

## Human Resources

### Draft Sustainability & Climate Action Plan

In Fall 2015, Human Resources was audited and assessed by PACES (Program for the Assessment and Certification for the Environment and Sustainability). Information was compiled using a Business Officer survey, notes from a departmental walkthrough, and a survey completed by building occupants. The results of the assessment as well as recommendations for future action are outlined in the report below. Furthermore, it is entirely up to the department to choose which of the suggestions below are implemented. Our hope is to present a menu of possible options from which your department can choose what works best.

#### Transportation

According to the Human Resources building occupant survey, 84% of staff are aware of the UCSB Transportation Alternatives Program (TAP), however, only 20% of staff use this service. This program offers a variety of resources including discounts on bus passes that provide unlimited MTD bus use, vanpool subscriptions, and pre-tax payroll deduction. TAP also offers 6 complimentary emergency round trip rides per year. The program includes great benefits such as 57 hours of complimentary parking per quarter, 50% price reduction for carpool permit, and Carpool Match Services to accommodate diverse schedules. By taking advantage of the TAP Program, the total gas usage for transportation can be greatly reduced.

76% of Staff use Single Occupancy vehicles as their main form of transportation to the campus. Many cited the flexibility of using their own vehicle as the reason for the choosing this mode of transportation. An option to include alternative transportation in situations like these is to vary modes of transportation depending on the day's needed level of flexibility. For days that have no planned departures, one can use the MTD bus service (schedules found here: <http://www.sbmtd.gov/maps-and-schedules/index.html>) for basic transit needs such as getting to and from campus. If off-campus appointments arise, one can use the transit option on the Google Maps Directions Module (<https://www.google.com/maps/>) to find the most efficient bus route to get to a destination by a certain time.

Another option is to use the services of ZipCar (<http://www.zipcar.com/>), an electric vehicle hybrid car-sharing service with three cars on campus and two in Isla Vista. The service allows you to reserve a car for hours or the entire day, online or through your mobile device. Hourly and daily driving rates can be found on their website (<http://www.zipcar.com/check-rates/santabarbara>). As a Faculty and Staff Member your signup and membership is *free*. You can sign up on their website (<https://members.zipcar.com/registration/#step>) by clicking on the "Join with a University" option.

Another method of environmentally-preferred transportation is biking. To encourage staff to bike to work, PACES recommends the staff participate in the CycleMAYnia annual Bike Challenge

event which lasts the whole month of May. During this event hosted by Traffic Solution's, volunteers from the community's agencies, organizations, and businesses participate in the team-based competition to replace as many car trips with bike trips. Last year, approximately 698 individuals rode their bikes for a total of 248, 537 miles. This prevented 106,898 pounds of pollution. To sign up, please visit <http://cyclemaynia.ning.com/>. For rules and more information on the event, please visit <http://www.trafficsolutions.info/bike-challenge.htm>.

71% of staff are interested in working from home or modifying hours to support transportation choices. PACES recommends that Human Resources staff open lines of communication with their supervisors to explore options available through the UCSB Flexwork program. PACES also recommends that staff increase the use of telecommunication and videoconferencing for meetings and conferences where physical presence is not necessary. Programs such as GooglePlus and Skype can be used.

### **Energy and Atmosphere**

For lighting, we noticed that not many workspaces have task lamps. Task lamps are a very efficient and ergonomically healthy way to focus light and energy effectively to areas that specifically need it. For individual desk lighting, PACES recommends that Human Resources increase the number of task lamps in the department. Doing so will give staff the opportunity to control the amount of light used for each task, enabling them to effectively focus just the right amount of light to specific areas that they need. We recommend partnering with Julie McAbee, UCSB's ergonomics coordinator ([Julie.mcabee@buss.ucsb.edu](mailto:Julie.mcabee@buss.ucsb.edu), 893-3283) to assess how task lamps can be better situated to ensure that this recommended change fits with the work activities of each staff member.

When purchasing new technology equipment, PACES noticed that the department often chooses the most economical choice. PACES recommends that Energy Star products be requested when purchasing new equipment. Energy Star certified equipment delivers substantial savings over standard models. If all computers sold in the United States were energy star certified, the savings would grow to more than \$1 billion in annual energy costs per year and approximately 15 billion pounds of annual greenhouse gas emissions.

