



## Maryland Green Registry MEMBER

The Maryland Green Registry promotes and recognizes sustainable practices at organizations of all types and sizes. Members agree to share at least five environmental practices and one measurable result while striving to continually improve their environmental performance.

# College of Southern Maryland



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[www.csmd.edu/about/environmental-sustainability](http://www.csmd.edu/about/environmental-sustainability)

Higher Education

Member since September 2014

## Management and Leadership



### Environmental Policy Statement

*CSM is committed to reducing its impact on the environment. We will strive to improve our environmental performance over time and to initiate additional projects and activities that will further reduce our impacts on the environment. Our commitment to the environment extends to our students, our faculty, our staff and our community. We are committed to:*

- *Comply with all applicable environmental regulations;*
- *Prevent pollution whenever possible;*
- *Educate our staff and students on our environmental program and empower them to contribute and participate;*
- *Communicate our environmental commitment and efforts to our students, staff and our community; and*
- *Continually improve over time by striving to measure our environmental impacts and by setting goals to reduce these impacts each year.*



### Environmental Team

- *CSM has an Environmental Sustainability Committee, which meets regularly to evaluate and advise college administration and Board of Trustees on sustainability opportunities. This committee reflects the college's commitment to responsible stewardship of environmental resources and aspires to work toward a sustainable campus life which protects and enhances the environment and health of the faculty, staff and students.*

- *The committee membership includes staff, faculty and students, representing all campuses and a variety of divisions.*
- *The committee provides leadership in all issues related to the college sustainability. The purpose of the committee is:*
  - *Identify sustainability opportunities and issues and make recommendations to the administration for changes (advisory);*
  - *Increase the campus-wide environmental awareness (education); and*
  - *Coordinate current and future sustainability efforts (coordination).*



### **Annual Environmental Goals**

*For the 2016-17 Academic Year, CSM, through the Environmental Sustainability Committee has identified the following goals to reduce the college's environmental impact.*

**Goal 1:** *Increase energy efficiency and reduce energy costs*

- *Several on-going programs through our utility company are scheduled to be completed during the 2016-17 academic year.*

**Goal 2:** *Decrease disposal of plastic bottles by promoting the use of on-campus filtered water filling stations through awareness campaign.*

- *In 2015 and early 2016, one filtered water filling station was installed on each of CSM's three campuses. ESC and Student Associations have given away re-usable bottles with the ESC logo to help bring awareness to sustainability efforts. In just the first three months since installation, more than 7,000 plastic bottles have been diverted from purchase and waste disposal through this program. In the coming year, with promotion of the stations, we expect to make a significant impact on the number of plastic disposable water bottles purchased (and discarded) on our campuses.*

**Goal 3:** *Increase recycling by staff and students on campuses.*

- *Following a meeting between ESC and Waste Management representative, the committee is working to put in place best-practices regarding placement and signage for recycling containers to reduce confusion and result in greater buy-in from staff and students.*

**Goal 4:** *Increase awareness of and promote sustainability efforts on campuses.*

- *ESC will use unique logo to help promote sustainability efforts through Intranet, Everyone Email, Friday Report, posters, flyers, TV slides, student videos and media releases. The Environmental Sustainability*

*website, on the Community Outreach page will include information on what the committee is doing, what the college is doing and what individuals are doing or could do to increase awareness and promote sustainability on campus and in Southern Maryland.*



