

ENVIRONMENTAL INFORMATION FOR NEW ADDITIONS TO OUR UNIT

1. The contact person on environmental issues in our unit is \_\_\_\_\_.
2. Try always to make the most of natural light and ventilation, and if you have to turn on the air conditioning, keep the temperature at 21 ° C or less in winter and in summer 26°C or more.
3. Where possible, turn off completely computer equipment. Set your computer to "energy saving" mode and your printer to make double-sided copies, printed in draft and in black and white by default.
4. Separate the paper and board from other waste. You have bins for it. The web [www.uco.es/sepa](http://www.uco.es/sepa) indicates you how to properly manage waste.
5. Use recycled paper. The common point where we centralize the sheets used on one side for reuse is located in \_\_\_\_\_.
6. You can find reusable internal mail envelopes \_\_\_\_\_.
7. Use a reusable container for drinking water and avoid using plastic cups.
8. You have information about more sustainable transport options to come to work in \_\_\_\_\_.
9. If you work in laboratories, the person responsible for the management of hazardous waste is \_\_\_\_\_. Ask him or her how waste is classified and packed, and how to act in case of an environmental emergency.
10. For any complaint, suggestion or proposal of an environmental nature in the university, contact SEPA ([sepa@uco.es](mailto:sepa@uco.es) / 957 21 8790).

Name and surname: \_\_\_\_\_

I declare to have received information about the environmental commitment and actions of my unit.

Cordoba, \_\_\_ of \_\_\_\_\_ 20\_\_

Signature: