**UCSB Library**

**Sustainability and Climate Action Plan**

**Overview**

Between November 2017 through January 2018, the UCSB Library was assessed by PACES (Program for the Assessment and Certification for the Environment and Sustainability). The Access Services, ARMS, Admin Office, Area Studies, Art and Architecture, BOPS, CMS, IT/ETS, Music, Outreach and Academic Collaboration, Reference Services, and SRC departments were part of this assessment. Assessment information was compiled using a business officer survey, a departmental walkthrough of the office space, and a survey completed by 79 building occupants. The results of the assessment, as well as recommendations for future action, are outlined in the report below. These recommendations focus on behavioral changes that the department can implement into its current business operations. It is entirely up to the departments which of the suggestions below are implemented. Our goal is to present a number of options from which your department can choose from that works best with its current operations. We hope that these recommendations will complement the green building features of the LEED certified building.

**Transportation**

Based on the building occupant survey for the UCSB Library, 43% of survey respondents commute using an alternative to single-occupancy vehicles, including bike, bus, vanpool and carpool. Additionally, 48% of employees that attend conferences opt for the option to use video call to reduce long distance travelling. PACES is impressed by the efforts made to help reduce the UCSB Library’s carbon footprint. Although family obligations, location, and work schedules make it difficult to use alternative transportation, the department shows interest in learning more about additional resources and options to reduce their greenhouse gas emissions from their daily commute. Currently, 83% of the department is knowledgeable about the UCSB Transportation Alternatives Program (TAP). 33% of survey respondents participate in TAP, and are offered a variety of resources including discounts on bus passes that provide unlimited MTD bus use, complimentary parking, vanpool subscriptions, enrollment in the emergency ride home program, pre-tax payroll deduction, and free showers at Robertson’s gym for faculty. PACES is happy to know that more than a third of survey respondents utilize this campus resource.To learn more about TAP and how you can save on commuter costs, please visit: <http://www.tps.ucsb.edu/commuter-options>.

According to the building occupant survey, some building occupants commute to work from other cities. Staff commuting longer distances can now take advantage of the Pacific Surfliner, a commuter train service that runs through Santa Barbara and Ventura counties. The train will now arrive at 7:16 a.m. in Goleta, and will be connected to shuttles that drop off commuters directly to UCSB. The train also has a reduced unlimited monthly train pass of $150 compared to its previous price of $450. To increase the number of employees that bike to work, PACES recommends that the staff participate in the CycleMAYnia Bike Challenge that happens annually in May. Based on the building occupant survey, respondents wanted more incentives to ride bikes to work. During this event hosted by Traffic Solutions, volunteers from the community’s agencies, organizations, and businesses participate in the team-based competition to replace as many car trips with bike trips. The department can play a role in helping employees be more sustainable by engaging employees in team-based activities such as CycleMAYnia where employees motivate each other to bike to work and are eligible for prize giveaways. This year, the Healthy Campus Network will be hosting university-wide events during the month of May and coordinating an interdepartmental bike competition. For more information regarding the competition. To sign up for CycleMAYnia, please visit <http://cyclemaynia.ning.com/>

**Energy and Atmosphere**

*Lighting*

Almost 60% of all spaces observed during the building walkthrough use natural daylight. However, about 50% of respondents with windows in their personal offices do not use natural daylight as an alternative to overhead light. Using daylight as an alternative can reduce For occupants without control of daylight, an alternative to overhead lighting is an LED task lamp. Currently, 81% of the department do not use task lamps. The use of LED task lamps near the keyboard and work surface can reduce the need for overhead lighting and give employees more control over their work environment. When choosing a task lamp for your office space, be sure to consult the ergonomic recommendations determined by Julie McAbee, UCSB’s Ergonomics Program Director. If you would like to purchase an LED task lamp that has been reviewed by Julie McAbee, please see our suggestions listed in the sustainable purchasing guide attached to this report.

*Office Equipment*

The building occupant survey also indicates that 44% of employees never unplug their devices. One way to improve this practice is by utilizing power strips in conveniently accessible areas. This 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 on power strips at the end of the work day to reduce energy use. Cell phone chargers and other devices with a charging block should be fully unplugged or plugged into an unplugged power strip when not in use. When chargers and other devices that have continuous displays and lights remain plugged into an outlet, electricity is wasted. This occurrence is called “standby power” or “vampire power”. If you would like to keep your equipment plugged into a powerstrip at all times, PACES recommends purchasing a smart power strip. This device automatically detects when equipment is turned off, and automatically shuts down the power to that device. To remind office occupants to turn lights and appliances off when leaving a room, increase the amount of signage and/or stickers next to light switches, appliances, and electronics. PACES can provide these signs for you, and has attached an infographic flyer regarding “vampire power” For more information on power management, please refer to the guide we have included at the end of this report

*Computers*

According to the building occupant survey, 61% of respondents did not reduce brightness on screens. When computers are in use, PACES encourages all building occupants to turn the computer screen brightness down to each person’s own comfort level. The added brightness of a computer screen can be harmful to your eyes. Reducing the brightness of your screen also reduces the amount of energy used. PACES recommends reducing your screen’s brightness to 70%. When computers are not in use, it is best to turn off your monitor to save energy. According to the building occupant survey, employees would like more clarification on whether screensaver, sleep mode and hibernation. Using a screensaver may consume more energy than not using one, and may prevent a computer from entering sleep mode. Screensavers with rotating images or bright graphics are particularly problematic. To reduce your office’s energy consumption, PACES recommends setting all department monitors to turn off, sleep, or hibernate after a certain period of time while not in use, and disable the screensaver.

