

Campus Operations

Sustainable Office Program Resource Guide

This guide has been developed to complement the Campus Operations section of the Checklist of Actions. If you have more questions after reviewing, please contact the SOP team at sustainability@lehigh.edu and we will be in contact with you shortly.

Connections & Mobility

- Robert Bruneio, Transportation Manager, rsb5@lehigh.edu: Can be contacted to install bike racks near buildings that lack an adequate amount.
- [Campus Buses and Bus Tracking](#): This page provides information on the University bus routes, hours of operation, bus tracking through DoubleMap, and Tapride on-demand rides around campus.
- [Transportation Options Poster](#): This poster covers the multiple bus routes, car and taxi services, and public transportation options that run through Lehigh's Campus.
- [Enterprise Car Share Poster](#): This poster explains all of the details to the Enterprise Carshare service, available right on Lehigh's Campus for Students, Staff, and Faculty.
- Flex Place and Remote Work Policy (coming soon)

Purchasing

- [Sustainable Purchasing Policy](#): This policy can be referenced to ensure that office and department purchasing minimizes environmental impact.
- [Sustainable Paper Certification](#): This explains what types of paper are sustainably certified and come from an environmentally-friendly source.
- [Trademarks and Licensing Webpage](#): This page provides information on Lehigh's approved vendors list and a guide to ordering promotional products for your department or student group.
- [Lehigh University's Sustainable Purchasing Policy](#): This policy is written to establish a common interpretation of what Sustainable Procurement encompasses within Lehigh University and to ensure University personnel consider social and environmental responsibility as factors in their purchasing decisions.

Surplus Property

- Please contact Glenn Strause, Courier Services Manager at the Surplus Property and Logistics Department, at ghs2@lehigh.edu before large office move outs.
- [Department of Surplus Property and Logistics](#): Surplus Property and Logistics manages Lehigh's surplus property sales and disposals through Asa's Attic, campus warehousing needs, as well as our on-campus couriers.
- [ASA's Attic Webpage](#): A resource to obtain gently-used office items and furniture for free without sending them to landfills.

Waste

- [DocuSign](#): A technology new to Lehigh that allows faculty and staff to sign, send, and manage documents electronically.
- [Trash Poster](#): This can be posted on trash bins to remind faculty, staff, and students what types of waste should be discarded in the trash.
- [Recycling Poster](#): This can be posted on recycling bins to remind faculty, staff, and students what types of waste should be recycled.
- [Plastic Film Poster](#): This can be posted to show faculty, staff, and students which types of plastic film may be recycled.
- [Battery Poster](#): This can be posted to show faculty, staff and students where on campus batteries may be disposed of.
- [Trash and Recycling List](#): This is a more-detailed list that shows whether items should be placed in the recycling bin, trash bin, or disposed of specially.
- [Ink Cartridge Recycling Guide](#): This guide explains what ink cartridges are recyclable and how to recycle them.
- [E-Waste Guide](#): This guide explains how electronic waste collection works at Lehigh, specifying what counts as e-waste, how to dispose of it properly, and where it can be collected on campus.
- [Double-Sided Printing Guide](#): This guide explains detailed directions on how to double-side print on MAC and Windows computers.

Water

- Lehigh University Facilities: The Facilities Office may be contacted to fulfill work order requests relating to water leaks or other water system problems.
- Faucet Memory Jogger: This is a small reminder you can post to remind faculty, staff, and students to turn off the faucet when not in use.