quality design into campus development as soon as possible.

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**Title:** Emergency Management Preparation, Planning, and Response # 819

**Source:** University of Mississippi **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2007.html](http://www.sacubo.org/sacubo_resources/best_practices/2007.html)

**Abstract:** This document explains the steps taken by the University to establish a defined approach to addressing a disaster or emergency before, during, and after the event. It will explain how a written plan, team, warnings and external entities were and are being used to develop a method that might cut the injury and loss of life if a disaster strikes the campus. This plan is a work-in-progress as revisions and additions are changed as needed.

Submission outlines implementation actions between 1997 and Summer, 2006.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Biological Waste Management Program -- A Better Way # 826

**Source:** University of Texas at San Antonio **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices/2007.html](http://www.sacubo.org/sacubo_resources/best_practices/2007.html)

**Abstract:** The biological waste management program at The University of Texas at San Antonio has experienced great success due to overwhelming support from faculty and staff. This program was created to relieve the burden on Principle Investigators of autoclaving and disposing biological safety level 1 & 2 waste, and free up valuable autoclave space and run time for front end research sterilization purposes. Biological waste consists of Petri dishes, pipettes, culture plates, contaminated gloves, media, research animal carcasses, sharp containers, blood and tissue samples, and cell lines. The lab staff now collects all biological waste generated in the labs in biohazard bags or sharps containers and places in closeable, biohazard labeled containers meeting US Department of Transportation and state of Texas regulations for transport of regulated medical waste. Once the container is ready for disposal, the Safety Technician in the Environmental Health, Safety and Risk Management (EHS&RM) office inspects and collects each container for transport to an on-campus cold storage unit. The Safety Technician marks and labels each container for transport and disposal by a contracted company permitted in the state of Texas and with the EPA for this purpose. EHS&RM provides all supplies needed for biological waste collection such as biohazard bags, biological waste boxes, and sharp containers free of charge to the research staff. EHS&RM provides training and consultation on waste disposal procedures.

Utilizing the safety technician saves the university between \$16,657 and \$26,442 per year. UTSA was also able to eliminate the need for one or more additional autoclaves, yielding a substantial cost savings of at least \$380,000.

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**Title:** Business Resumption Planning Program # 833

**Source:** University of California Berkeley **Co Area:**

**Addl Info:** <http://www.nacubo.org/Images/about/UniversityofCaliforniaBerkeleySubmission.pdf>

**Abstract:** 2007 NACUBO Innovation Award Winner  
In 2001 the UC, Berkeley developed a campus Business Resumption Plan to prepare for a rapid resumption of Berkeley's teaching, research, and public service mission following any unexpected interruption (disaster), whether natural or human-caused. That Plan addresses the UC Berkeley goal of getting the campus "back in business" within 30 days following the interruption.

The Plan also directed campus departments to do their own business resumption planning and, to guide departments in this endeavor, the Plan established an Office of Business Resumption. Departments develop their plans using a web-based software application called Restarting Berkeley. It is an on-screen questionnaire that guides the user question-by-question to enter the appropriate information with on-screen coaching. The result is a list of Action Items and a collection of information and guidance. The development of the web tool cost \$89,000 but is available at no cost to other institutions of higher education. <http://obr.berkeley.edu/BCPT.html>

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Public Health Response # 843  
**Source:** University of Alberta **Co Area:**  
**Addl Info:** [http://www.caubo.ca/awards/documents/QP\\_Rich\\_UM\\_Summer\\_07\\_E.pdf](http://www.caubo.ca/awards/documents/QP_Rich_UM_Summer_07_E.pdf)  
**Abstract:** Page 12 - Through learning, collaboration and partnerships, the U of A's Public Health Response Committee (PHRC) has positioned the university to be a public health leader, with a focus on prevention of, preparation for, response to and recovery from a public health emergency, including an avian flu pandemic.

