



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

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, faculty, staff and community. We are committed to:

- *Complying with all applicable environmental regulations;*
- *Preventing pollution whenever possible;*
- *Educating our staff and students on our environmental program and empowering them to contribute and participate;*
- *Communicating our environmental commitment and efforts to our students, staff and 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 (ESC), 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 to:*
 - *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 2018-19 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*

- *Parking lot lighting infrastructure – in progress with 80% complete*
- *Research electric vehicle recharging stations*

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

- *Replace existing non-filtered water fountains with filtered water fountains/nozzles*
- *Implement a Plastic Straw Campaign*
- *Include water filling station information on e-newsletter, HawkTalk, campus TVs, social media, and CSM app*
- *Allow students to trade in their plastic water bottles for a refillable water bottle during student events*

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

- *Determine the possibility of adding recycling bins in classrooms*
- *Conduct an inventory of where trash and recycling bins are located, and place bins close to classrooms and exits*
- *Enhance communication to students of where recyclable items can be recycled after class*
- *Revise trash and recycling labels for campus bins*

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

- *Increase awareness to students by adding recycling information to the First Year Experience course*
- *Raise awareness to students about recycling and other environmental sustainability initiatives at student events including Student Open House, New Student Orientation, Fall Festival, Spring Fling*
- *Increase awareness to faculty and staff at New Employee Orientation and professional development training and events*

- *Promote the Pollinator Campus project at student and employee events*
- *Reduce the production of printed materials and mass mailings when possible*
- *Construct pollinator campus gardens*



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.*
- *CSM has invested in Unified Communication for our phone and data systems. It reduces the cost of energy and provides a more efficient method of conducting work by utilizing voice over IP.*
- *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.*
- *In 2016, CSM implemented ACH vendor payments to reduce paper checks. CSM currently has over 50% vendor participation.*
- *In 2017, the cafeteria discontinued the use of Styrofoam and have replaced it with environmentally friendly products.*
- *In fall 2018, there were 263 courses and 21 programs offered online through CSM. On average, four out of ten students take at least one credit course online.*
- *In 2018, CSM implemented Board Docs for Board meetings to reduce paper.*
- *CSM uses an internal electronic document process for President's Council meetings to reduce paper.*
- *Pay Advices: CSM generated more than 26,000 pay advices, 10,000 of which were mailed, delivered or picked up. In an effort to be more environmentally friendly and avoid printing and mailing costs, CSM no longer prints pay advices.*
- *Timesheets: Since 2016, CSM has implemented two phases and has transitioned 636 employees to Web Time Entry. This new electronic timesheet process saves thousands of paper timesheets annually. CSM will continue with Web Time Entry implementation until all employees have transitioned over to the electronic process.*
- *Electronic W-2's: CSM has approximately 45% of employees who have opted to receive W-2's electronically. Paper stock has decreased by 1,000 forms which is a savings in toner ink, postage, and manual time handling.*

- *Employee Benefits: Online benefits enrollment began in May 2018. First year implementation had 100 participants. Online benefits enrollment will be mandatory in May 2019.*
- *1095c: CSM provided the option for employees to receive 1095c's online in February 2018.*
- *In 2015, CSM's Procurement Department implemented an online expense reimbursement program and purchasing card process. This electronic process 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 350 requisition requests per month and at an average of three sheets of paper, saving more than 12,600 sheets of paper. In addition, there were 350 fewer checks mailed monthly, saving CSM \$1,867 in postage, handling and check paper stock annually.*
- *Most of the campus operations are implementing Image Now to manage document management, reduce the cost of storage and reduce archiving paper files.*



Environmentally Preferable Purchasing

- *Recognizing the importance of conservation and environmental stewardship, the College of Southern Maryland has adopted 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.*
- *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 all of their fertilizer applications are environmentally friendly. The landscaping vendor is converting their gas powered trimmers and blowers over to battery powered and reducing air pollution.*
- *CSM transitioned to a 100% Green chemical cleaning system in July 2018.*
- *CSM is in the process of transitioning to a Green dilution station with hand soap as of July 2018.*



Environmental Restoration or Community Environmental Projects

- *Since 2016, the ESC has scheduled two CSM Trash Clean-up events per year to raise awareness and engage faculty, staff, and students.*
- *Since 2016, the ESC has hosted interactive informational tables at student events including Fall Festival and Spring Fling.*
- *In January 2017, CSM implemented the Adopt-A-Hallway/Building program to increase awareness and engage employees in recycling and sustainability activities on campus.*
- *In 2018, CSM received the Bee Campus USA designation. CSM was the first community college in Maryland, and second college overall in Maryland to receive this designation.*

Waste



Recycling

- *Since 2016, four water filling stations have been installed on all four campuses. The stations help to decrease purchase and 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. Since installation, more than 75,000 plastic bottles have been diverted from purchase and waste disposal through this program.*

- *The CSM College Store recycles textbooks through buyback and rental programs. In FY18, 3,200 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.*
- *CSM provides employees with 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 waste 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.*

Energy

Energy Efficiency

- *Since 2016, 4,106 LED fixtures have been purchased and installed. The new LED fixtures have resulted in an 85% reduction in energy use.*
- *CSM continually evaluates and sets timeline for replacing computers with energy-efficient Energy Star computers.*
- *Campus Operations Directors send “Everyone Emails” to all staff as a reminder 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 has the ability to 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 most lights, computers and electronic devices are turned off at 1:30 p.m. Friday until Monday morning. Actual savings are difficult to quantify however projected savings are approximately \$4K.*

Transportation

Employee Commute

- *CSM encourages employees to carpool with co-workers for travel to other campuses for meetings and events (such as 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.*
- *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). The new CTET at the Regional Hughesville Campus opened in March 2017. The Regional Hughesville Campus future plans 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 have conference rooms equipped with PolyCom systems so that staff do not need to drive to attend meetings held off their home campus.*
- *In 2016, CSM’s Information Technology Department IT invested in the software/video conferencing product called ZOOM which allows 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

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 (2014)*

LEED Gold

- *Regional Hughesville Campus Center for Trades and Energy Training (CTET) Building (2018)*

Other



- *CSM was awarded the EcoLeadership Seal of Approval from the Alliance for Workplace Excellence in 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. Through this program MCET trains annually in excess of 3,000 Maryland certified operators in water and wastewater operations.*

MCET provides technical compliance assistance primarily to wastewater systems as their facility upgrades from Biological Nutrient Removal (BNR) to Enhanced Nutrient Removal (ENR) – or in some cases straight to ENR. 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 December 2018



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

Learn more at green.maryland.gov

