

Business Officer Survey

(Program for the Assessment and Certification for the Environment and Sustainability)

General Information

1. How many staff/faculty members work in your department?
2. How many student workers or interns do you have?
3. Do most of your employees have their own desks/offices or do many employees share space?
4. If this is an academic department
 - a. How many graduate/PhD students do you have?
 - b. If this is an academic department, how many students do you have in your major programs?
 - c. If this is an academic department, how many students do you have in your minor programs?

Communications/Training

1. If this is an academic department, does your department inform students about your department's environmental efforts? If so, how?
2. Does your department routinely incorporate workshops or guest speakers on sustainability into staff and/or faculty meetings? Please explain.
3. Do you provide any sustainability training or workshops for new employees?
4. Do you hold any other routine trainings or workshops for staff, faculty and/or students related to sustainability?
5. Does your department have a sustainability plan? If so, please describe the plan and what it covers.

Energy

1. Are you currently pursuing/planning a renovation project? (Y/N/Other)
2. When you conduct renovations, are you in contact with the sustainability coordinator/intern in Facilities Management? (Y/N/Other)
3. When conducting renovations, do you request natural and/or low-emission furniture, carpet, and building materials?
4. When purchasing new equipment, does your department verify the items being ordered are energy-efficient ("Energy Star") appliances, when such options are available? (Y/N/Sometimes/Other)
5. Do you ensure that Energy Star settings are enabled on public equipment? (Y/N/Sometimes/Other)
6. Does your department install and use computer software programs that save energy by automatically turning off idle monitors and printers? (Y/N/Sometimes/Other)
7. Has your department phased out current space/strip heaters and, where absolutely necessary, replaced them with energy efficient space heaters? (Y/N /Other)
8. How are centralized pieces of equipment turned off? (eg. Printers)
9. Does your department replace refrigerators older than 10 years with new Energy Star models? (Y/N /Other)
10. Does your department centralize refrigerators/freezers to avoid mini-fridges in offices? (Y/N/Sometimes/Other)
11. Does your department shade sun-exposed windows and walls with curtains or blinds? (Y/N/Sometimes/Other)

Food

1. When making catering orders for your department, which of the following does your department request? Check all that apply:
**Note: Introduce that campus caterers already incorporate some of this by default but can do more on request.*
 - Fair Trade
 - Organic Food
 - Local Food
 - Humane Food (ethically raised, handled and produced meat)
 - Biodegradable Flatware
2. What caterers/restaurants does your department typically purchase food from?
3. Does your department currently have a composting system in place?

Human Health

1. What cleaning products does your department use?

**Note: UCSB Custodial switched to well over 90% green cleaning products, but there are some cleaning tasks now done by office occupants such as countertops in break rooms, desk cleaning and windows, etc.*

2. Did you know that you could request "green" all-purpose cleaning chemicals (for example, to replace surface cleaners) from Custodial Services: byron.sandoval@pf.ucsb.edu (these are free to campus departments). (Y/N/Sometimes/Other)
3. How are cleaning chemicals, such as dishwashing soap, purchased for your department?
4. Does your department encourage staff to contact the Ergonomics Coordinator, Julie McAbee at extension 3283 or at Julie.McAbee@buss.ucsb.edu for an ergonomic workstation evaluation? (Y/N /Other)
6. Does your department relocate all potential pollutants away from food preparation, service and storage areas? (For example, copier rooms should be away from kitchens) (Y/N/Sometimes/Other)
**Note: Use printers, mini-fridges as examples*
7. Does your department have a policy that someone must wear protective gloves to change toner cartridges? (The ink is potentially carcinogenic due to small particle size) (Y/N/Sometimes/Other)
8. Does your department have a "just in time" purchasing policy to eliminate wasteful inventory, and a "first in/first out" chemical usage policy (using the oldest chemicals before new ones are opened) to prevent the aging of chemicals? (Y/N/Sometimes/Other)
9. Does your department replace toxic permanent ink markers/pens (e.g. Expo Markers for dry eraseboards) with water-based ones? (Y/N/Sometimes/Other)
10. Does your department use bleach for cleaning? (Y/N/Sometimes/Other)

Purchasing

1. What percentage of your department purchases is completed electronically?
2. Does your department offer disposable cups/mugs in the lunch/break room? (Y/N /Other)
3. Does your department give priority to the purchase of local products? (Y/N/Sometimes/Other)
4. Does your department buy products that are durable, repairable, and/or recyclable? Are faculty, staff, and graduate students encouraged to bring reusable containers for food and drink? (Y/N/Sometimes/Other)
5. When possible, do you arrange for a single vendor to make deliveries for several items? In bulk that are concentrated? (Y/N/Sometimes/Other)
6. Does your department centralize equipment such as printers and photocopiers to avoid additional equipment needing to be purchased and additional energy consumption? (Y/N/Sometimes/Other)
7. Which of the following paper does your department purchase? Check all that apply:
 - 30% Post Consumer Waste
 - 50% Post Consumer Waste
 - 100% Post Consumer Waste
8. Does your department promote/encourage the use of recycled, post consumer content products beyond copy paper? (e.g. paper towels, napkins, copy paper, etc.) (Y/N/Sometimes/Other)
9. Does your department purchase reusable, rather than disposable, office items such as refillable pens, erasable white boards & wall calendars? (Y/N/Sometimes/Other)
10. Does your department give priority to vendors with green certification whenever possible? (Y/N/Sometimes/Other)

Recycling/Waste

1. What steps has the department taken to reduce its paper usage?
2. Does your department have any recycling programs *that go beyond what the campus normally provides*? If so, please explain.
3. Does your department take any measures to manage incoming and outgoing mail? (Y/N/Sometimes/Other)
4. Are the copiers and printers in your department set to double-sided copying/printing? (Y/N/Sometimes/Other)
5. What does your department do with extra packing materials? (bubbles, peanuts, etc.)
6. Do you ensure recycling bins are set up at department events? (Y/N/Sometimes/Other)
**Note: AS Recycling offers Zero Waste Event services*
7. Who should you contact to recycle large electronics?

Transportation

1. Does your department encourage/incentivize carpooling or other forms of alternative transportation? If so, please describe.

2. Does your department participate in the CommuterChallenge/Cyclemania (<http://www.trafficsolutions.info/cc-default.htm>) or a similar incentive program? (Y/N /Other)
**Note: This is a county-run program*
3. Does your department promote Zipcar (<http://www.zipcar.com/ucsb>)? (Y/N/Sometimes/Other)
4. Do you offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commuting?
(Y/N/Sometimes/Other)
5. Do you have any employees with Flexwork agreements in place? <http://hr.ucsb.edu/worklife/flexwork.php>
6. Do you promote teleconferencing and video conferencing as an alternative to long-distance travel?
(Y/N/Sometimes/Other)

Water

1. Does your department report leaks or wasted water to facilities to fix the problem? (Y/N/Sometimes/Other)
2. Has your department put any of its own resources towards water efficiency projects? (Y/N /Other)

Other

1. What else does your department do to reduce its environmental impact?
**Note: This is the wrap up to ask: "What else did we miss? What do you think the department wants help with?"*
2. What would you like to see changed/ and is there anything (resources, information, advice, money, etc.) that would help that happen?