*Kitchen Appliances*

PACES is impressed at the unit’s use of centralized refrigerators in the kitchen and break areas. During the walkthrough, PACES found additional mini fridges within the office space. According to the occupant survey, 21% of respondents indicated that they use a mini fridge. PACES recommends eliminating personal refrigerators as much as possible, and keeping the appliance free of frost buildup in the freezer unit to maximize its efficiency. Other small appliances like microwaves, coffee pots, and toaster ovens should be placed in common areas like the kitchen for communal use to limit the need for individual appliances. PACES recommends unplugging these appliances when they are not in use.

*Heating and Cooling*

The new building of the UCSB Library has double-paned windows that allow light to come into the building but block extra heat. During the walkthrough, PACES noticed that majority of offices or cubicles had a personal space heater, indicating that employees are opting to use their own equipment to address their discomfort. Staff comfort is always very important. To reduce the amount of energy used from personal heaters, it is recommended that you dress accordingly to seasonal temperatures. If there are continuous issues regarding heating and cooling that are negatively impacting your productivity, PACES advises your department to have ongoing communication with Facilities Management about temperature comfort concerns. In the event that Facilities Management does not respond to your requests immediately, it is important that you provide continuous feedback. All reports regarding maintenance are tracked and will be resolved given time and funding.

**Materials and Resources**

*Purchasing*

According to the MSO Interview, The UCSB library strives to purchase office products online and use Gateway to increase electronic purchasing. 98% of purchasing is done electronically. PACES encourages the department to purchase items in bulk by picking up all necessary supplies in one shipment or trip rather than multiple separate trips. Purchasing bulk orders reduces your carbon footprint by decreasing emissions from transportation and eliminating waste from packaging. These efforts may be coordinated by encouraging individuals to consider all staff, faculty, and student’s future needs as well when ordering supplies.

*Office Equipment*

Based on the MSO interview, printers and copiers are centralized in each department. Around 20 employees share 1 printer and copying machine. Of the survey respondents that purchase electronic devices, 47% of them do not request Energy Star certified devices. When choosing new or replacement appliances, request ENERGY STAR certified kitchen appliances and EPEAT certified office equipment. EPEAT is managed by the Green Electronics Council and rates products based on environmental criteria. This criteria addresses the product’s lifecycle from design, manufacturing, and packaging. The preferred level of certification for computers, screens, imaging equipment, copiers, fax machines, printers, and scanners is EPEAT Gold. When purchasing new printers, make sure to look for sustainable features such as sleep mode, automatic shut-off, and automatic double-sided printing.

During the walkthrough, PACES noticed air purifiers present in department spaces. When purchasing an air purifier, request an ENERGY STAR certified model to ensure energy efficiency. ENERGY STAR certified air purifiers are 40% more energy-efficient than standard models, and can save the department over $200 in energy costs over the life of the product. When looking for an air purifier, choose a model size that is appropriate for the space. Larger models consume more energy and would not be an ideal product for smaller spaces.

*Stationary*

The department currently participates in multiple sustainable purchasing practices that are worth emphasizing. During the walkthrough, PACES found 30% and 100% post-consumer recycled content multi-use copy paper in communal areas like the copy room. PACES recommends the department to extend its use of 100% post recycled content paper by encouraging its employees to purchase it for their personal office spaces. The UCSB Library uses large white boards to reduce the amount of paper used for collaborative work. For sustainable office supplies, look for locally produced goods and items that are refillable. For writing utensils and plastic accessories, look for post-consumer recycled content. PACES has created a list of sustainable office supplies and kitchenware in the Sustainable Purchasing Guide attached to this report. This guide will also outline criteria for sustainable procurement practices.

*Kitchenware*

To further develop the department’s sustainable purchasing practices, PACES recommends replacing some paper towels with reusable towels and rags for cleaning, and reducing the number of disposable cups purchased for visitors with reusable cups and mugs. To reduce the number of disposable cups used by the department, encourage employees to bring a reusable bottle to work. Using a reusable water bottle prevents individuals from buying bottled water or beverages at cafes while utilizing the various hydration stations and water dispensers on every floor of the building. PACES noticed that many building occupants are currently taking steps to reduce their use of disposable cups and bottles by utilizing the hydration stations located in the UCSB Library. When purchasing paper towels and napkins, look for products made with post-consumer recycled content. When purchasing utensils, look for compostable products. More information on reliable certifications for compostable products will be discussed later in this report.

