Student Information Systems and Technology (SIST) Department

Sustainability & Climate Action Plan

Composed and Presented
By PACES

2018

Overview

- This presentation illustrates the findings from the assessment the PACES (Program for the Assessment and Certification for the Environment and Sustainability) Program completed for the SIST Department and includes recommendations for future action.

PACES office
Program for the Assessment and Certification for the Environment and Sustainability

Transportation

Areas of Leadership

- **95%** of employees are award of the UCSB Transportation Alternatives Program
- **53%** of employees take advantage of the UCSB Transportation Alternatives Program **(TAP)**
- **50%** of employees either bike, vanpool or carpool

Transportation

Areas of Improvement

- **79.5%** of staff indicated that they would be interested in working from home more often, and that their job duties would permit this
  - **10.5**% of employees already have the flexibility of working from home
- **15.9%** of employees bike to work
  - Promote cycling to work during CycleMAYnia
    - Last Event: May 31st at 4:30 at Goleta Beach

Energy and Atmosphere

Areas of Leadership

- Retrofit to energy efficient, motion sensor lighting
- **70%** of employees indicated that they frequently use natural daylight from windows rather than overhead lights

Energy
Areas of Improvement

- Reduce the amount of energy consumed from lighting
  - Less than **30%** of occupants have task lamps
    - LED task lamps are a good alternative to overhead lights when natural light unavailable
  - Add reminder signs/signage for rooms without automatic light controls

Energy
Areas of Improvement

- **74%** of employees do not unplug their devices when not in use.
  - Use a power strip to easily unplug devices
  - Unplug devices at the end of the work day
  - Unplug centralized devices at the end of the work week
  - PACES can provide signage to avoid "vampire" plugs

Energy and Atmosphere

Areas of Improvement

- Set your computers to use energy saving features
  - **Low brightness** level on computer when in use
  - **Hibernate** when temporarily leaving computer
  - **Shut down** when leaving computer for the day
  - Avoid screen "savers"
- Have a conversation with Help Desk

POWER MANAGEMENT GUIDE

Set computer to hibernate, not sleep

Sleep

When a computer is set to sleep, it does not shut off completely and actually continues using power.

Hibernate

When a computer is set to hibernate, it saves documents to a temporary disk and completely shuts down. This option is best for temporarily leaving your computer during the work day. Configure your PC to hibernate after 15-30 minutes of inactivity.

Shut Down

When a computer is shut down, it closes all applications and completely turns off. Shutting down your computer at the end of the day is recommended.

Decrease brightness of your computer screen

Changing the **brightness** of your screen from 100% to 70% will save almost 20% of energy

Disable Screen-Savers

Instead, configure your PC to turn off the screen after 5 minutes of inactivity. This saves around $25 to $75 every year.

Enable Power-Savings Mode

Power-Savings mode will take automatic steps to significantly decrease energy usage. There are many options within power-savings mode, make sure to check all of them.

- ✔ Put hard disks to sleep when possible
- ✔ Slightly dim the display while on battery power
- ✔ Enable Power Nap while on battery power

# POWER MANAGEMENT GUIDE

Run Windows Power Troubleshooter

The power Troubleshooter will look for any power-draining processes and fix them. To do this, go to Control Panel and search for "troubleshooter". Then click "view all" on the left-hand side and select "power". Go through the steps and the troubleshooter will run.

Work on a laptop instead of a desktop computer

Laptops use 80% less energy than desktops

Plug electronics into an easily accessible power strip
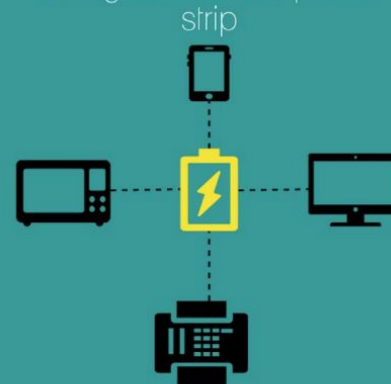
Eliminate Vampire Power

Some Electronics still consume electricity when they are plugged in.