According to the survey, many staff turn off their equipment when leaving their desk. Most staff also have computer settings enabled on their computer that, when not in use for an extended period of time, will send the computer to sleep. While this is much better than the computer remaining active, "hibernation mode" has the capacity to save more energy. Some respondents from survey said that they use screensavers, which save little to no energy. Screen savers were originally developed to prevent the permanent etching of patterns on older monochrome monitors. Modern display screens do not suffer from this problem. PACES recommends that staff set their computers to move go to either hibernate or sleep mode after 10-15 minutes of inactivity.

At the end of the work day, the most environmentally preferred options for staff to turn off their computers completely when leaving the office. This decrease the “vampire load,” where unused electronics still consume energy, the second best option is for the individual staff member to tailor or request that their energy settings to work with their schedules. Altering computer settings to shut down a computer based on individual needs can be done with the help of the IT department. For those that have security concerns or receive nightly updates there is a variety of software available to turn computers on and off remotely. For example, a good, a energy saving software is TaskForceCO2. This software could potentially bring up the number of staff who have a computer off overnight to 90%. If this interests the department, PACES recommends looking in to the following list of Energy Star rated software:

[https://www.energystar.gov/products/low\\_carbon\\_it\\_campaign/implementation\\_resources\\_enterprises/commercial\\_software](https://www.energystar.gov/products/low_carbon_it_campaign/implementation_resources_enterprises/commercial_software)

During the walkthrough, PACES was glad to see that Human Resources does well in centralizing much of its equipment such as the printers. Of those that completed the survey, no one had a personal printer in their workspace. This is great to see because when fewer appliances are being purchased, less cumulative energy is required to power the department. PACES also noticed that PowerStrips are being used which increases the convenience and likelihood of building occupants turning off a large cluster of electronics and appliances at once. PACES recommends hitting the off switch to the power strips at the end of the work day to reduce energy use. Cellphone chargers and other devices with a charging block should be fully unplugged when not in use. These are called “Vampire” plugs as they still use energy when not actively charging a device. To remind staff to turn off the lights and appliances when leaving the room, increase the amount of signage and/or stickers next to light switches, appliances, and electronics. PACES will provide these signs for you.

About half of staff has adjusted their screen to be less bright. PACES encourages staff to adjust screen brightness to be lower based on personal comfort. This is helpful not only because less brightness means less energy, but because monitors that are too bright can add significantly to the possibility of eye strain. Also be sure to enable Energy Star settings on your device. One setting that is particularly helpful is the Power Management setting, which not only sets your screen to low power mode after a period of non-use, but your computer as well. Instructions to enable that here:

[https://www.energystar.gov/products/low\\_carbon\\_it\\_campaign/power\\_management\\_computer](https://www.energystar.gov/products/low_carbon_it_campaign/power_management_computer) .

During the walkthrough, PACES noticed a few personal heaters, indicating that there is some temperature discomfort in the building. We do discourage the use of ceramic space heaters or any personal space heaters that use convection (i.e. hot coil and fan). These are the greatest energy user and fire hazard. The ceramic heaters work in a way where the air in front of it is directly heated and then rapidly rises to the ceiling. For personal heaters and fans that are necessary, PACES suggests using a circulating oil type heater. In this case, instead of heating air and blowing it around, the heater acts like a true radiator. These radiators can be found online

using the keywords “compact portable oil filled radiator heater.” Though, better still, are warm foot pads and the tried but true extra clothing layer.

PACES advises continuous communications with Facilities Management about temperature comfort concerns and work with them to monitor and record building occupant temperature preferences and concerns. This way, when your department is to make renovations, Facilities Management can better address the inefficiencies of the HVAC systems heating and cooling. However, before any renovations, interim solutions are possible. Some options is wearing seasonally appropriate clothing, using more energy efficient heaters, and installing window films.

