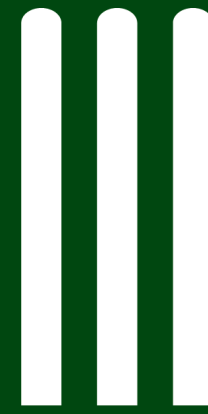




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The inclusion of this acknowledgement does not imply University of California endorsement.



LEED-EB

Green Operations Guide

The University of California has a system-wide policy to build and maintain green buildings and uses the LEED (Leadership in Energy and Environmental Design) rating system to implement the policy (www.usgbc.org). As part of an innovative partnership, UCSB has signed on to the United States Green Building Council's Portfolio Program to "green" 25 of its existing buildings under the LEED-EB program by 2012. Buildings registered for LEED-EB certification require a new focus on operations. Inside, you will find some "green guidelines" to make the process simple and effective for everyone involved.



Energy

- Always turn off all unnecessary lights when leaving a room
- Enable all energy-saving features on all applicable appliances
- Always give preference to energy star rated equipment and electronics, see <http://www.energystar.gov>
- Use LCD monitors or laptops whenever possible
- Replace incandescent light bulbs with compact fluorescent bulbs (CFL)
- Share and centralize appliances such as refrigerators, copiers, and printers
- Eliminate strip heaters; keep thermostats at 68°F (heating) and 74°F (cooling)
- Keep laboratory fume hood sashes closed when not in use
- For real time campus energy data go to: <http://energy.ucsb.edu/ASP-HTML.asp>



Purchasing

- Always request environmentally preferable products and services
- Purchase office supplies with recycled content
- Purchase products that are durable and can be reused
- Set printers and copiers to print double-sided
- Purchase remanufactured toner cartridges, see <http://www.stores.ucsb.edu/storehouse.htm>
- Request reusable, recyclable, or biodegradable packaging and packing products
- Keep track of all environmentally preferable purchases to monitor progress and establish goals



Reuse and Recycling

- Ensure proper placement and collection of blue office pack recycling containers at every employee workstations and green wit containers in copy rooms
- Recycle all plastics (#1-7), aluminum cans, and glass in campus recycling containers, which are placed outside the buildings for rodent/pest control
- Utilize campus techno trash bins for the disposal of smaller universal waste items (e.g. batteries, cell phones, cds), see <http://www.as.ucsb.edu/recycling/>
- Bring obsolete computers and larger electronic waste to Central Stores for responsible recycling, and remember to wipe the hard drive, call ext. 2732
- Reuse items as much as possible, especially electronics

Indoor Environmental Quality

- Use low or no VOC (volatile organic compound) emission products for items such as furniture, carpet, paint, cleaning reagents, and marker pens. For some of the products that meet the criteria, see <http://www.green seal.org/>
- Avoid the use of aerosol cans
- Eliminate chemicals with toxic fumes or strong odor
- Open windows whenever possible to bring in fresh air
- Ensure that rooms with large printers and copiers are well-ventilated
- Purchase carpets that meet CRI Green Label Plus and/or California Gold standards
- Avoid using chemicals to treat pest problems; instead, call Facilities Management at ext. 2661x4 or EHS, and they will implement Integrated Pest Management practices



Did You Know...?

- From 2002-2006, UCSB's Energy Team implemented energy conservation projects that saved \$1.4 million; that equates to 12 million kWh and 10 million pounds of CO₂ per year.
- UCSB was the first university in the nation to receive a LEED-NC Platinum rating for a laboratory building (Bren Hall), and the first campus in the UC system with a LEED-EB Silver rating (Girvetz Hall).
- The University of California has a comprehensive Sustainable Practices Policy from the Office of the President, to which UCSB contributed greatly. For more information, see <http://www.ucop.edu/facil/sustain/documents/ucregentgreenbldg.pdf>.
- For more information on UCSB sustainability, visit www.sustainability.ucsb.edu.



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