Unplug electronics when they are not in use to reduce energy waste.

Material and Resources
Areas of Leadership

- Purchases are completed electronically through Gateway
- Switch of paper filing system to electronic system
- Use of 100% post-consumer recycled paper for *some* processes

Material and Resources
Areas of Improvement

- Extend use of 100% post consumer recycled paper
- Purchase items in bulk to prevent multiple trips
- Purchase reusable items and eliminate disposal products
  - Reusable rags and towels
  - Mugs, bottles and cups
- Purchase appliances and office supplies with reliable certifications

Reliable Certifications

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

Solid Waste Management
Areas of Leadership

- Participation in TerraCycle Program for writing instruments

- Collect scratch paper for reuse

- Recycling bins present in more than 90% of office spaces

- Most staff knew the closest E-Waste recycling station

- **88%** of people who purchase batteries opt for reusable batteries

Solid Waste Management
Areas of Improvement

- Ensure to take collected batteries to E-Waste Centers more consistently
- Clarification of E-Waste practices for staff
    - IE: fluorescent light bulbs
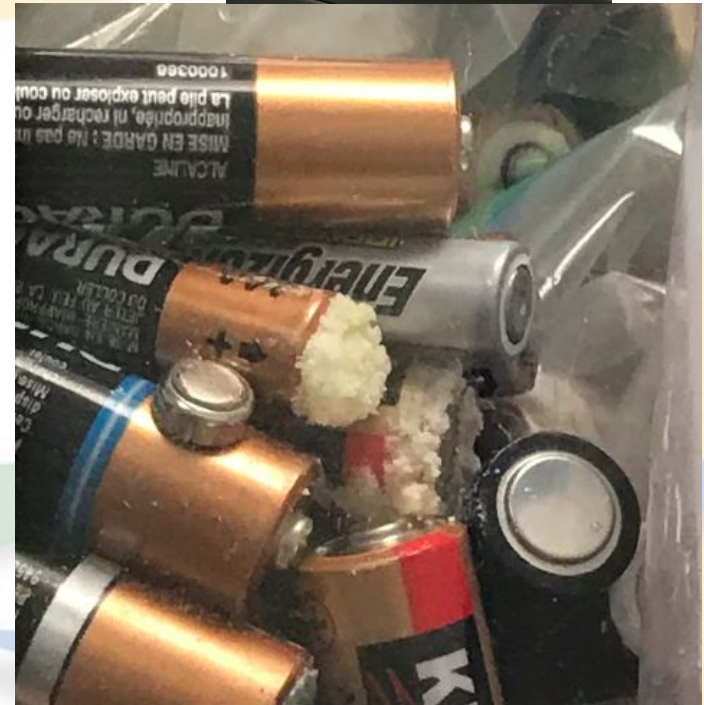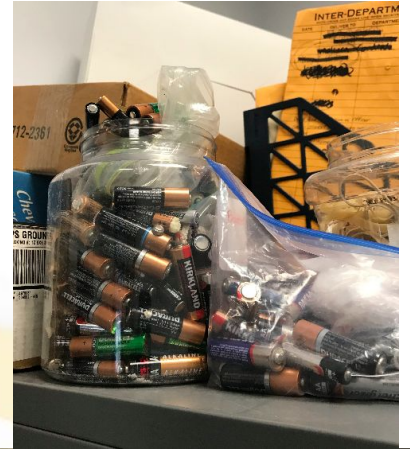
Solid Waste Management
Areas of Improvement

