



Student Information Systems and Technology (SIST)

Sustainability & Climate Action Plan

Overview

From March 2018 to May 2018, the Student Information Systems and Technology (SIST) department, located on the 2nd floor of the Student Affairs and Administrative Services Building, was assessed by PACES (Program for the Assessment and Certification for the Environment and Sustainability). Assessment information was compiled using information from an interview with business officer, Tedi Tehrani, a walkthrough of the departmental office space, and a survey completed by 19 building occupants. The results of the assessment, as well as recommendations for future action, are outlined in the report below. It is to the discretion of the SIST department which of the suggestions below they decide to implement. Our goal is to present a menu of options from which your department can choose from that works best with its current operations.

Transportation

PACES was impressed by the efforts that staff from the SIST department take to reduce their transportation footprint. According to the results of the SIST occupant survey, 52.6% of survey respondents commute using an alternative to single-occupancy vehicles, including bike, bus, vanpool and carpool.

PACES is similarly impressed that the department was one of the first on campus to permit telecommunication and flexible work arrangements. According to the survey, 10.5% have the flexibility of working from home, and a majority of staff feel that they are supported by the SIST department to work from home or modify their hours to support your transportation choices. 79.5% indicated they would be interested in working from home more often. PACES recommends to continue supporting use of telecommunication and flexible arrangements to allow staff to choose a system that best fits their work needs while also reducing the vehicle trips to work. In addition to daily travel, 36.8% of employees that attend conferences opt for the option to use video call to reduce long distance travelling (and 57.8% sometimes opt for this option).

Although family obligations, location, and work schedules sometimes make it difficult to use alternative transportation, the department shows both interest and knowledge of the additional resources and options to reduce their greenhouse gas emissions from their daily commute. According to the results of the survey, 94.7% of employees are aware of and educated about the UCSB Transportation Alternatives Program (TAP). Relatedly, 52.6% of staff participate in the TAP program. PACES is very impressed that the SIST department is widely familiar with the TAP Program and that over half of the staff utilize it. TAP offers a variety of resources including 57 hours of complimentary parking per quarter, a price reduction for a carpool parking permit, matching services to accommodate diverse schedules, vanpool subscriptions, enrollment in the emergency ride home program, pre-tax payroll deduction, and free showers at Robertson's gym for faculty. Ongoing peer encouragement is an essential way to make TAP program a collective, departmental effort to increase use of alternative transportation.

According to the survey, 15.9% of SIST staff bike to work. To promote bicycling as a healthy and environmentally friendly mode of transportation, PACES recommends that the staff participate in the CycleMAYnia Bike Challenge that happens annually in May. During this event, 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. To learn more about CycleMAYnia, please visit: <http://cyclemaynia.ning.com/>

Energy and Atmosphere

During the walk through, PACES was glad to see that SIST Department does a good job in centralizing much of its equipment such as printers and kitchen appliances. By doing so, fewer appliances are being purchased and less cumulative energy is required to power the department's appliances.

Lighting

PACES was glad to hear during the MSO interview that lights have been updated to be energy efficient with motion sensors. In addition more than 70% percent of survey respondents with windows in their offices use natural daylight as an alternative to overhead lighting. While efficient lighting and sensors are a great way to reduce electricity associated with overhead lighting, PACES recommends urging occupants to utilize natural lighting whenever possible. For example, there were some rooms with large windows in which blinds remained closed with all overhead lights on. If you are additionally interested in having excess overhead lamps delamped, you can submit a work order to Facilities Management.

Another alternative to overhead lighting is an LED task lamp. According to the building walkthrough and occupant survey, only a limited number of occupants (less than 30%) have task lamps available at their workspaces. PACES advocates increasing the number of LED task lamps in the department. The use of LED task lamps near the keyboard and work surface can both reduce energy through eliminating the need for overhead lighting, and gives 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.

Office Equipment

The building occupant survey indicates that 73.4% of occupants either never or rarely unplug their devices when not in use. 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 are turned off but remain plugged into an outlet, electricity is wasted. This occurrence is called "standby power" or "vampire power". 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.