To ensure the health, safety and security of faculty, staff and students, maintenance of essential university services, and effective communications with stakeholders and partners in the event of a public health emergency, the committee has taken a systematic planning approach, adopted best practices in emergency preparedness, and identified long-term objectives, key outcomes and success measurements. The committee is shepherding a Public Health Response Strategy (Strategy) that includes ethical principles, structures and processes that will lead to effective and timely decision-making in an emergency. Human resources and communications plans are also being developed.

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**Title:** Creating an Institutional Framework for Business Continuity # 854  
**Source:** University of California - Davis **Co Area:** IRM  
**Addl Info:** <http://safetyservices.ucdavis.edu/emergency-management/ecarstudy.pdf>  
**Abstract:** 23 Page report - but am unable to copy information for this abstract.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** How To Operate as an Environmentally Aware Organization and Reduce or Eliminate Your Carbon Footprint. # 868

**Source:** Guidance **Co Area:**

**Addl Info:** [http://www.guidance.com/images/green/guidance\\_green\\_toolkit.pdf](http://www.guidance.com/images/green/guidance_green_toolkit.pdf)

**Abstract:** Guidance (<http://www.Guidance.com>) today unveiled a best-practices guide to help companies of any size operate as environmentally aware organizations and reduce or eliminate their carbon footprints. The guide includes strategies learned from the company's own experience throughout its quest to help create a sustainable environment.

The report is a step-by-step guide helping companies evaluate their operations, calculate their carbon footprint and take action. It covers strategies for reducing or eliminating consumption of non-renewable resources like energy, paper and plastic, ideas for incorporating recycling programs, and suggests ways to offset the amount of carbon dioxide the company releases into the atmosphere through its activities.

Table of Contents

Step 1: Assemble a taskforce to lead your environmental initiative

Step 2: Develop a Mission Statement

Step 3: Evaluate your consumption of non-renewable resources and develop strategies for reducing and/or eliminating consumption where possible

Step 4: Recycle, recycle, recycle !!!

Step 5: Offset your remaining carbon footprint .

Step 6: Look beyond your immediate workplace to find ways to take your environmental commitment into the community

Step 7: Encourage your vendors and business partners to adopt similar environmental policies and practices

Green Resources: Information and resources to help you and your organization be as "green" as you can be

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**Title:** Integrated Environmental Health & Safety Operations # 876

**Source:** Florida State University **Co Area:**

**Addl Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices\\_files/2008\\_files/Integrated-Environmental-Health-Safety.pdf](http://www.sacubo.org/sacubo_resources/best_practices_files/2008_files/Integrated-Environmental-Health-Safety.pdf)

**Abstract:** The Florida State University continues to grow in enrollment and research and the demand for Environmental Health & Safety (EH&S) support services must grow proportionally. To ensure the demands associated with this expansion are addressed, a number of strategic operational changes have been implemented. The most productive change has been the integration of many departmental operations to take advantage of the varied technical skills more efficiently. This concept has been instrumental in increasing departmental activities and capabilities, such as laboratory audits, workplace inspections, and training.

The first step in developing creative solutions is to understand the status quo along with the problems or needs. The second step is to identify potential options to address those problems or needs and develop solutions to achieve the desired outcomes.

There are many benefits to more integrated operations. One of the most important is the development of a more cohesive department.

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Easy and Effective Improvements in Emergency and non-Emergency Communications # 902

**Source:** University of Tennessee Martin **Co Area:**

**Add Info:** [http://www.sacubo.org/sacubo\\_resources/best\\_practices\\_files/2008\\_files/Emergency-Communications.pdf](http://www.sacubo.org/sacubo_resources/best_practices_files/2008_files/Emergency-Communications.pdf)

**Abstract:** The University of Tennessee Martin Business Office was experiencing difficulties reaching students concerning confirming their registration, so that their courses would not be dropped. The Autodialer created time savings and improved confirmation rates. The Autodialer is a simple design.