During the walk through, PACES spotted a couple of mini-refrigerators spread throughout some work spaces. As mini-refrigerators take up the energy almost comparable to a full-size refrigerator, PACES recommends removing most or all mini-refrigerators and using a central refrigerator for all staff to use. To address concerns about getting food stolen or tampered with, a combination lock can be utilize to prevent unauthorized people from using the refrigerator. If this suggestion is to be implemented, it is important to remember to purchase and use an Energy Star refrigerator to ensure its energy efficiency.

### **Materials and Resources**

Human Resources purchases most office products online. Using the Gateway system is a sustainable choice because the system uses electronic paperwork and pathways instead of paper documentation. PACES encourages the department to continue bulk purchasing items to limit the transportation necessary for shipments. It is important that when purchasing items or requesting items to be purchased, that those items with high post-consumer recycled content be given priority. During the walkthrough, PACES noticed that the department uses 30% post-consumer recycled content copy paper. That is great step toward sustainable purchasing. PACES recommends that the department begin to purchase copy paper with higher percentages of recycled content, as well as, purchase other office supplies (post-its, notepads, pens, etc.) that are made with post-consumer recycled content.

Human Resources does a good job of investing in products that are durable or have replaceable parts to increase the lifespan of an item. During the walkthrough, we noticed a few whiteboards throughout the department. Whiteboards are a great example of a reusable office product. PACES recommends complementing the boards with refillable dry erase markers such as Auspen pens and refills.

### **Waste and Recycling**

PACES was glad to see the efforts that Human Resources reduces their waste stream. We were happy to see that campus fliers are reused as scratch paper. That effort is a conscientious way to limit the use of paper. We were impressed to see that 95% of staff use reusable mugs and water

bottles. However, only about half of staff use reusable dishes and cutlery. PACES understands the difficulty of using larger reusable dishes because the department does not have a sink. However there is a sink near you at the bathroom near the department that can be used for rinsing purposes. It is important that all large pieces of food are removed before rinsing dishes to avoid clogging. If a staff member is purchasing food on campus, they have the option of using the eco-clamshell program. The program allows for the purchase of a reusable container for an order with a small one-time fee at UCen Satellite location. The next time a customer returns for a meal, they are able to exchange their used eco-clamshell for a new, sanitized one.

PACES is excited that Human Resources staff are interested in the topic of waste management and recycling. As an electronic waste drop off location, the department has easy access to recycling small electronic equipment. In the Building Occupant Survey, many respondents were unsure of where to recycle broken furniture or large electronic waste. The place to contact in the event of these items needing to be discarded is Central Stores. Human Resources staff also show much confusion on what is able to be recycled in single stream recycling bins. Single-stream recycling is a system in which all recyclables, including newspaper, cardboard, plastic, aluminum, junk mail, etc., are placed in a single bin or cart for recycling. These recyclables are and taken to a Materials Recovery Facility (MRF) to be sorted into various commodity streams for sale to markets, where it is processed into feedstock which can be used in the manufacture of new products. For information on what can be recycled in Santa Barbara County please see the SB County Recycling Resource guide here:

[http://www.lessismore.org/system/files/210/original/2014-15\\_English\\_Recycling\\_Resource\\_Guide.pdf](http://www.lessismore.org/system/files/210/original/2014-15_English_Recycling_Resource_Guide.pdf)

We also recommend that the department invite AS Recycling to do a workshop on recycling for Human Resources. This will provide an opportunity for the department to have all waste questions answered and the availability to give feedback on the departments recycling program.

During the department walkthrough, we noticed that some of the landfill bins were not paired with recycling bins. People tend to use waste management systems most effectively when the varied options are present each time they discard an item. When all options are not available, occupants may dispose of recyclables in a landfill bin rather than find the nearest recycling bin. During our walkthrough we did see some recyclable material in a landfill bin. It is also important to maximize signage visibility so that material is placed in its designated location. PACES will provide the department with signage to assist staff when choosing whether to recycle or dispose of paper, wrappers, and other products.