Kitchen Appliances

PACES was glad to see that most kitchen appliances are centralized. However, during the walkthrough and according to the survey, there is use of one personal mini fridge and coffee maker. If possible, PACES recommends removing use of personal mini fridges and coffee makers, as this results in more only more equipment, but more energy usage and more waste. If shared appliances are not an option, PACES recommends unplugging these appliances when they are not in use.

PACES noticed during the walkthrough that staff are assigned monthly to conduct monthly cleaning. PACES is impressed by this initiative as it is a great measure to prevent presence of pests. One recommendation PACES has for current and future refrigerators that could be great addition the fridge cleaning routine is checking for ice build up. PACES recommends defrosting the freezer units within the refrigerators when there is more than $\frac{1}{4}$ inch of ice build up for optimal efficiency. The ice build-up causes more heat to be held within the appliance, requiring more energy to keep the refrigerator at the desired temperature. To begin the defrosting process, unplug the refrigerator (to power off the light bulb along with the refrigerator), and leave the door open. Place an old towel or cloth on the floor where the water from the melted ice will drip off after 1-2 hours. It is helpful to plan the defrosting process a few days before in order to remove all the non-perishables from the container and to allow 5-8 hours for the defrosting process to be completed.

Computers

According to the building occupant survey, 52.6% of respondents do not reduce brightness on screens. When computers are in use, PACES also 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. In addition, according to Help Desk, the computers are not set on energy saving mode by default. In order to save energy associated

with computer use, consider informing occupants to turn their computers on energy saving mode. Please see more information on how to do this on the Power Management Guide attached below.

When computers are not in use, it is best to turn off your monitor to save energy. Using a screensaver may consume more energy than not using one. 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 after a certain period of time while not in use, and disable the screensaver.

In this department, there are no timed switches to automatically turn off office equipment/computers after working hours. Instead, building occupants are all supposed to turn off their computers when they leave. However, in the event that staff does not or forgets to do so, this practice uses a lot of energy that accumulates, especially with a large electronics in large numbers. Therefore it may seem easier to leave computers and other office appliances on "sleep" overnight. To ensure computers used for this departments are being powered off at the end of the work day, PACES recommends an easier and more efficient method of ensuring the computers are being turned off while still catering to staff members' varying work schedules. Building occupants can to individually set up energy settings on their personal computers or request the IT department (such as Help Desk) to alter or set up computer settings to shut down individuals' computers based on users' specific individual needs.

Heating and Cooling

During the building walkthrough, many staff who would have otherwise had sufficient natural light stated that they kept their shades closed to reduce heat from incoming sunlight (and therefore, leave overhead lights on; refer to "Lighting" subsection). To increase comfort for these occupants, PACES suggests SIST staff consider using window film to keep the heat out but still allow plenty of ambient light in so building occupants can take advantage of natural lighting. There are many different options for window film on the market that focuses on solar heat gain factors. When shopping for window film, look at two factors: the visible transmittance (VT) and the solar heat gain coefficient (SHGC). Both are ratios from 0-1, which means that a VT of 0.85 means it lets in 85% of light, and a SHGC of 0.85 means it lets in 85% of heat gain. To reduce solar heat gain, purchase window film with low SHGC. For the light-to-solar-gain ratio, (VT/SHGC), purchase film a VT/SHGC value greater than 1.0. This means the film will transmit more light than heat. If window film is already being used, be sure it fits into these ranges for maximum benefits. If you are interested in this, PACES can help you price out options. In addition, we can consider writing a TGIF grant for you in the next academic year in February 2019.

While some occupants indicated they get too hot, others indicated that their offices can get too cold due to the central cooling system. During the walk through, PACES noticed use of both personal heaters and fans, indicating that employees are opting to bring in their own equipment due to temperature discomfort. Staff comfort is always very important. For personal fans and heaters that are necessary, PACES urges users to ensure that fans are ENERGY STAR certified. ENERGY STAR heaters do not exist, but PACES can give you recommendations for heating devices if you are interested. If there are continuous issues regarding heating and

cooling that are negatively impacting staff productivity, PACES advises your department to have ongoing communications with Facilities Management about temperature comfort concerns.