*Cleaning Supplies*

PACES recorded a variety of cleaning products found throughout the department, such as Lysol and Clorox wipes and spray, and all-purpose cleaners. PACES is impressed to see products like compostable disinfectant wipes that are BPI certified and paper towels that are 100% recycled content with 60% post-consumer recycled content. These products meet the minimum requirements for sustainable procurement. During the walkthrough, our team also found products that claim to be eco-friendly. It is important to avoid purchasing cleaning products that do not have reliable certifications. PACES recommends purchasing Green Seal or EPA Safer Choice certified products, or contacting Byron Sandoval from Facilities to receive a free bottle of all-purpose cleaning solution. Please see the attached Green Cleaning Guide and Sustainable Purchasing Guide for additional information on sustainable cleaning practices and reliable certifications.

**Water and Waste Management**

*Waste Diversion*

PACES is impressed by the departments efforts to reduce the amount of disposable products used. 81% of occupants use reusable mugs and bottles, and 75% use reusable dishes. PACES noticed keurig coffee machines in the break room. This single-use appliance typically uses disposable k-cups that generate additional wastel. To manage the department’s waste, consider purchasing reusable k-cups. Additionally, PACES recommends using reusable cutlery to reduce the amount of disposable items that end up in the landfill.

To divert waste generated from office supplies, PACES recommends that the department sets up a pen recycling program through Terracycle to collect sharpies, pens, and expo markers. You can save 15% if you purchase another Terracycle bin online from Staples. For more information on the pen recycling program and how your department within the UCSB Library can participate, please refer to the Pen Recycling Program guide attached in this report. The department can also reduce its waste by decreasing its use of paper. PACES recommends that all central printers and copy machines are set to double-sided printing. PACES is happy to see that the The UCSB Library is using technology to hold digitized meetings by sharing information through TV screens and laptops. The department can further reduce its waste by conducting paperless meetings, using computers for reviewing documents and taking meeting notes, and carefully calculating the number of prints and back-up copies necessary for required recipients.

*Recycling and Composting*

PACES is excited that the UCSB Library staff show interest in the topic of recycling, and as a result, have a conscious effort to recycle. PACES is impressed by the number of recycling bins present in the department, as well as the department’s initiative to collect dead batteries in a central area. During the department walkthrough, PACES noticed that some of the recycling bins and trash bins were not paired next to each other. Occupants tend to use the waste management system most effectively when all of the options are present each time they dispose an item. When all options are not available, employees are more likely to throw recyclables in the landfill bin rather than finding a more inconveniently located recycling bin. Therefore, having a pair of trash and recycling bins is essential for proper sorting. Unpaired bins should be addressed to Matt O'Carroll, UCSB’s Campus Recycling Manager.

The building occupant survey indicated that 31% of employees consider the department’s recycling practices effective, but would like more information on recycling specific materials. Areas where the UCSB Library may easily improve include clarification on furniture and E-waste recycling practices. 42% of employees desired clarification on e-waste practices. To part with furniture that is no longer in use, department employees can contact Central Stores. E-waste disposal for small items can be placed in the nearest e-waste drop-off location located on the first floor of the main Library. Larger items that cannot fit in the e-waste bins can be disposed of by contacting the executive officer for the department. Used toner and ink cartridges should be sent over to AS Recycling. Extra packing materials can be collected by Mail Services. To inform employees on appropriate e-waste practices, the specifics of what is or is not accepted can be posted adjacent to your recycling bins, or made available as a department communication material. To learn more about properly sorting e-waste and finding other drop-off locations, refer to AS Recycling E-Waste Campus Resources page. PACES has also attached a Waste and Recycling Guide to this report that you can forward to your department.

The UCSB Library expressed interest in adding a composting program in the department’s kitchen spaces. UCSB Associated Students’ Department of Public Worms is responsible for helping departments set up composting programs. You can contact them by visiting their website at <https://worms.as.ucsb.edu/asr-composting-at-ucsb/>.

*Water*

The building occupant survey indicated that 95% of employees know who to contact to report a leak. However, around 17% of building occupants do not always report these leaks. In this situation, employees should be directed to contact Building Operations staff in order to bring the leak to the attention of facilities management. Promoting quick and effective responses to water waste situations can improve the water-saving practices exhibited by the department. The UCSB Library is already taking initiative to improve the building’s water efficiency by installing new aerators for water fixtures.