- **Pair** all trash and recycling bins
- Introduce new solid waste management programs
  - **Composting:** Free service offered by AS Department of Public Worms
- Purchase 2-3 **Eco-Clamshells** for department use when dining at Coral Tree or Courtyard Cafe
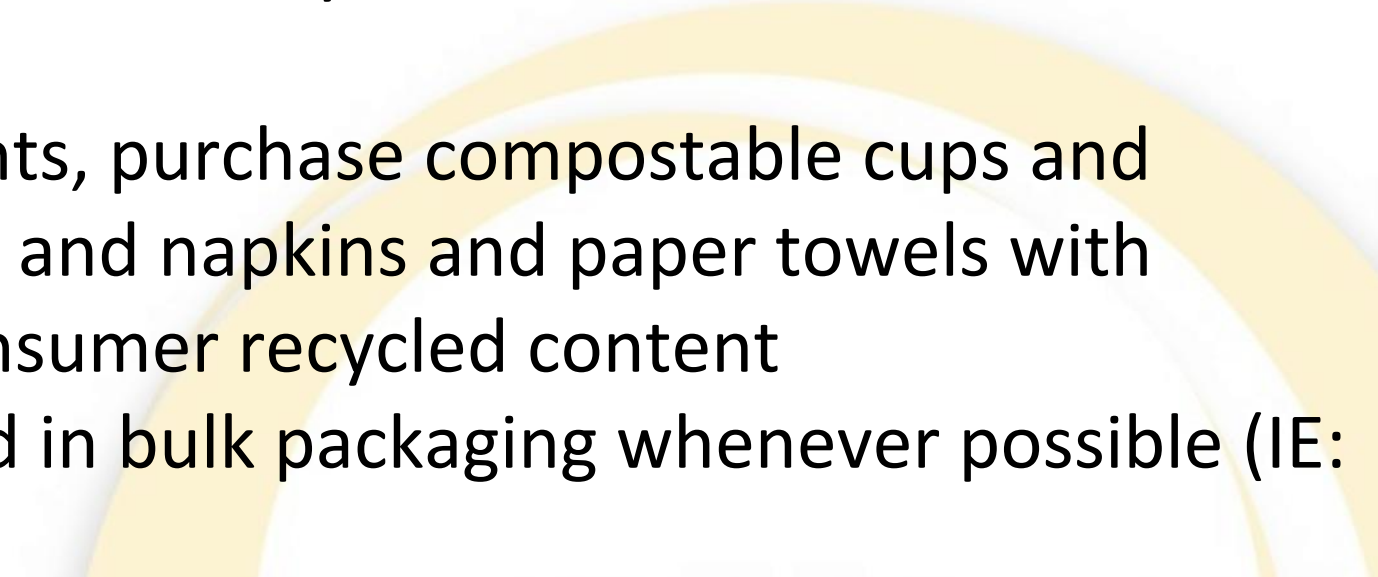
Food and Events
Areas of Leadership

- Incorporates vegetarian or vegan options at staff lunches, picnics, and potlucks