Materials and Resources

Purchasing

According to the MSO Interview, the SIST department strives to purchase office products online and use Gateway to increase electronic purchasing. 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. These efforts may be coordinated by encouraging individuals to consider all staffs future needs as well when ordering supplies. In addition, consider giving priority to businesses who manufacture their products within 500 miles of UCSB. This eliminates some of the emissions associated with delivery, and supports more localized business. In addition, please note that when making purchases via mail, extra packing materials can be collected by Mail Services for reuse. Please consider collecting and saving packing peanuts for this purpose.

Office Equipment

Of the survey respondents that purchase electronic devices, 59% 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.

Stationary and Office Supplies

The department currently participates in multiple sustainable purchasing practices that are worth emphasizing. For example, PACES was impressed that the department has greatly reduced overall paper usage by switching from a paper filing system to an electronic backup system. Furthermore, The SIST department also has a collection box in the print room for scratch paper, and uses large whiteboards to reduce the amount of paper used for both independent and collaborative work.

During the walkthrough, PACES found both 30% and 100% post-consumer recycled content multi-use copy paper in communal areas like the printer/copy room. However, it was noted that 100% post-consumer is often only used for special tasks. PACES recommends the department to extend its use of 100% post recycled content paper (or 50% if this is not possible) by encouraging its employees to purchase it for their personal office spaces, and for using it for additional tasks.

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

During the walkthrough and according to the survey, almost half of building occupants already use reusable mugs and water bottles. To reduce the number of disposable coffee cups used by the department, encourage all employees to bring both a reusable mug/coffee cup and a reusable water bottle to work. You may also consider purchasing several mugs and reusable cups in the case of visitors or if occupants forget their own. In addition, according to the survey, only 10% of SIST occupants will use rags and towels in the kitchen when instead of paper towels. PACES recommends using towels for uses such as dish drying and cleaning whenever possible. In addition, whenever purchasing paper towels and napkins, look for products made with post-consumer recycled content. When purchasing utensils, look for compostable products, or encourage attendees to bring their own reusable utensils.

Cleaning Supplies

During the walkthrough, PACES recorded a variety of cleaning products found throughout the department, such as Clorox wipes and spray. Staff noted in the occupant survey that they often use Clorox disinfecting wipes and 409 to clean their office. PACES recommends only using Clorox where you have an antibacterial concern, such as for kitchen spaces or during seasons when sickness is a concern. Limiting use of Clorox for this task helps ensure that you are not creating an issue of antibacterial resistance. Similarly, limit the use of 409 to more “heavy duty” tasks.

PACES was impressed to see cleaners with reliable certifications such as Green Works all-purpose cleaner, which is Safer Choice certified. When purchasing cleaning supplies, it is important to avoid purchasing cleaning products that do not have reliable sustainable certifications. PACES recommends purchasing Green Seal certified products, or contacting Byron Sandoval from Facilities to receive a free bottle of all-purpose green cleaning solution (they will also refill the solution for free). This solution is a great alternative to cleaners such as Clorox and 409 when they are not necessary. Please see the attached Green Cleaning Guide for additional information on sustainable cleaning practices and reliable certifications.

Waste Management

Recycling

PACES is excited that the SIST Department staff show interest in the topic of recycling, and as a result, have a conscious effort to recycle. During the department walkthrough, PACES was glad to see that most recycling and waste bins were paired next to each other. However, there were a few that were not. Only having recycling bin like in the printing room is okay as long as it clearly labeled. Otherwise, PACES always recommends to ensure all waste and recycling bins are paired next to each other in order to enhance proper sorting. 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. Unpaired bins should be addressed to Matt O'Carroll, UCSB's Campus Recycling Manager. It is also important to maximize signage visibility so that material is placed in its designated location.. Having detailed signage on all bins will help increase occupant/ visitor awareness of proper practices and reduce contamination.

PACES is very impressed in the departments active participation in the TerraCycle writing instrument recycling program. When the department is ready to get rid of the contents of the Writing Brigade box, you can login to your TerraCycle account and print a prepaid label for shipment back to Terracycle. Please refer to the attachment below for further instructions.