### **Environmentally Preferable Products and Services**

- *CSM has moved to online catalogs, e-newsletters, e-mail to donors, e-mail messaging to faculty and staff whenever possible.*
- *There are 269 different courses, 14 degree programs and eight certificate programs offered entirely online through CSM. From FY2012 to FY2013, the number of students taking at least one credit online course increased by 535 to 6,698 students.*
- *In 2015, CSM developed and launched an app to include contents of Student Handbook calendar for students to sync with their smart phones/devices which will reduce the amount of paper, ink and energy.*
- *Paperless processes are becoming the norm for everyone and every business. This is because they're more convenient, efficient, cost effective, and environmentally friendly. As CSM consistently looks to improve its processes, it considers all of the aforementioned benefits and compares them to any inconvenience or lost functionality. One such process is the printing of pay advices. Previously, CSM generated more than 26,000 pay advices, 10,000 of which were mailed, delivered or picked up. As with all manual processes, there are costs, in this case the direct costs of paper, printing, postage and handling last year totaled over \$3,600, not including lost productivity picking up the advices, lost productivity delivering the advices, and the environmental cost of paper and ink going into the landfills. In an effort to avoid these costs, CSM will discontinue printing pay advices except in special circumstances.*
- *In 2016, recording and submitting student assistant payroll forms moved online. (data not yet available)*
- *CSM's Procurement Office has eliminated more than 1,000 paper expense reports (travel, mileage and petty cash) saving more than 3,000 sheets of paper on average. The purchasing (PC) card has eliminated 300 requisition reports per month and at an average of three sheets of paper, has saved more than 10,800 sheets of paper. In addition, there were 300 fewer checks mailed monthly, saving CSM \$1,600 in postage annually.*

- *Most of the campus operations are implementing Image Now to manage document management, reduce the cost of storage and reduce archiving paper files.*
- *CSM is investing in Unified Communication for our phone and data systems that should reduce the cost of energy and more efficient method of conducting work by utilizing voice over IP and the ability to go to soft phones.*

**Environmentally Preferable Purchasing**

- *CSM has an ENERGY STAR procurement policy which applies to all College of Southern Maryland employees and to all procurements made on behalf of the College of Southern Maryland.*
- *Recognizing the importance of conservation and environmental stewardship, the College of Southern Maryland has adopted an Energy Star Procurement Policy. Whenever possible all purchases for the College of Southern Maryland for equipment, appliances and other materials and supplies shall be for Energy Star certified products in all categories for which such ratings exist. Energy Star certified products are those products as defined jointly by the U.S. Environmental Protection Agency and the U.S. Department of Energy. Energy Star products may include, but not be limited to the following:*
  - *Heating and cooling systems*
  - *Clothes washers and dryers*
  - *Dehumidifiers*
  - *Dishwashers*
  - *Commercial and residential refrigerators and freezers*
  - *Commercial food services equipment*
  - *Lighting*
  - *Office equipment*
  - *Electric motors*
  - *Electronic signage*
  - *Transformers*
  - *Consumer electronics*
- *The CSM College Store purchases recycled paper products for resale that contain a minimum of 30 percent post-consumer waste and sustainable products made from sugar cane. They also purchase for resale, eco-friendly merchandise such as travel mugs, BPA free water bottles, book bags and totes. The College Store purchases shopping bags made from 100 percent recycled film.*

- *For landscaping on our campuses, CSM's vendor uses recycled mulch and is investigating moving gas trimmers to battery/cordless and mowers from gas to propane.*



### **Environmental Restoration or Community Environmental Projects**

- *The CSM College Store participates in Earth Day. In 2013, the store featured recyclable/sustainable products and gave away 100 plants in pots made from newspaper.*
- *CSM Society for Leadership and Success members have adopted a stretch of road leading to the college and conduct trash pick-ups each semester in the 2013-14 academic year.*
- *As a North American Board of Certified Energy Practitioners (NABCEP) Certified Entry-Level Solar Energy Training Provider, CSM is offering entry-level solar energy training and testing for commercial and industry workers.*
- *From FY 2012 to 2013, Maryland Center for Environmental Training at the College of Southern Maryland (MCET) added three classes and 1,263 students increasing the number of water treatment and facilities workers trained in best practices.*
- *MCET is assisting facilities move from BNR to ENR - or in some cases straight to ENR. Of the Maryland list of 67 ENR facilities listed for upgrade, in the 2012-13 fiscal year MCET was working with 21 of them.*
- *CSM is seeking partnership opportunities local and state agencies that are involved in environmental issues to share some of the heavy lifting in creating awareness and action on recycling and energy conservation. We have discussed a joint Shredding Day with Calvert County Government, with Prince Frederick Campus as a host site in 2017; a joint Shredding Day and family fun day with a local credit union in Charles County in Fall 2016, with the La Plata Campus as a host site; and rain barrel information sessions with the University of Maryland Extension Service on each CSM campus.*