- Requests Ucen Special Catering for catered events

Food and Events
Areas of Improvement

- Consider having soy or dairy-free options, organic, fair-trade or locally sourced food, and seasonal produce
- For events, purchase compostable cups and utensils, and napkins and paper towels with post-consumer recycled content
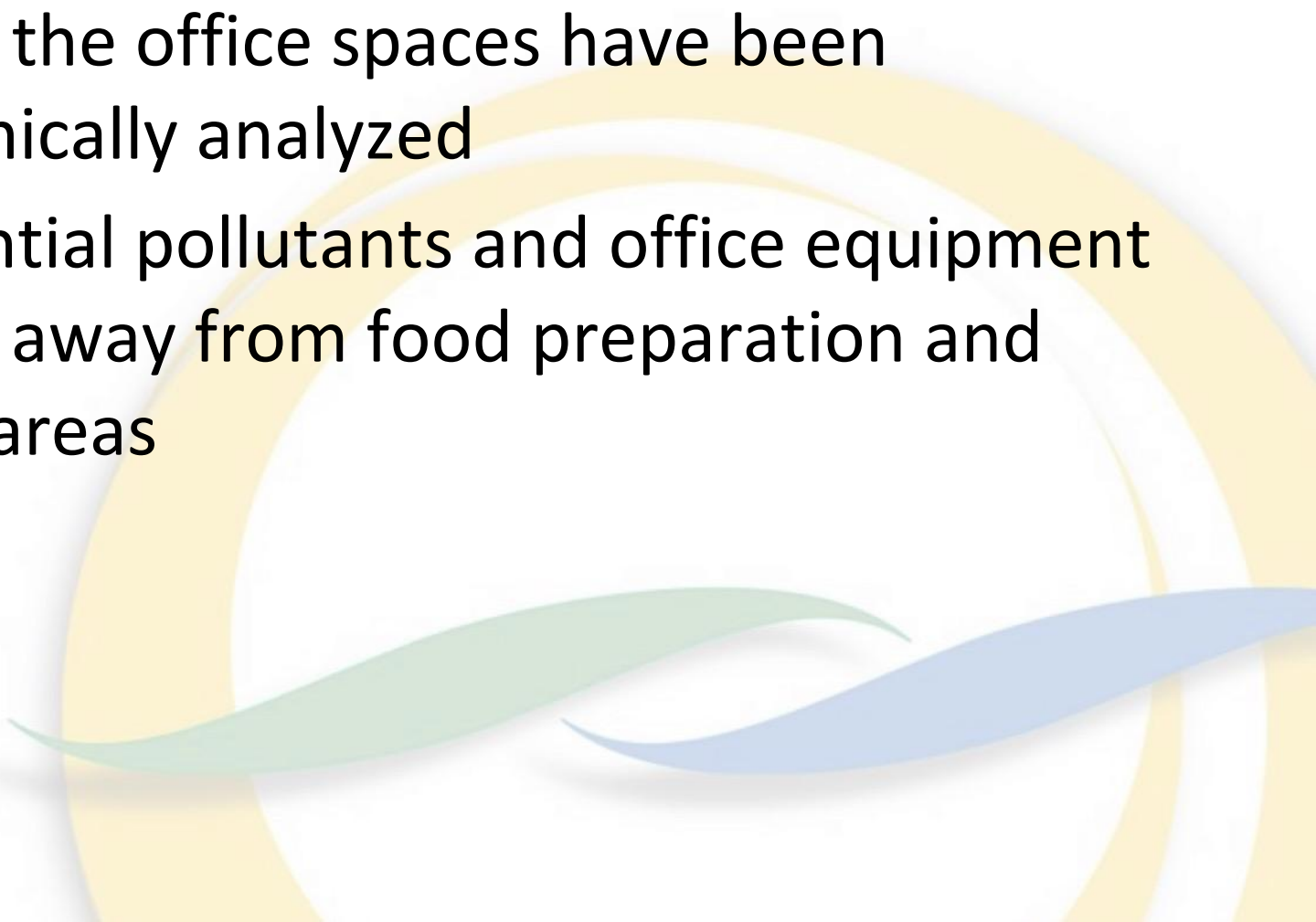- Buy food in bulk packaging whenever possible (IE: sugar)

Water
Areas of Improvement

- **42%** of employees knew how to report a leak or water waste situation
- **55%** of employees indicated that they report leaks when discovered
- Employees are advised to contact their department MSO to bring the leak to the attention of Facilities Management

Indoor Environmental Quality
Areas of Leadership

- Many of the office spaces have been ergonomically analyzed
- All potential pollutants and office equipment are kept away from food preparation and storage areas

Indoor Environmental Quality Human Health

Areas of Improvement

- Use Green Seal certified products when cleaning personal and public work stations

    – Green cleaning spray (and free refills) is available for free from custodial services (contact Byron Sandoval)

- Limit use of bleach

    – Instead of bleach, use Suprox-D, Oxivir tb & Oxivir Five 16, which have lower levels of VOCs

Indoor Environmental Quality and Human Health

Areas of Improvement

- **79%** of staff eat lunch at their desk at least 3-5 times a week
  - Eating at the desk increases chances of food particles and food waste to linger at the workspace, luring pests, and eventually requiring the use of chemicals high in VOCs and poisons to exterminate pests