**Food System**

When making catering orders for department events, the UCSB Library can contact UCSB Dining Services. The university’s Special Events Catering actively supports UC-wide sustainability initiatives by choosing locally sourced products as much as possible. Although Special Events Catering offers food that fit sustainable criteria, it is important that the department has a conversation with the caterer to express interest in ordering sustainable options. When deciding on a menu, consider having soy or dairy-free options, organic and fair-trade or locally sourced food, and healthy dishes that incorporate seasonal fruits and vegetables. Caterers can modify traditional dishes and use more sustainable alternatives. PACES encourages having at least one vegetarian or vegan option available for food events. Modifying your menu can incur a cost. However, the cost differential can range from 50 cents to 1 dollar depending on the alternative. The UCSB Library shows a commitment to sustainable events by setting up compost bins for small events. AS Recycling can help your department reduce its environmental impact through additional services, like a pre-event consultation, a waste audit report, and calculation of the total diversion rate. . To further the sustainability of your event, make sure to request 100% compostable serviceware products from Special Events Catering.

For events not catered through UCSB Dining Services, hire caterers that have local green business or restaurant certification. For smaller events like picnics and potlucks, purchase napkins and paper towels with post-consumer recycled content, and opt for reusable, BPI certified compostable cups and utensils or ASTM D6400 labeled products.You can purchase these items through the UCSB Zero Waste Committee. For more information, visit their website at https://recycling.as.ucsb.edu/zero-waste-event-services/.

**Indoor Environmental Quality**

*Ergonomics*

UCSB Library is aware of and utilizes the services provided by Julie McAbee, UCSB’s ergonomics program director. PACES recommends inviting her back periodically to assess andimprove the ergonomics of workspaces. Ms. McAbee can assist in assessing which staff members and spaces can best benefit from an office lamp, and make recommendations for styles that follow ergonomic requirements. Task lamps increase energy efficiency and can also help improve the functionality of workspaces. Beyond the use of task lamps, Ms. McAbee can also assist staff members with determining the appropriate adjustments for sit-stand desks that are tailored to each individual.

*Human Health*

The UCSB Library has taken steps to improve its indoor environmental quality. The new building was constructed using low toxic paints, which helps reduce the risk of health problems like watery eyes, headaches, asthma, respiratory diseases and cancer. To further improve the health of building occupants and maximize your department’s productivity, the UCSB Library should provide resources and opportunities to its building occupants regarding healthy work practices. Based on the building occupant survey, 41% of survey respondents indicated that they eat breakfast and lunch at their desk 5 times a week, and 25% indicated that they do this 3-4 times a week. PACES recommends staff members to refrain from eating at their work space to reduce stress, increase a work-life balance, and improve energy levels. Instead, encourage your staff to take small breaks during the workday to maximize workforce productivity. Refraining from eating at your desk will also decrease the chance of food particles lingering in the work space, which decreases the chance of attracting pests that require extermination using harmful chemicals and toxins that can pose a threat to occupant health.

Fitness programs are offered through UCSB Recreation (<http://recreation.sa.ucsb.edu/>).There are other more simple and less costly activities that employees can participate in. FitSQUAD, a program led by UCSB Recreation, offers yoga, stretching, and light exercise tutorials three times daily on campus for staff, faculty, and students to get a 15 minute exercise break in their day. There are many other options for organizing team-building activities around health and wellness, such as a group walk around the lagoon, a picnic featuring healthy recipes, or a trip to CCBER’s campus restoration sites. Supporting health and wellness initiatives extends beyond physical and environmental health. Staff can improve their financial health by attending UC/Fidelity’s financial workshop that will be offered each quarter during the academic school year. Attached to this report are a list of programs and events hosted by the Healthy Campus Network that staff members are welcome to attend. For questions about events, reach out to your Healthy Campus Network Crew Members at the contact information provided at the end of this report.

*Occupant Comfort*

The UCSB Library has made an effort to increase its occupant comfort by preventing smokers from exposing students and staff to secondhand smoke and decreasing butt litter to protect environmental risks. The department’s management has worked with The UCSB Tobacco and Smoke Free Committee to install temporary fencing covered with screen shade cloth hung with

multiple images promoting resources for tobacco cessation. To increase the level of building occupant comfort, keep VOCs and other pollutants and chemicals away from food preparation and food storage areas to prevent ingestion of harmful participles and toxins. UCSB Library has satisfied this recommendation by keeping office equipment away from central food storage and chemicals in closed cabinets. To further improve the office’s indoor environmental quality, PACES recommends using desktop plants. Indoor plants like Spider Plants, Snake Plants or Dracaena can be helpful in improving the indoor air quality. These plants can be purchased at local stores indicated in the sustainable purchasing guide mentioned in Materials and Resources.

**Communication and Training**

In order to foster building-wide environmental awareness, UCSB Library staff members should be informed of the recommendations provided by PACES that are outlined in this report. Currently, staff members receive sustainability information through emails from the Librarian.

Based on the building occupant survey, 93% of respondents said that they have no formal training on sustainability and expressed interest in learning more about proper waste management practices. PACES suggests providing resources and future goals through print materials such as handouts, signage, web pages, or emails to reduce the time impacts upon the department. Attached to this report are resources that the department can utilize to train its staff members. Additionally, the department can contact their Chancellor’s Campus Sustainability Committee representatives for information on current sustainability initiatives. 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 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 office operations.