## **Waste**



### **Recycling**

- *In 2015 and early 2016, CSM, with leadership from ESC and financial support from student associations on each campus, installed one filtered water filling station in a student lounge or cafeteria on each campus. The stations help to*

*decrease purchase of disposal of plastic bottles by promoting the use of on-campus filtered water filling stations. ESC and student associations have given away re-usable bottles with the ESC logo to help bring awareness to sustainability efforts. In just the first three months since installation, more than 7,000 plastic bottles have been diverted from purchase and waste disposal through this program. In the coming year, with promotion of the stations, we expect to make a significant impact on the number of plastic disposable water bottles purchased (and discarded) on our campuses.*

- *The CSM College Store recycles textbooks through buyback and rental programs. In FY13, 8,000 textbooks were reused through these programs.*
- *CSM College Store reuses packing and shipping material and what is not reused is recycled.*
- *CSM faculty recycle faculty textbooks (used editions and samples that publishers send) in several ways: 1) bookshelf where faculty can leave unwanted books to be used by others; 2) books are sent to a charity that collects textbooks to send to schools overseas; or 3) they are sent in with paper recycling.*
- *Employees have been providing a tag line to add to their email signature which includes the ESC logo and message: The CSM Environmental Sustainability Committee asks that you please consider the environment before printing this email*



#### **Hazardous Waste/Toxic Use Reduction**

- *In order to minimize and reduce the amount of wastes generated by our laboratory courses the use of micro scale experiments is being utilized. Centralized purchasing of chemicals is used by all departments in the biological and physical sciences area with one lab coordinator at each campus authorized to make hazardous material purchases. Chemicals are purchased in the smallest size possible to minimize waste and storage of excess chemicals.*
- *The College also manages used batteries and mercury-containing light tubes as universal waste. The Universal Waste Rule promotes pollution prevention and waste minimization by encouraging the recycling of used batteries from sources such as our radios and AED's, instead of less desirable methods of disposal such as land filling or incineration.*
- *CSM has taken a proactive approach to reduce mercury containing equipment and reagents at the College, and in its teaching and laboratories. The mercury*

*reduction efforts reduce the potential for discharges associated with the prevalence of mercury in the environment. This has been done by replacing mercury based thermometers and manometers with digital and alcohol based equipment in the laboratories.*

- *With increases in classes and students, CSM's bio-waste pickups have increased from three pick-ups per year of four containers to four pick-ups per year of up to 16 containers in 2014-15 academic year.*

## **Energy**



### **Energy Efficiency**

- *CSM and partner SMECO (Southern Maryland Electric Cooperative) have identified areas where high-energy fixtures can be replaced with energy-efficient fixtures. As of spring 2016, 3,000 LED fixtures have been purchased for installation and a timeline is set for full replacement of these fixtures by mid-October 2016. The LEDs that have been installed have resulted in a 78 percent reduction in lighting costs for that building, and a 22 percent reduction in the overall SMECO bill each month over the last six months.*
- *CSM has evaluated the replacement/scheduled replacement of HVAC units and plans to convert all 21 boilers to propane or natural gas at a cost of \$200,000 with anticipated substantial energy savings in usage and costs. The project has not yet received approval. The initiative is in the early stages of preparation for presentation. Engineering estimates based on current use of oil are a savings of between \$80,000/year on propane to \$100,000/year on natural gas.*
- *CSM continually evaluates and sets timeline for replacing computers with energy-efficient Energy Star computers.*
- *ESC and IT send "Everyone Emails" to all staff to remind to turn off computers, monitors and printers, unplug small appliances such as coffeemakers and microwaves, lower blinds to within four inches of window sills to maintain even temperature, prior to extended breaks such as long-weekends, winter break, spring break and summer break. Messaging may also be sent out to staff in anticipation of severe winter weather.*
- *IT can remotely turn off computers each evening in learning labs, libraries and classrooms.*

- *Between Mid-May and Mid-August, the college institutes Code Green Fridays when buildings are put into 'night setback' mode and all lights, computers and miscellaneous electronics are turned off at 1 p.m. Friday until Monday morning.*