Indoor Environmental Quality Human Health

Areas of Improvement

- **61%** of survey respondents indicated they would like the department to offer a health and fitness program
  - UCSB Recreation
  - FitSQUAD
  - UC Walks
  - Take the Stairs Campaign
- Contact Healthy Campus Network Crew Member: Kristyn Keylon (Office of Financial Aid)

UC Walks Ginnie Thomas

This is a one-day event for all UC locations, held in May, encourages everyone who is able to get out & walk around our beautiful campus. Give-aways and prizes provided by Kaiser and other staff & faculty health plans.

Gthomas@housing.ucsb.edu

Cycle MAYnia Denley Rodriguez

Sign up your department to participate in Cycle MAYnia by forming teams to earn points at the many different events around SB. This year during May HCN will be planning a bike and bike safety event for staff appreciation week!

Denrod02@gmail.com

FitSQUAD Michelle Leachman

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.

Michelle.Leachman@recreation.ucsb.edu

Organize a Fidelity Workshop

Invite fidelity to offer a financial workshop for staff in your department tailored to the needs and interests of your colleagues.

Stacey.Eymann@sa.ucsb.edu

Take the Stairs! Taylor Yeerong

Encourage your department to check out each new mural creating by our Art department inside the stairwells of BREN, PSBN, HSSB, Webb Hall wich will be finished in Spring.

YositaYeerong@umail.ucsb.edu

UCSB Labyrinth and Campus Lagoon

Organize a potluck lunch at the UCSB Lagoon lawn. From there you can walk to West depression a 1 acre coastal dune habitat area between Manzanita Village restoration site and Lagoon Island. Next head over to walk the UCSB Labyrinth and visit the tide pools at campus point. CCBER also hosts free walking tours here!

Davis@ccber.ucsb.edu

Office Fitness Tracker Kristyn Keylon

Set up a themed poster in your offices main lobby that can track your colleague's daily fitness. Staff may color in a square for every 30 minutes of activity they do daily! This is a visual representation that will help motivate staff to work as a team to progress the tracker!

Kristyn.Keylon@sa.ucsb.edu

Communication and Training
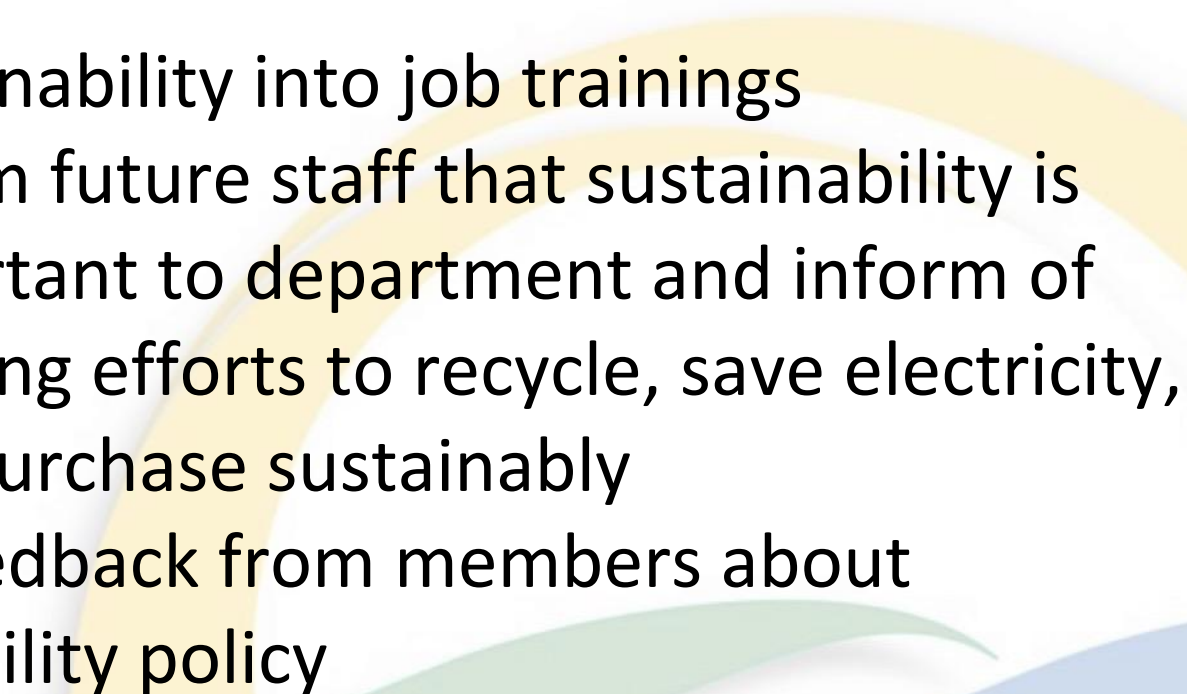*Areas of Leadership*