If the UCSB Library is interested in additional workshops or training, PACES can offer these workshops. If the topic is outside of our scope, we can help 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:

Ryann Jeff Malicdem

[Rmalicdem18@gmail.com](mailto:Rmalicdem18@gmail.com)

**Contact List**

Ryann Jeff Malicdem, PACES Coordinator, [rmalicdem18@gmail.com](mailto:rmalicdem18@gmail.com)

Katie Maynard, UCSB Sustainability Coordinator, [kmaynard@geog.ucsb.edu](mailto:kmaynard@geog.ucsb.edu)

Julie McAbee, UCSB Ergonomics Program Director, [julie.mcabee@ucsb.edu](mailto:julie.mcabee@ucsb.edu)

Matt O’Carroll, UCSB Recycling Coordinator, [matthew.ocaroll@pf.ucsb.edu](mailto:matthew.ocaroll@pf.ucsb.edu)

Byron Sandoval, UCSB Custodial Services, [byron.sandoval@pf.ucsb.edu](mailto:byron.sandoval@pf.ucsb.edu)

Alan Grosenheider, Deputy University Librarian, CCSC member, [alang@ucsb.edu](mailto:alang@ucsb.edu)

**PACES Assessment Checklist**

**Transportation**

* Educate department on TAP program
* Prioritize the possibility of video conferences rather than meeting for conferences

**Energy and Atmosphere**

* Eliminate space heaters in department managed spaces
* Create a policy requiring the purchase of Energy Star certified equipment
* Set at least 90% of departmental computers, monitors, and other devices to energy saving modes (Refer to power management guide)
* Have at least 30% of the department unplug devices on a semi-regular basis or turn off power strips
* Use natural lighting or task lighting instead of overhead lighting
* Post reminder signs near light switches for spaces without occupancy sensors
* Reduce the number of personal printers used by employees and and encourage them to utilize centralized printers if possible

**Materials and Resources**

* Educate department on electronic and hazardous waste management
* Replace 30% post consumer recycled paper (PCRP) with 50-100% PCRP
* Continue requesting ENERGY STAR appliances and products like computers, copiers, fax machines, printers, scanners, and water cooler
* Purchase task lamps to reduce the amount of overhead lighting
* Purchase biodegradable utensils
* Purchase products manufactured within 500 miles of UCSB
* Purchase products with green certification

**Water and Waste Management**

* Inform office staff of who to contact for water leaks
* Implement pen recycling program and notify all departments within the UCSB Library
* Replace paper cups with reusable cups for public water dispensers
* Encourage department to use reusable water bottles
* Continue the reusable washcloths protocol
* Minimize the amount of waste from paper consumption by reducing print runs
* Make sure there is a paired recycling and trash bin in kitchen areas

**Food**

* Choose sustainable, local, fairtrade, and organic options when catering or purchasing food for small office events for at least 1 meal
* Add a compost bin in kitchen spaces

**Indoor Environmental Quality**

* Limit the amount of times you eat at your desk in the week to increase worker productivity and control the presence of pests
* Use all-purpose green chemical provided by facilities for cleaning office space rather than lysol wipes (under materials and resources?) or other Green Seal certified cleaning products
* Encourage department to participate in exercise programs and activities
* Provide information on stretching to department staff
* Use water-based permanent and dry-erase markers and pens

**Communication and Training**

* Provide sustainability resources and information through a bulletin board or electronic listserv
* Incorporate sustainability information into staff meetings
* Host sustainability training events on one or more of the following subject areas: Energy, Water, Waste Management, Food, Materials and Resources, Health, Indoor Environmental Quality, or Transportation

