THE EVERGREEN STATE COLLEGE
Policy and Procedures

ADMINISTRATIVE SERVICES

## OZONE DAMAGING MATERIALS

(1) **Mission.** The Evergreen State College is committed to promoting an environmentally responsible community of the future. Inherent in this commitment is a conscious effort to eliminate ozone damaging materials from the campus. Chlorofluorocarbons (CFCs) and other ozone damaging materials (ODMs) have been proven to be harmful to the earth's ozone layer and contributors to total global warming. It is the intent of The Evergreen State College to eliminate and control the purchase, use and application of materials containing CFCs and ODMs.

(2) **Policy. Chlorofluorocarbons (CFCs) and other ozone damaging materials (ODMs).** The Evergreen State College is an environmentally aware and responsible community of learners. It is the will of this community to eliminate to the greatest extent possible all uses of chlorofluorocarbons (CFCs) and other ozone damaging materials (ODMs). By issuance of this policy, the college directs its staff, faculty and students to refrain from the purchase, use or application of CFCs and ODMs where alternatives exist. Furthermore, it is the intent of this policy to encourage the entire community to take active measures to eliminate the use of CFCs and ODMs in everyday use.

(3) **Procedures. Responsible official and periodic review board.** The vice president for finance and administration or an individual designated to act for and on behalf of him or her shall be the "responsible official" for carrying out this policy. The vice president of finance and administration will direct and oversee a "periodic review board" who will meet on an annual basis to review matters which require choices regarding reasonable alternatives, or in the case where none exist, practical measures to reduce CFCs and ODMs. The periodic review board will be composed of a technical advisor, an environmental expert, a representative from the college and a representative student from an environmental organization such as WASHPirg or the Environmental Resource Center. The board will conduct an annual inventory of all CFC and ODM materials used on campus. The meetings will be publicized and open to the public.

(4) **Polystyrene foam.** The college recognizes that efforts are being made nationwide to eliminate the use of CFCs and ODMs in producing polystyrene foam, which is widely used for such things as food containers, packing materials and insulation. Nevertheless, in order to minimize the release of ODMs from this source, the college should not purchase or permit the use on campus of any polystyrene foam product unless the vendor certifies that it does not contain and/or was not made with the use of any known ODM. The college will issue a clause on all purchase orders that will direct suppliers to refrain from using polystyrene foam. The college will make every effort to reuse or recycle polystyrene foam pieces received with other items purchased, and as a last resort, the college will ensure that any method used for disposal is environmentally acceptable and will result in the least possible release of ODMs.

(a) The college will request in all contracts for building projects that non-CFCs and non-ODMs will be used as materials. Verification will be done

by facilities staff on the job site.

(5) **Polystyrene foam recycling procedure.** All staff and faculty who receive polystyrene foam in form of packing materials (in pieces, bullets or popcorn) shall take it in a box to be emptied into a designated "polystyrene foam bin" located in each building. The recycling center will have responsibility to collect the accumulated polystyrene foam and transport it to be re-used as shipping material. Polystyrene foam should not be broken into smaller pieces or burned. In the act of destruction, CFCs are released into the atmosphere, eventually harming the ozone layer.

(6) **Refrigerants.** All CFC containing appliances shall be repaired or transferred to the state surplus commodity redistribution office in a safe process whereby all CFCs are reclaimed or recaptured. All refrigerators, drinking fountain coolers, freezers, air conditioners and any other CFC containing appliances shall be examined by the chief engineer before being designated as a surplus commodity. Large air conditioning machines at the central utility plant (CUP) will continue to be maintained according to the following procedure:

(a) The large air conditioning machines at the CUP use the refrigerant R-11, with a boiling point around 76°F. These machines are designed in a way to keep the refrigerant sealed from the atmosphere. When maintenance is required within the sealed area, the refrigerant is removed from the machine by applying a nitrogen pressure and forcing the R-11 into storage barrels outside of the machine. Using this process, no refrigerant is lost to the atmosphere. To get the refrigerant back into the machine, cold water is circulated in the machine and the barrels are heated. This procedure ensures that no refrigerant escapes.

(b) The periodic review board shall annually review these procedures for the safe reclaiming of all refrigerants.

(7) **Fire extinguishing systems.** The college should use alternatives to halon (an ODM containing bromine) in its fire retardant systems. Whenever possible, other alternatives such as carbon dioxide should be used.

(8) **Cleaning solvents.** Cleaning solvents used to clean electronic equipment in the computer center, electronic maintenance and engineering, the shops and other areas on campus should not contain CFCs. A procedure used that will be environmentally safe and nontoxic as well as non ODM emitting should be substituted.

(9) **Lab stores.** Instructors and science stores shall label ODM containing substances and provide instruction for students and staff to use methods which prevent evaporation. Carbon tetrachloride and other ODMs will be marked separately and special care will be taken with their use and disposal.