E-Waste

PACES is further impressed by the department's initiative to collect dead batteries in a central area. While PACES commends SIST for collecting their batteries for recycling, they urge the department to take the batteries to the E-waste center more often. When batteries are not taken to waste regularly, they can corrode and pose a large human health risk. PACES was however glad to see that over 80% of attendees are aware of where to recycle e-waste such as batteries (Cheadle Hall). However, 42% noted that they need clarification on e-waste practices. Two areas recycling that needed clarification include who should be contacted to recycle fluorescent light bulbs as well how to dispose of electronic waste that is too large to fit into electronic recycling bins. For recycling fluorescent light bulb, SIST should contact the Environmental Health and Safety department (<http://www.ehs.ucsb.edu/>). E-waste disposal for small items can be placed in the nearest e-waste drop-off location such as Cheadle Hall, but larger items that cannot fit in the e-waste bins can be disposed of by contacting the executive officer for the department.

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.

If there in interest in a workshop or presentation on proper waste and general recycling practices, consider inviting AS Recycling in to do a workshop on recycling (or if this is not possible, PACES can also offer workshop on recycling practices). A presentation can enable SIST to learn about and discuss many recycling topics including the ones mentioned above.

This can also provide an opportunity for SIST staff to provide feedback on the departments recycling program.

Food and Composting

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. UCSB Associated Students' (AS) Department of Public Worms is responsible for helping departments set up composting programs. If there is interest in a compost program, AS can give the department a free bin as well as free pick up services (ranging from 3-5 times per week). They will also set up a time to give a brief presentation on the service and how to participate. You can contact AS by visiting their website at <https://worms.as.ucsb.edu/asr-composting-at-ucsb/>.

Another way to reduce SIST's waste stream is to encourage the use of Eco-clamshells for those who dine at Coral Tree Café and Courtyard Cafe. According to the survey, 80% of occupants who dine on campus would be interested in using an Eco-Clamshell. Therefore, PACES suggests having 2-3 Eco-clamshells for departmental staff to borrow when they are choose to dine at these restaurants.

Food Systems

It was stated during the MSO interview that while the SIST department rarely holds catered events, the department contacts UCSB Dining Services when using a catering event service. The university's Special Events Catering actively supports UC-wide sustainability initiatives by choosing locally sourced products as much as possible. It is important that the department has a conversation with the caterer regarding available sustainable options. PACES was glad that the SIST department often requests both vegan vegetarian options, and always encourages having at least one vegetarian or vegan option available for food events. 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. While modifying your menu can incur a cost, the differential can range from 50 cents to 1 dollar depending on the alternative. In addition, make sure to request 100% compostable serviceware products and place a compost bin near trash and recycling bins at all food events.

When purchasing its' own food for events, the SIST Department can improve on their food order for department meetings or retreats by purchasing from local and sustainable options. Sustainable options may include local, fair trade, organic, and humane food choices. Choosing to purchase produce locally reduces environmental impacts of shipping, keeps food fresher, and supports our local economy and community. UCen Catering, IV Food Cooperative's Catering program (an approved caterer for times when neither the UCen nor Special Events are available to cater), and Silvergreens all support local and sustainable options. One additional recommendation that PACES has for SIST for purchasing their own food is to purchase in bulk packaging whenever possible in order to reduce waste from individual packaging. For example, PACES noticed individuals sugar packets. Consider replacing individual condiments such as sugar with a bulk option, and strive to do so with other condiments and food whenever possible. 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.

Water

According to the survey, 58% of occupants do not know how to report a dripping faucet to and only 55% do so when necessary. Being proactive as a building occupant is significant to the sustainability of the building as whole as leaking faucets can lead to extreme water wastage if left unreported. PACES recommends educating and advising staff to speak up when water appliance issues arise and need to be fixed. In order to get a leaking faucet fixed, submit a work order to UCSB Facilities Management. Encourage staff to either report leaking faucets directly to facilities, or ask them to report this issue to an MSO.