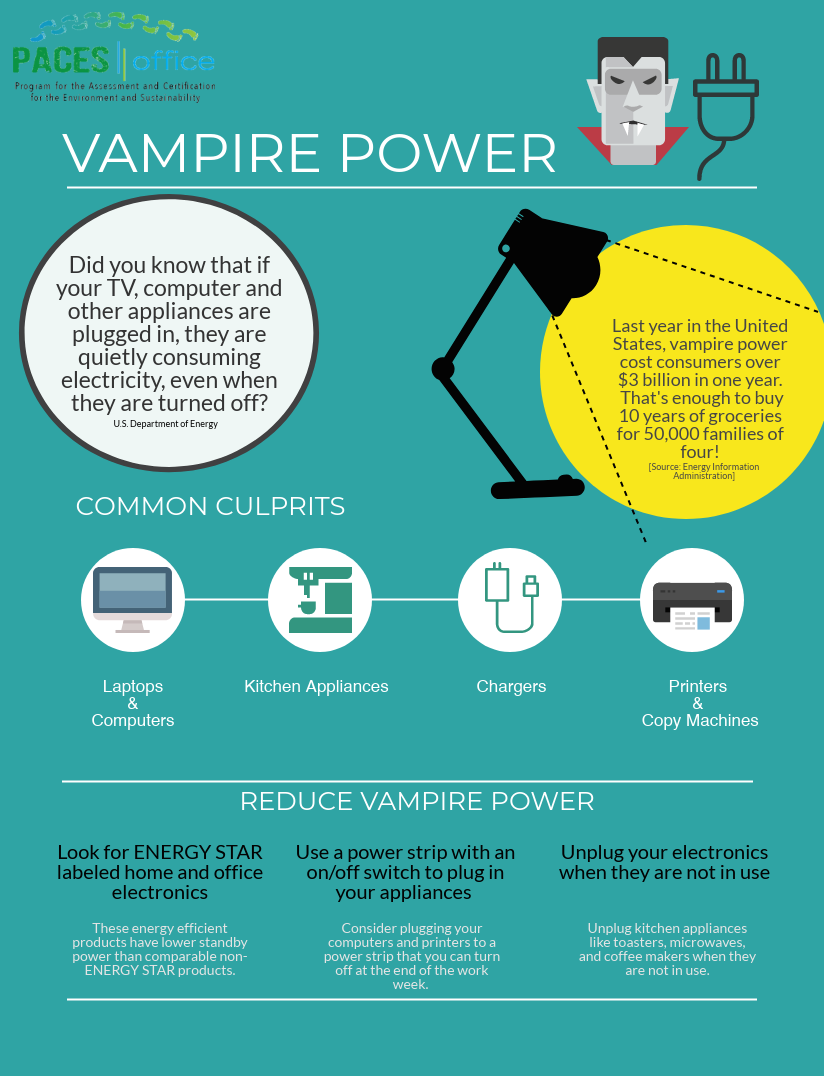
**Sustainable Purchasing Guide**

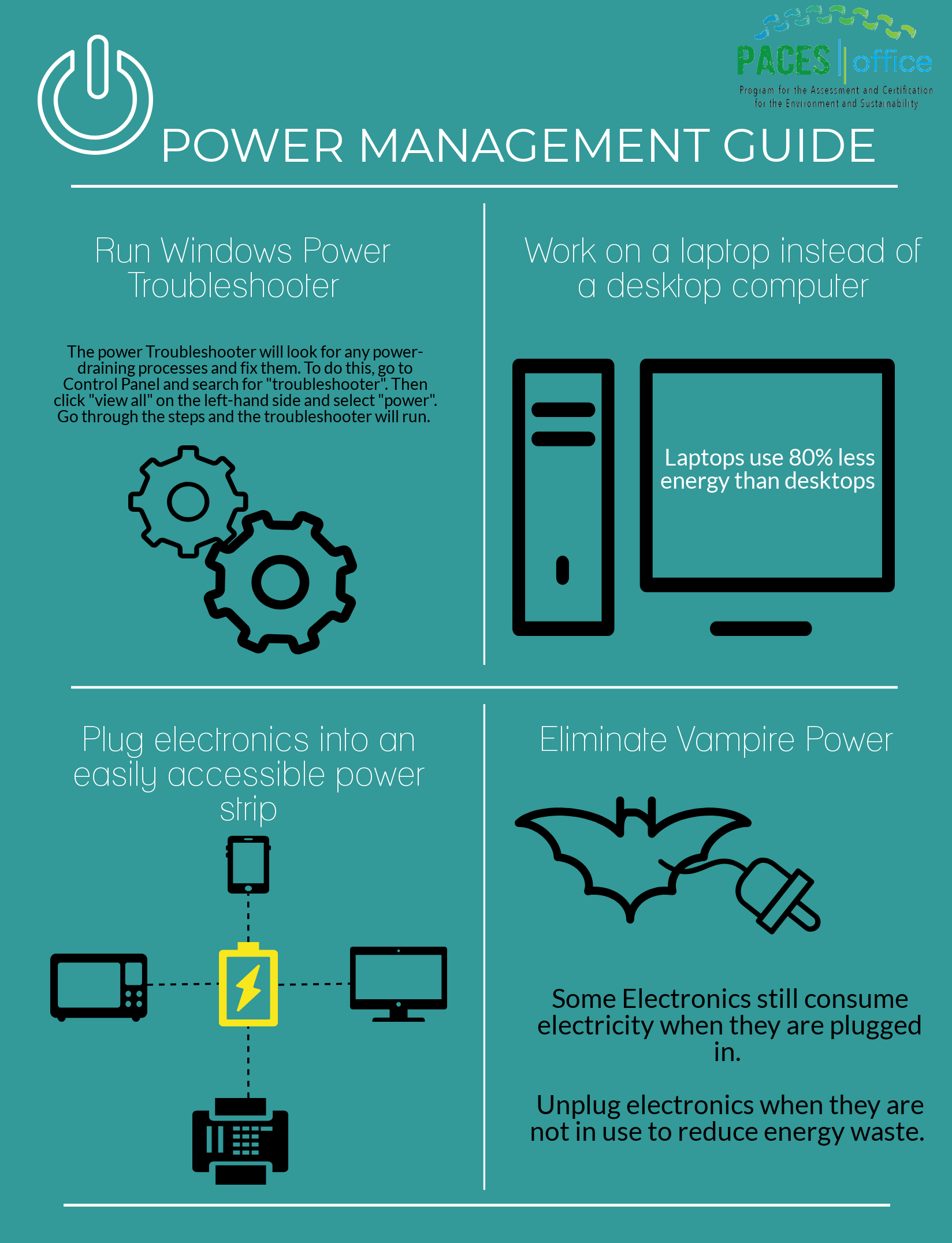
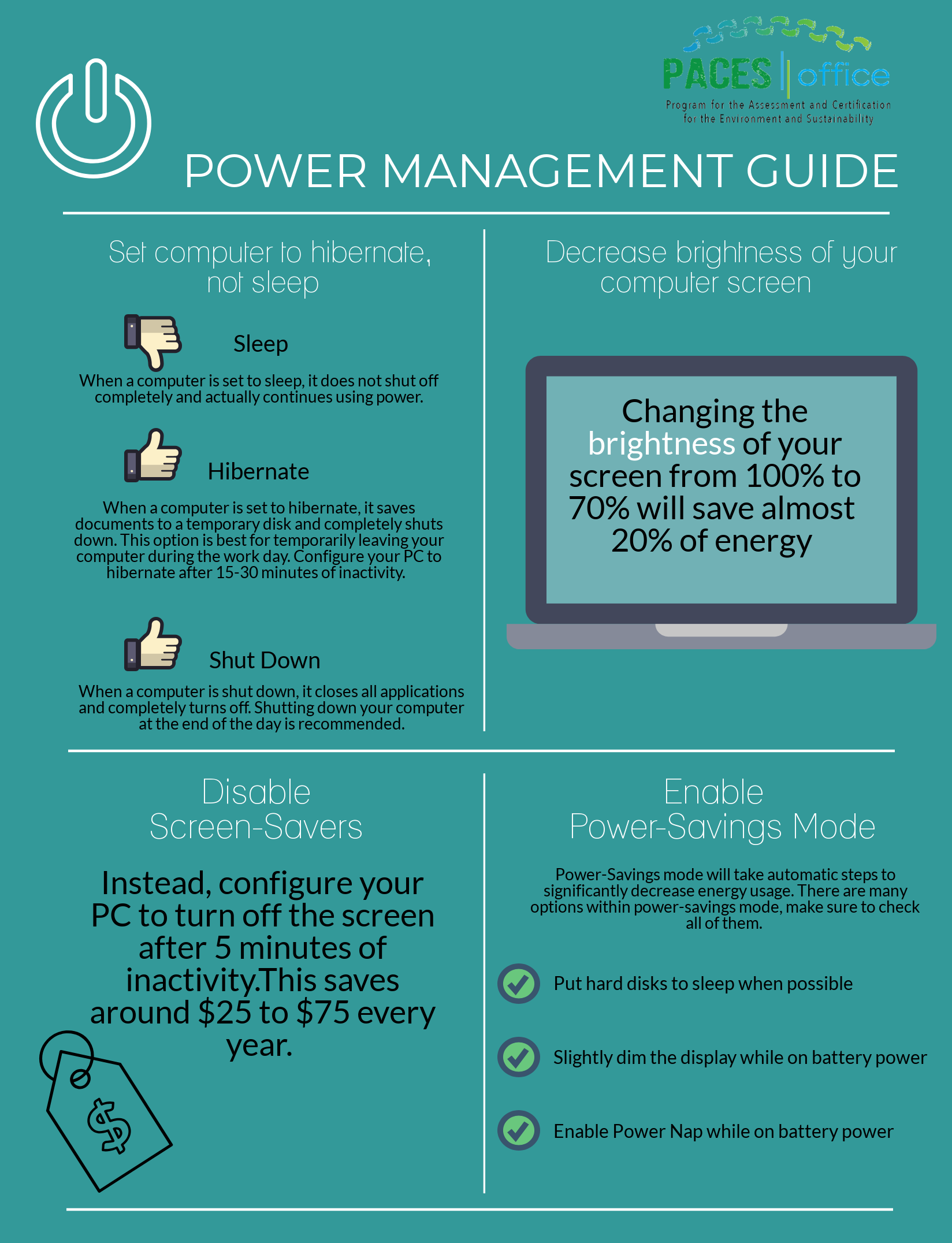
|  |
| --- |
| **Paper Office Supplies** |
| *Required level:*  Look for items with a minimum of 30% post-consumer recycled content (PCRC) or agricultural residue content (GS-07). Items can be purchased on UCSB Procurement Gateway. Make sure to filter items fo using the “Green” product flag.  *Preferred Level:* 100% post-consumer recycled content (PCRC) copy paper, and 100% recycled content with minimum 50% PCRC paper office supplies.  *Recognized Standards and Certifications:*   * FSC Recycled Content * Post-Consumer Recycled Content (PCRC) * Processed Chlorine free * Green Seal (GS-07) * Agricultural Residue Content   *Example items:*   * Copy paper * Post-it notes * Manila folders * Calendars * Writing Pads |
| **Non-Paper Office Supplies** |
| *Required Level:* Look for items that meet the minimum EPA Comprehensive Procurement Guidelines (CPG) recycled-content levels for non-paper office supplies. For writing utensils (including plastic), purchase items with a minimum of 30% recycled content and free of antimicrobial coating.  *Preferred Level: Meets the recycled content specifications in the**Preferred EPP Specifications, and free of antimicrobial coating.