The Autodialing system capabilities spread quickly. Public Safety began using the system to make directed, timely calls to provide emergency notification to the right people. We also quickly implemented an inexpensive method of sending emergency TXT message notifications to students, faculty, and staff. The design of the TXT messaging system focused on simplicity of programming and use. webpage is integrated into the Banner Student Information System web services to collect cell phone number, cell carrier, and level of notification. Another webpage integrated into the Banner web services allows authorized users to submit and send the TXT message to those who have opted-in to the service.

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**Title:** MANAGING BEST PRACTICES: Researching best practice guidelines # 913

**Source:** ISHN **Co Area:**

**Add Info:** [http://www.ishn.com/CDA/Articles/Column/BNP\\_GUID\\_9-5-2006\\_A\\_1000000000000349160](http://www.ishn.com/CDA/Articles/Column/BNP_GUID_9-5-2006_A_1000000000000349160)

**Abstract:** Most EHS guidelines or programs have local or regional origins, some later to evolve into global best practice models. The evolution is accelerated these days by the rapid sharing of information. Here are several examples:

\* New York City's 1993 Guidelines on the Assessment and Remediation of Fungi in Indoor Environments (<http://www.nyc.gov/html/doh/html/epi/moldrpt1.shtml>) now form the basis for best practice, with global recognition, in the identification and control of mold;

\* British Standards Institution's BS OHSAS 18001:1999 (Occupational Health and Safety Management System) (<http://www.bsi-global.com/en/Assessment-and-certification-services/management-systems/Standards-and-Schemes/BSOHSAS-18001/>) has been adopted in more than 80 countries and by 16,000 organizations (2005 figures);

\* Washington State Department of Labor and Industries 2005 ergonomic evaluation tools, including lifting calculator, caution zone checklist and hazard zone checklist (<http://www.ini.wa.gov/Safety/Topics/Ergonomics/ServicesResources/Tools/default.asp>) have evolved as a best practice far outside their state; and,

\* DuPont and Environmental Defense's 2007 Nanomaterials Framework (<http://www.nanoriskframework.com/page.cfm?tagID=1095>), developed to address organizational needs, is a current global best practice in the safe handling of nanomaterials.

Also see [http://www.ishn.com/CDA/Articles/Column/BNP\\_GUID\\_9-5-2006\\_A\\_1000000000000249400](http://www.ishn.com/CDA/Articles/Column/BNP_GUID_9-5-2006_A_1000000000000249400)

## **BEST PRACTICES, Environmental Health & Safety**

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**Title:** Sustainability at UC

# 935

**Source:** University of California

**Co Area:** Physical Plant

**Addl Info:** <http://www.universityofcalifornia.edu/sustainability/>

**Abstract:** The University of California has embraced the goal of sustainability and is transforming its business practices to reduce its environmental impact and fight global warming. By cutting waste and improving efficiency, UC's sustainability initiatives demonstrate the University's commitment to wise stewardship of state resources. In June 2004, President Dynes issued detailed guidelines for the Policy on Green Building Design and Clean Energy Standards. This comprehensive policy established the university as a leader in promoting environmental stewardship among institutions of higher education.

In January 2006, the policy was expanded to include sustainable transportation practices and greenhouse gas emissions reductions. In March 2007, the policy was further extended to cover the areas of climate protection practices, green building renovations, sustainable operations and maintenance, waste reduction and environmentally preferable purchasing. With the most recent expansion, the policy's name was revised to Policy on Sustainable Practices.

Policy - [http://www.universityofcalifornia.edu/sustainability/documents/policy\\_sustain\\_prac.pdf](http://www.universityofcalifornia.edu/sustainability/documents/policy_sustain_prac.pdf)

Best Practice Case Studies - [http://www.universityofcalifornia.edu/sustainability/enrg\\_bestprac.html](http://www.universityofcalifornia.edu/sustainability/enrg_bestprac.html)