

SUNY ESF Electric Vehicle Charging Station Procedure

SUNY ESF has installed electric vehicle (EV) charging stations within its parking lots for use by faculty, staff, students and the general public. Use of these charging stations is to be governed by this procedure.

Eligible Vehicles

- Use of spaces identified as available for EV charging are restricted to Eligible Vehicles;
- “Eligible Vehicles” include electric vehicles (EV) and plug-in hybrid vehicles;
- Eligible Vehicles are able to actively charge in spaces identified as available for EV charging;
- Non-electric and hybrid electric vehicles without charge ports are not able to use these spaces, at any time.

Station Location and Use

As of June 2021, SUNY ESF has installed eight dual port and two single port charging stations at its Syracuse campus (totaling 18 spaces):

- Four (4) dual port stations in Lot P22
- One (1) dual port station by the Physical Plant (P19)
- Two (2) dual port stations by Baker Laboratory (P17)
- One (1) dual port and two (2) single port stations between Bray and Walters Halls (P1)

Charging station spaces **are** painted green and feature an EV symbol, for ease of sight and identification.

To use ChargePoint stations on campus, users must first sign up for a ChargePoint account (via the ChargePoint mobile app or website) or call ChargePoint Customer Service at 888-758-4389.

ESF does not guarantee access to any of the charging stations. Some lots may have periods of restricted access, including, for example, during events held on the ESF campus or adjacent Syracuse University campus.

Access to EV charging stations:

Station Location	Faculty and Staff	General Public Access
Lot P22	24 hours a day, 7 days a week	24 hours a day, 7 days a week
Physical Plant	24 hours a day, 7 days a week	No access
Baker Laboratory	24 hours a day, 7 days a week	No access
Bray/Walters	24 hours a day, 7 days a week	No access

Student access to charging stations mirrors general campus [parking rules and regulations](#).

Vehicles must be plugged in to use an EV space. Once a vehicle is fully charged, it should be moved from the EV space to allow other vehicles to charge. Signage indicating these instructions is installed near each EV station. The ChargePoint CT4000 family of chargers features electronic display screens. Charging information, sustainability messaging and general ESF information may be featured on these screens.

ESF reserves the right to use data collected by ChargePoint to monitor, track and analyze campus station usage. This data may be used to contact EV drivers, optimize pricing, update usage rules etc.

To reduce the parking impact associated with the installation of EV charging stations, parking spaces previously reserved for carpool and fuel-efficient vehicles have been removed.

This policy will be updated to include information about future EV charging station installations at any of ESF's campuses.

Accessible Parking and Use

The Bray/Walters parking lot also features an accessible EV charging space for vehicles displaying license plates or other permits allowing the use of parking reserved for persons with disabilities. These accessible spaces are denoted by a diagonally split green and blue painted space.

Electric vehicles, as defined in the Eligible Vehicles section, displaying license plates or other applicable accessibility permits are the only vehicles able to actively charge in the EV accessibility space. EVs using the accessible space must be plugged in and abide by all rules associated with charging in non-accessible EV charging spaces.

Pricing

ESF reserves the right to adjust pricing at any time, as direct and indirect operational costs change over time.

Station Location	Faculty, Staff, Student and General Public Pricing (while drawing a charge)	Faculty, Staff, Student and General Public Pricing (plugged in, not drawing a charge)
Lot P22	.20 per kwh	No added charge
Physical Plant	.20 per kwh	No added charge
Baker Laboratory	.20 per kwh	No added charge
Walters/Bray	.20 per kwh	No added charge

Enforcement

Typically, all vehicles parked in campus parking spaces require a [campus Parking Permit](#). However, eligible vehicles using EV charging stations located in Lot P22 are not required to display a parking permit at any time, as they are open to the general public 7 days a week, 24 hours a day. Eligible vehicles using EV spots located by the Physical Plant, Baker Laboratory or Bray/Walters are required

to display a parking permit at all times. University Police will ticket and/or tow non-eligible vehicles that are parked in EV charging spaces.

Liability, Safety and Etiquette

ESF assumes no responsibility or liability for damage done to vehicles while they are using campus EV charging stations.

When charging, EV drivers should ensure that they avoid routing a charging cord where it could become a tripping hazard for others. When a charge is complete, drivers should store the cord in a way that minimizes hazards to others. Visible damage to cords or stations should be reported to the College's Sustainable Facilities Manager.

ESF encourages all EV charging station users to limit their charging sessions to 4 hours.

Drivers should avoid plugging their vehicles in to charge if they do not need the charge. EV vehicles should only occupy an EV spot when they are plugged in and charging. When a charging session is complete, unplug the vehicle, safely stow the cord and move the vehicle.

Key Contact/s

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