*  *Recognized Standards and Certifications:*   * EPA CPG Guidelines: <https://www.epa.gov/smm/comprehensive-procurement-guidelines-non-paper-office-products> * PCRC * Total Recycled Content * Non-Antimicrobial * Northeast Recycling Content (NERC) * Model EPP specifications and purchasing guidelines for office supplies: <https://nerc.org/documents/EPP/Office%20Supplies/EPP%20Specs%20-%20Office%20Supplies.pdf>   *Example Items*   * Paper clips * Scissors * Pens * Highlighters * Dry Erase Markers * Plastic Trash Bags * Plastic Envelopes * Staplers * Tape Dispensers * Clipboards |
| **Cleaning Supplies** |
| *Required Level:* A minimum of 25% of purchases are certified by  one of the recognized certifications  *Preferred Level:* At least 75% of purchases are certified by of the recognized certifications  *Recognized Standards and Certifications:*   * Green Seal * UCL Ecologo * EPA Safer Choice   *Example Items:*   * All Purpose Cleaner * Dry Erase Cleaner |
| **Reusable Items** |
| Below are a list of accessible items that should be purchased to replace disposable items:   * Eco Clamshell * Reusable Water Bottle (Stainless Steel) * Utensils (Bamboo- BPA free) * Tote bags |
| **Electronics** |
| *Required Level:* ENERGY STAR, EPEAT Bronze  *Preferred Level:* ENERGY STAR, EPEAT Gold |