## **Food**

Human Resource can improve the sustainability of their food choices for events and meetings by prioritizing purchases from providers that use options such as local, fair trade, organic, and/or humane. For example, UCen Dining's Sustainability efforts achieved 26% of sustainable

purchases in the 2014-2015 school year. Choosing to purchase produce locally reduces environmental impacts of shipping, keeps food fresher, and supports our local economy and community. IV Food Cooperative's Catering Program is an approved caterer for times when neither the UCen nor Special Events are available to cater. UCen Catering, IV Co-op, and Silvergreens all support local, sustainable food options.

Furthermore, implementing a composting system in the department would allow building occupants to compost their food waste such as fruit peels, compostable dining ware, and compostable eating utensils when they finish their meals. Compost bins can be placed in the department for special events and meetings or for long term use in the break room. ASDPW will be able to provide a composting bin with a carbon filter top to eliminate smells. However, to prevent any fruit fly and pest issues, the department staff would need to take the responsibility to take this compost in to the campus composting sites once every two days.

### **Water**

Most staff are aware of who to report a dripping faucet to and do so when necessary. Being proactive as a building occupant is significant to the sustainability of the building as a whole and PACES is proud that the department collectively makes an effort to report leaks or wasted water to fix the issue. It is important to continue doing so, educating and advising staff to continue speaking up when a water appliance issue arises and needs to be fixed.

### **Human Health**

Human Resources is also aware of and utilizes services that Julie McAbee, UCSB's Ergonomics Program Director, provides to assess and improve the ergonomics of workspaces. Feel free to invite her back periodically to reassess the office space. As mentioned in the Energy section of this report, some task lamps are being used in this department, but there is room for improvement. With newer services such as lighting assessments to support the use of task lamps, Ms. McAbee can assess which staff members and spaces can best benefit from an office lamp. She can make recommendations and/or help cover the cost of new equipment. Contact her at extension 3283 or at [Julie.McAbee@buss.ucsb.edu](mailto:Julie.McAbee@buss.ucsb.edu).

In our walkthrough we noticed that there is a box of old cleaning chemicals in the kitchen. Many of the types of chemicals there were highly toxic and very unhealthy for both people and the environment. PACES is glad to provide free Star Spray, a nontoxic, Green Seal certified STAR-cleaning spray. The inhalation and ingestion of this Star Spray is of low risk to human health because it does not have harmful chemicals. Not only is this Star Spray safer for the office occupants' health, but it is also environmentally preferred. Old chemicals can be safely disposed of by UCSB Environmental Health and Safety Department. <http://www.ehs.ucsb.edu/hazwaste> It is important to be aware that VOC's (volatile organic compounds), which are often found in paints, cleaning supplies, pesticides, office equipment (ex. copiers and printers), are highly toxic organic chemical gases that can cause a variety of issues from eye and nose irritation to cancer.

To restock on green chemicals, please contact PACES. For tasks that Human Resources is currently using bleach for, PACES recommends replacing this VOC-rich chemical with low-VOC alternatives like Suprox-D, Oxivir tb, Oxivir Five 16, and Quat-64.

It is also important to keep VOCs and all potential pollutants away from food preparation, and food storage areas to prevent ingestion of harmful particles and toxins. For further precaution, staff members who change printer ink and toner should wear gloves because the ink can be carcinogenic. PACES also suggests that, since employees currently are not given safety advice on handling printer and copier ink cartridges, Human Resources includes this warning in staff training and/or orientation. Furthermore,

PACES recommends Human Resources send used toner and ink cartridges to AS Recycling or Central Stores for remanufacturing; then purchase remanufactured ink cartridges as an alternative to the standard ink cartridges. Another measure human Resources can implement to reduce the need for VOC's in the work environment is encouraging staff members to refrain from eating at their desk. According to the building occupant survey, many staff eat lunch or breakfast at their desk at least three times a week. Refraining from this will decrease the chance of food particles lingering in the work space which decreases the chance of having pests.. This will overall decrease the likelihood of needing to use toxins and harmful chemicals for extermination that can potentially harm building occupants in the aftermath of the extermination process. It is also personally healthful to spend some time outside the office space to enjoy a meal and take a break from the potential stressors of the workday. Taking a break outside can ease negative emotions, refine focus, and to some extent boost immunity.