Indoor Environmental Quality and Human Health

Ergonomics

The SIST Department is aware of and utilizes the services provided by Julie McAbee, UCSB's ergonomics program director. For example, during the building walkthrough, PACES was impressed by posting of UCSB ergonomics program signage with stretching exercises and relaxation techniques. PACES recommends inviting Julie McAbee back periodically to assess and improve the ergonomics of workspaces. Ms. McAbee can also assist in assessing which staff members and spaces can best benefit from an office lamp (see "Lighting" subsection), and make recommendations for styles that follow ergonomic requirements. 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.

Health and Wellness

Taking small breaks during the workday can maximize workforce productivity and health. 50% of survey respondents indicated that they eat breakfast and lunch at their desk 3-4 times a week, and 27.8% indicated that they do this 5 times a week. PACES recommends staff members to refrain from eating at their work space to increase health and wellness. 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.

61.1% of survey respondents indicated they would like the department to offer a health and fitness program. 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. Kristyn Keylon is the Healthy Campus Crew representative from the Office of Financial Aid, and leads an office-wide fitness program that motivates staff to exercise and work as team. Fitness is tracked using a fun poster with multiple squares that staff members can cross off to visually track their progress. 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, for a trip to CCBER's campus restoration sites. Supporting health and wellness initiatives extends beyond physical and environmental health. 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.

Human Health and Safety

It is important to be aware that VOCs (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. PACES recommends using the free green cleaning spray offered by custodial services, which has low risk to human health because it does not have harmful chemicals. Not only is this spray safer for the office occupants, but it is also environmentally preferred and provided for free. For free refills of this cleaning product, contact Byron Sandoval, head of custodial services at UCSB, at (805) 893-2661 extension: 2407, byron.sandoval@pf.ucsb.edu. Although PACES commends the SIST departments use of some products with green certifications, PACES also noticed that the SIST Department often uses bleach to clean too. PACES recommends using Suprox-D, Oxivir tb and Oxivir Five 16, instead of bleach and 409 to prevent VOCs from being emitted into the air and getting into building occupants' bodies.

It is also important to keep VOCs and all potential pollutants away from food preparation, service and storage areas to prevent ingestion of harmful particles and toxins. The SIST Department has done this well by stationing the printing and copier machine on the side of the hall opposite of the majority of the staff work spaces and using toxic-free dry-erase markers. Furthermore PACES recommends the SIST department to send used toner and ink cartridges to AS Recycling or Central Stores for remanufacturing and then purchase remanufactured ink cartridges as an alternative to the standard ink cartridges.

Communication and Training

PACES is impressed that 50% of occupants said they sometimes take an active role in helping the department reduce their impact while 38.9% said they frequently do so. In order to foster this interest in becoming involved building-wide environmental efforts, SIST staff members should be informed of the recommendations provided by PACES that are outlined in this report. Currently, according to the survey, 95% of respondents said that they have no training on sustainability. 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. 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 the office operations.

During the MSO interview it was also noted that there is great interest in additional sustainability workshops or training. PACES can offer these workshops in a variety of specific areas, such as sustainable purchasing and green event/catering. Please let us know what topics you are interested in. 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:

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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 (PCR) with 50-100% PCR
- 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

Water and Waste Management

- Inform office staff of who to contact for water leaks
- Replace disposable cups and coffee cups with mugs and reusable cups
- Ensure that all recycling and waste bins are paired with descriptive signage
- Add a compost bin in kitchen space
- Encourage department to use reusable water bottles and coffee mugs
- Consider inviting AS Recycling to conduct a presentation of proper e-waste and recycling practices, or provide department communication materials
- Encourage the use of Eco-Clam Shell To-Go Boxes for those who dine at Coral Tree Café and Courtyard Cafe

Food Systems and Events

- Choose sustainable, local, fairtrade, and organic options when catering or purchasing food for small office events for at least 1 meal

- For staff events with food, purchase compostable cups and utensils, and napkins and paper towels with post-consumer recycled content