****

****

****

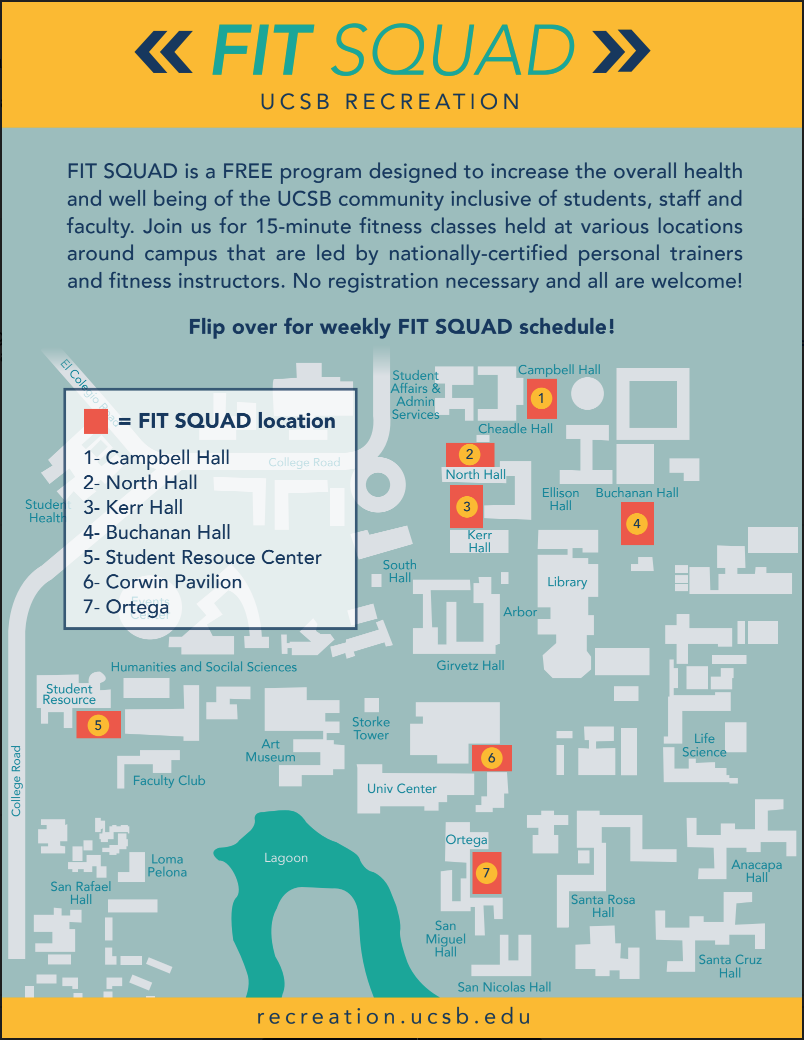
****

****

****

****

****

****