## Transportation

### **Employee Commute**

- *CSM encourages employees to carpool with co-workers for travel to other campuses for meeting and events (such as Picnic in the Park, All-College Convocation, capital project status tours, graduation and official ceremonies) as well as travel for regional conferences. Whenever possible, CSM Board of Trustee members and the president carpool to Annapolis for legislative meetings and events.*
- *CSM is negotiating with local commuter transportation company to expand their routes to include new Hughesville site—a centrally located campus to house the college's Center for Trades and Energy Training, Health Services classrooms, athletics practice and game fields, and a fine arts center.*
- *In fall 2015, CSM held a groundbreaking ceremony for the new Regional Hughesville Campus at a location that was chosen so that students living in the farthest point in St. Mary's and Calvert counties would not have to travel 40 plus miles to the Charles County Center for Trades and Energy Training (CTET). CTET is scheduled to open in 2017 with future plans to include a Health Sciences training facility which would bring classrooms and labs for multiple fields under one roof, reducing travel time between campuses and reducing the cost of replicating instruments and training devices on three campuses. Whereas currently, students in nursing and health services may have to take classes at more than one campus—the new site will ensure that students need travel to only one location for all their coursework.*
- *Several buildings on each campus conference rooms equipped with PolyCom systems so that staff do not need to drive to attend meetings held off of their home campus. IT has invested in a new software/video conferencing product called ZOOM which will allow people to remain in their offices vs. the PolyCom-providing for even greater convenience and efficiency in setting and conducting meetings.*

### **Efficient Business Travel**

- *The College Store consolidates general merchandise shipments and vendor return shipments which reduces fuel consumption.*



## Water



### **Water Conservation**

- *Evaluation of ALL CSM buildings is currently underway to determine needs for upgrading current fixtures to water-saving fixtures setting goals and timelines for replacement.*



### **Stormwater Management and Site Design**

- *CSM's LEED Certified buildings include stormwater management systems.*
- *CSM replaced the soccer/lacrosse field on the La Plata Campus with a state-of-the-art system with stormwater drainage into green gardens.*
- *CSM replaced/upgraded the softball field on the La Plata Campus with more efficient systems.*

## Green Building



### **LEED Certified**

- *All new construction is designed to meet LEED Certification*
- *CSM is evaluating existing buildings for possible upgrades to meet LEED Certification. To date, the St. Charles Children's Learning Center has been evaluated for energy savings and the college is working on updating fixtures and faucets to comply with LEED Certification.*



### **LEED Silver**

- *Prince Frederick Campus Building B-New Construction (2013)*
- *La Plata Campus Community Education (CE) Building on La Plata Campus (2014)*

## Other



- *CSM was awarded the EcoLeadership Seal of Approval from the Alliance for Workplace Excellence for 2012, 2013 and 2014 for expanded conservation programs including the summer Code Green program, enabling employees to work the hours during the week in order to leave early on Fridays in the*

summer to save energy. The EcoLeadership Seal of Approval was created to recognize organizations committed to building sustainable workplaces.

- *The College of Southern Maryland, the Maryland Center for Environmental Training (MCET) is the State designated water/wastewater training and technical assistance center for Maryland, and is funded in part by the Maryland Department of the Environment. MCET has established a reputation for excellence in environmental, safety and health training and compliance assistance through practical applications. Employers and employees who partner with MCET have integrated regulatory compliance into their site-specific training and day-to-day activities. Combined with applications of best management practices geared to the actual performance of their duties, the participant's learning experiences focus on and relate to their working environment.*
- *MCET provides technical compliance assistance primarily to water and wastewater systems. Technical assistance is oriented to achieve and maintain compliance, reduce and prevent pollution, optimize existing facilities, encourage energy conservation, introduce new technologies, and perform eligible rate studies and provide training in rate-setting to provide for the development of local financial management strategies. The center's technical assistance action plans embrace and adopt strategies to incorporate and promote municipal wastewater pollution prevention and multi-media pollution prevention strategies. The goal of each effort is to assist systems improve plant compliance, optimize performance, institute a realistic rate structure and/or adopt new treatment strategies.*
- *CSM created a [logo](#) to promote environmental sustainability:*

**Profile Updated April 2016**



*Help build a greener, more sustainable Maryland through voluntary practices that reduce environmental impacts and save money.*

*Learn more at [www.green.maryland.gov/registry](http://www.green.maryland.gov/registry)*