### **Communications and Training**

In order to foster department-wide environmental awareness, Human Resources staff members should be informed of the current environmental excellence Human Resources is looking for. Communication about the department's sustainability goals and successes can be encouraged once a month during meetings and integration of sustainability into staff trainings can be done with a few PowerPoint slides during orientation training. It is important to engage and encourage all staff to give regular feedback on how the office is operating because they understand their space and its functionality the best. By setting aside time and a space for staff to provide insightful sustainability suggestions, staff comfort and productivity can be improved. We recommend setting up a method to collect suggestions on an ongoing basis. This can be during a quick "check-in" time slot each meeting or an email inquiring for any comments and suggestions to the office operations. If Human Resources is interested in additional workshops or trainings, PACES can offer these workshops or if the topic is outside of our scope, can help to identify trainers who can. Institutionalizing this effort through an education plan and consistent communication will benefit the departments' overall efforts to promote and excel in sustainability.

**For additional suggestions or comments, please contact:**

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## PACES Assessment Checklist

- Increase peer to peer encouragement for more use of alternative transportation options by learning more from <http://www.tap.ucsb.edu/>
- Sign up for a ZipCar membership, which is free to all UCSB Staff and Faculty at <https://members.zipcar.com/registration/#step>
- Consider integrating and increasing video conferences by utilizing Google Plus, Skype, Oovoo, etc.
- Increase signs and reminders to turn off light and equipment at night
- Set up a reassessment of HR w/Julie McAbee to a review placement of task lights as well as reassessments for ergonomics.  
For ergonomic reevaluations, please contact Julie McAbee at extension 3283 or at [Julie.McAbee@buss.ucsb.edu](mailto:Julie.McAbee@buss.ucsb.edu)
- Purchase task lights as the primary light source after having a more detailed energy audit
- Contact Facilities Management to assist in de-lamping areas with ambient lighting after having a more detailed energy audit
- Request PACES can provide signage to put around light switches and appliances to remind staff to *turn off/power off/unplug* lights and electronic appliances when not in use
- Request IT Department to personalize energy settings on individuals' computer to turn shut down at the approximate time each individual leaves the office
- Encourage the use of Eco-Clam Shell To-Go Boxes for those who dine at Coral Tree Café and Courtyard Cafe
- Refrain from purchasing alkaline batteries and purchase rechargeable batteries instead
- Invite AS Recycling to provide a comprehensive Recycling Workshop and/or a workshop on establishing zero waste practices, metal recycling, and e-waste recycling
- Encourage monthly feedback on the HR recycling program
- Pair all trash and recycling bins together
- Refrain from and eventually stop using single-use plastic water cups
- Request PACES to provide a departmental compost bin to implement composting in the kitchen

- When ordering from UCen Dining, request for even more sustainable options such as Fair Trade Organic, Organic Food, Local Food, Humane Food (ethically raised, handled and produced meat)
- Replace Lysol wipes, Bleach, and Purell with eco-friendly and VOC-free products (like Suprox-D, Oxivir Tb, Oxivir Five 16, and Quat-64 instead of bleach)
- Dispose of unhealthy chemicals through EH&S at <http://www.ehs.ucsb.edu/hazwaste>
- Advise and provide staff protective gloves for changing printer ink and/or toner
- Recycle ink cartridges and toner
  
- Purchase remanufactured ink cartridges and toner
  
- Encourage staff eat not to eat at their desks
- Request PACES give a presentation on specific sustainability topics to the staff as formal information or training for the department's environmental efforts
- Integrate a sustainability portion to initial staff trainings.
  
- Establish a way for staff in the department to give feedback on sustainability efforts
  
- Increase communication on Flexwork Program opportunities for Staff
  
- Instead of sleep mode or a screensaver, set computer to hibernate when not in use
  
- Decrease brightness in computer screens
  
- Purchase technology with Energy Star certification
  
- Ensure Energy Star settings are enabled on public equipment
  
- Use Space Heaters that are more energy efficient
  
- Request office supplies made of recycled materials

Give priority to green vendors and products

When receiving unwanted mail, contact sender to cancel

Invite speakers or incorporate sustainability workshops into some staff meetings