

BU STUDENT HEALTH SERVICES

Sustainability at the **SHS 881** Comm Ave Location

Purpose

Student Health Service has partnered with the BU Sustainability office to help educate the staff and create awareness around sustainability.

SHS Sustainability Policy Agreement

Boston University Student Health Services

881 Commonwealth Avenue
Boston, Massachusetts 02215
T 617-353-3575 F 617-353-7224
www.bu.edu/shs



SUSTAINABILITY POLICY AND AGREEMENT

As an employee/contracted agent/student, I understand that Boston University, Student Health Services aims to grow and maintain their green certification as an environmentally conscious department. In order to achieve this, the employees at Student Health Services are encouraged to create awareness around sustainability and take appropriate actions to make a positive impact. Student Health Services maintains this commitment by complying with Boston University's Sustainability Department to create a welcoming and healthy environment, while educating Student Health Services employees in the process of carrying out their job in a safe and environmentally responsible way.

For more information on BU Sustainability, please visit sustainability@BU

Schedule Your Meeting with BU Sustainability

- If you are a new employee to SHS, please schedule a meeting with BU Sustainability within the first two weeks
- Access the [Green Office Certification Calendar](#)
 - Scroll right to view additional dates and times
- Enter your name, office address, and room number or approximate location into an available slot.
- Update your PnC and Outlook calendars
- Prior to your meeting it will be helpful to review the Green Office Checklist

Next Steps: Complete the Transportation Survey

- The next step in getting your office or work space certified is by completing the BU Sustainability [Transportation Survey](#)
- This survey takes less than two minutes to complete

A screenshot of a web-based survey form titled "Green Department Certification - Transportation Survey". The form is set against a background image of a diverse group of people. At the top, it says "sustainability @ BU" and "It's what you do." Below the title, there is a text input field for "Please indicate the name of your department." followed by a horizontal line. Then, a question "Do you live on campus?" is followed by two radio button options: "Yes" and "No". Another horizontal line separates this from the next question: "Which one of the following best characterizes your weekly work schedule?". This question has five radio button options: "2 days a week", "3 days a week", "4 days a week", "5 days a week", and "Other, please specify". The "Other" option is followed by a small text input field. A final horizontal line separates the last question from the bottom text: "Identify all modes of transportation that you use to commute to this building in a typical week. You may select multiple modes in a single day."

Completion of the Green Office Certification

Receive a BU Travel Mug



Receive a BU Bamboo Utensil Set (optional)



881 Recycling Pick Up Schedule

- The recycle bins are picked up every Tuesday and Thursday during the academic year
- During the summer (May-August) the bins are picked up once a week on Thursdays
- All recycling should be placed inside of the recycle bin located in the custodial closet between the restrooms and exam room 133
- **DO NOT place any protected health information (PHI) or confidential information in these bins**

881 Shred Containers for Confidential Documents

- There are multiple Shred-It bin containers located throughout SHS
- **ALL PHI must be placed in these containers, NOT the recycle bins**
- The Shred bins are picked up every Wednesday at 881
- Shred-It Bin Locations:
 - Patient Services
 - Behavioral Medicine 1
 - Admin Office
 - Outside of the Lab
 - Units 1 & 2 Nurses Station
 - Beneath the staff mailboxes



Standard Console
32 Gallon

Disposing of Batteries, Lightbulbs & Toner

- SHS has collection stations for batteries, lightbulbs and toner
- These collection containers are located directly beneath the staff mailboxes
- If any of these containers are full, send an email to shs-operations@bu.edu

Disposing of Food & Other Waste Materials

- **Please do not place soiled food containers or liquids inside of the blue recycling containers in the custodial closet. BU Facilities will not remove the bins if these items are inside.**
 - Plastic, paper, aluminum or metal materials must be cleaned before placing them into the recycling containers
- Cardboard boxes must be broken down and placed in the custodial room where the recycling bins are located. **Do not leave them in the hallway.**
- Anything that can be repurposed that you think someone could use (i.e., small desk items, lamps, heaters, etc.), please place it in the custodial room
- Large furniture items that need to be removed should be kept inside the office. A ticket needs to be submitted to SHS-operations@bu.edu to arrange a day and time for trucking to remove

New Recycle & Waste Units at 881

We've upgraded our waste and recycling units in the kitchen and waiting room area.

These new units will include labels and instructions about disposing of waste, plastic, metal, paper and other materials.



SHS Sustainable Efforts

- Switched to LED Lightbulbs
- Switched to 30% recycled content and office supplies
- Switched to reusable kitchenware
- Implemented a sustainability program into our onboarding policy
- Plan to install light sensors in the Kitchen
- Purchase of ENERGY STAR certified products for the department
- All electronic equipment have recommended power saving settings applied
- Transitioned from paper to electronic Incoming Health Forms
- SHS is currently *Green Department Certified Silver!*

Boston University Resources

- [BU Sustainability](#)
- [Bluebikes](#) Discounted Membership for BU faculty, staff and students
- [Free Helmets](#)
 - Offered through the office of BU Judicial Affairs, 25 Buick Street or
 - Parking & Transportation Services, 1019 Commonwealth Avenue
- [Employee Wellness Workshops](#)
- [BU Farmers Market](#) at the GSU Plaza (775 Comm Ave) every Thursday
 - Visit the [events](#) page for latest updates

BU STUDENT HEALTH SERVICES

Sustainability at the **SHS 930** Comm Ave Location

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Completion of the Green Office Certification

Receive a BU Travel Mug



Receive a BU Bamboo Utensil Set (optional)



930 Recycling Pick Up Schedule

- The recycle bins are located in the SARP Conference room the bins are picked up every Tuesday and Thursday during the academic year
- During the summer (May-August) the bins are picked up once a week on Thursdays
- **DO NOT place any protected health information (PHI) or confidential information in these bins**

930 Shred Containers for Confidential Documents

- There are multiple Shred-It bin containers located throughout SHS
- ALL PHI must be placed in these containers, NOT the recycle bins
- The shred bins are emptied every Wednesday at 930 Comm
- Shred-It Bin Locations:
 - SARP Reception
 - Wellness Lobby
 - Behavioral Medicine Reception
 - Finance & Administration Office
- The Wellness and F&A offices contain the large 32 gallon Shred-It consoles. If the smaller bins are full, please empty them at one of these locations



Standard Console
32 Gallon

Disposing of Food & Other Waste Materials at 930 Comm

- Please do not place soiled food containers or liquids inside of the blue recycling containers located in SARP. BU Facilities will not remove the bins if these items are inside.
 - Plastic, paper, aluminum or metal materials must be cleaned before placing them into the recycling containers
- Cardboard boxes must be broken down and placed inside of the SARP Conference room or in the Wellness lobby at the end of the day. **Do not leave them in the main hallway outside of the Wellness suite**
- Anything that can be repurposed that you think someone could use (i.e., small desk items, lamps, heaters, etc.), please place it in the custodial room
- Large furniture items that need to be removed should be kept inside the office. A ticket needs to be submitted to SHS-operations@bu.edu to arrange a day and time for trucking to remove

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