- **95%** of staff said they have no training on sustainability
- Per staff suggestion, PACES can gladly give a presentation on specific sustainability topics to the staff
  - Example: Green Events & Sustainable Purchasing

Communication and Training
Areas of Improvement

- Discuss sustainability during meetings and via e-mail
- Tie sustainability into job trainings
  - Inform future staff that sustainability is important to department and inform of ongoing efforts to recycle, save electricity, and purchase sustainably
- Solicit feedback from members about sustainability policy

Overall…

PACES Scorecard

PACES uses the PACES Scorecard as a point system to keep track of the department's practices and to gauge the overall environmentalism of the whole department.

- 8 sections:
  - Transportation
  - Energy and Atmosphere
  - Materials and Resources
  - Solid Waste Management
  - Food Systems
  - Water
  - Indoor Environmental Quality
  - Communication and Training

- Bronze **25%**
- Silver **50%**
- Gold **75%**

SIST earned: **51%**

Congratulations!

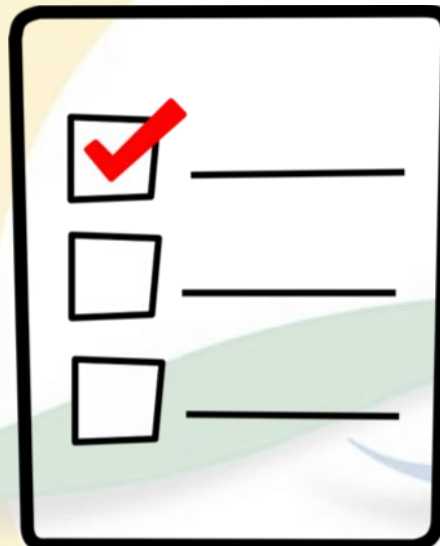The Student Information Systems and Technology (SIST) Department is

SILVER

Certified

Next Steps…

PACES Assessment Report with Action Items Checklist

PACES Assessment Checklist

Transportation
- ❏ Continue to support staff with flexibility of working from home
- ❏ Continue to prioritize the possibility of video conferences rather than meeting for conferences

Energy and Atmosphere
- ❏ Post reminder signs near all light switches for spaces without occupancy sensors (can request from PACES)
- ❏ Eliminate space heaters and fans in department managed spaces
- ❏ Create a policy requiring the purchase of Energy Star certified equipment
- ❏ Set at least 90% of departmental computers 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
- ❏ Request tinted windows and/or film for south facing offices

- ❏ Continue communicating building temperature concerns and preferences to SIST Operations

Materials and Resources
- ❏ Replace 30% post consumer recycled paper (PCRP) with 50-100% PCRP
- ❏ Request 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 products manufactured within 500 miles of UCSB
- ❏ Purchase products with green certification
- ❏ Collect packing peanuts for reuse at Mail Services

Thank you

For questions, comments, or inquiries, please contact:
Alexandra De Biasio
PACES Green Office & Event Coordinator
alexdebiasio96@gmail.com