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
- Limit the use of bleach and/or replace with Suprox-D, Oxivir tb or Oxivir Five 16
- Use all-purpose green chemical provided by facilities for cleaning office space rather than Clorox wipes or use other Green Seal certified cleaning products
- Encourage department to participate in exercise programs and activities
- Use water-based permanent and dry-erase markers and pens
- Send used toner and ink cartridges to AS Recycling or Central Stores for remanufacturing

Communication and Training

- Provide sustainability resources and information through a bulletin board or electronic listserv
- Incorporate sustainability information into staff meetings
- Invite PACES to 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
- Integrate a sustainability portion to initial staff trainings
- Establish a way for staff in the department to give feedback on sustainability efforts

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 for 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

Starting your Pen, Pencils, and Markers Zero Waste Box

Terracycle offers a recycling program for stationary products. This guide outlines the steps to recycling your department's pens, pencils and markers. The collected waste is mechanically and manually separated into metals, fibers, and plastics. Help divert your office's waste and purchase a collection box with Terracycle that can last all year!

These are the steps:



#1 Purchase a collection bin

Purchase a collection bin directly from Terracycle. You can also purchase a collection bin directly from Staples and save 15% off.

<https://tinyurl.com/yicytlqff>

<https://tinyurl.com/yan5ve7t>



#2 Market program

Place the bin in a central area of the office so that employees can conveniently place items when its time for disposal. Print out informative posters next to the collection bin to introduce the TerraCycle recycling program to staff.



#3 Collect items

A collection bin helps engage your department and keeps your collection clean and organized. It is important that the department clearly communicates which waste can be placed into the collection bin. Below is a list of items that are accepted by the program:

- Discarded pens
- Pen caps
- Mechanical pencils
- Markers
- Marker caps
- Permanent markers
- Permanent marker caps



#4 Ship to Terracycle

Once full, bring your box to any UPS location to ship your items back to TerraCycle using the pre-paid UPS shipping label which is already affixed to your box. Ship your shipment box through UPS. The nearest UPS location is 3.8 miles away from UCSB.

5662 Calle Real,
Goleta, CA 93117
(805)-967-2933

M-F 8AM-6PM
Sat 9AM-5PM
Sun Closed

Waste and Recycling Guide



Electronic Waste Disposal



In California, it is illegal to throw away some electronics such as batteries and cell phones because of the toxic chemicals they contain. Because of this, AS Recycling has created over 40 e-waste bins on campus where you can safely throw away your electronics. For an interactive map of e-waste bin locations, check out the UCSB Interactive Map. Click the the "Layers" tab then select the "Waste Infrastructure" option. The yellow dots indicate e-waste bin locations.

What is Accepted

- Anything with a power cord or battery
- Handheld devices and small appliances
- All types of batteries
- Ink and toner cartridges
- Disk, tapes, and cassettes
- CFL light bulbs (ONLY in light bulb bins)

What is NOT Accepted

- Smoke detectors
- For items that cannot fit in e-waste bins, contact Distribution and Logistical Services's Surplus Sales at (805) 893-2732 for pickup
- For questions regarding service or large items and special pick-ups, please call A.S. Recycling at (805)-893-7765

Hazardous Waste Disposal



There are some items that contain dangerous chemicals that cannot be thrown in regular trash. Environmental Health & Safety offers the Hazard Waste Program, a cost-effective option to get rid of dangerous chemicals. This program accepts UCSB generated waste only. All other waste should be disposed of using Marborg Recycling Centers or the Santa Barbara County Hazardous Waste Facility. For more information, please visit: <http://www.ehs.ucsb.edu/hazwaste>

What is Accepted

- Paints
- Stains
- Paint Thinner
- Solvents
- Automotive Fluids and Filters
- Pesticides and Fertilizers
- Cleaners
- Batteries (these can be put in e-waste bins)
- Aerosols
- Glues
- Corrosives
- Pharmaceutical Waste



Green Cleaning Guide

Get Access to Sustainable Products on Campus for FREE!

All-Purpose and Surface Cleaner can be supplied cost free for your department through UCSB custodial services. The green cleaning products chosen by the campus include fewer harsh chemicals and toxins than commonly found in standard cleaning products. Contact Byron Sandoval at customer.service@pf.ucsb.edu to express interest in obtaining or refilling your department's supply. Indicate your building and room number, and how many bottles you're requesting or refilling. If your department is part of the UCen or campus housing, please contact us for more information.



Look For Products With Reliable Green Certification

Many products use branding that says "green" or "natural" yet don't actually meet third-party guidelines for sustainable products. The certification that UC utilizes in our policies is the Green Seal Certification. Referring to a third-party certification ensures that products are truly environmentally responsible rather than simply advertising as eco-friendly. If you can't find a product with this certification another certification that can represent truly sustainable products is the EPA Safer Choice Certification or US Ecologo. Look for sustainable products in Gateway and by checking for these certifications.



Preferred Level: At least 75% of purchases are certified by one of the recognized certifications

Recognized Certifications and Standards



#1

Green Seal



#2

EPA Safer Choice



#3

UL Ecologo

<https://www.epa.gov/saferchoice/products>
<http://www.greenseal.org/GreenLiving/WheretofindtheGreenSeal/CaringFortheHome.aspx>
<http://sinsofgreenwashing.com/findings/the-seven-sins/>



VAMPIRE POWER

Did you know that if your TV, computer and other appliances are plugged in, they are quietly consuming electricity, even when they are turned off?

U.S. Department of Energy



Last year in the United States, vampire power cost consumers over \$3 billion in one year. That's enough to buy 10 years of groceries for 50,000 families of four!

[Source: Energy Information Administration]

COMMON CULPRITS



Laptops
&
Computers



Kitchen Appliances



Chargers



Printers
&
Copy Machines

REDUCE VAMPIRE POWER

Look for ENERGY STAR labeled home and office electronics

These energy efficient products have lower standby power than comparable non-ENERGY STAR products.

Use a power strip with an on/off switch to plug in your appliances

Consider plugging your computers and printers to a power strip that you can turn off at the end of the work week.

Unplug your electronics when they are not in use

Unplug kitchen appliances like toasters, microwaves, and coffee makers when they are not in use.



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






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.

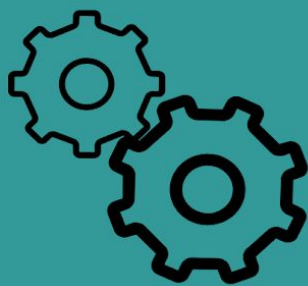
-  Put hard disks to sleep when possible
-  Slightly dim the display while on battery power
-  Enable Power Nap while on battery power



POWER MANAGEMENT GUIDE

Run Windows Power Troubleshooter

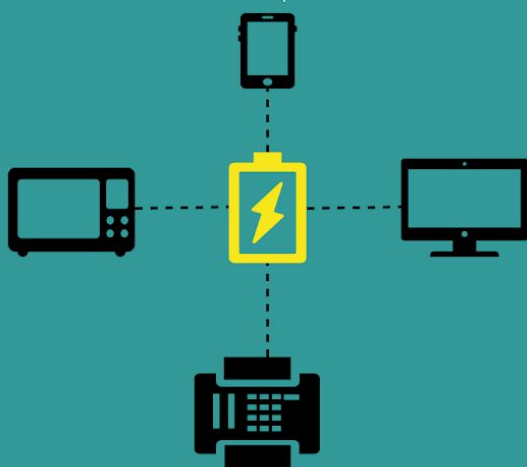
The power Troubleshooter will look for any power-draining processes and fix them. To do this, go to Control Panel and search for "troubleshooter". Then click "view all" on the left-hand side and select "power". Go through the steps and the troubleshooter will run.



Work on a laptop instead of a desktop computer



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.

The Healthy Campus Network Crew

Iris Chen - HCN Coordinator - irisevchen@gmail.com

Katie Maynard - Sustainability Coordinator - kcmaynard@ucsb.edu



The Healthy Campus Network (HCN) envisions a campus where staff and faculty are encouraged by their colleagues and by the campus culture to engage in health and wellness activities and to strive to continually improve their health in all aspects of the wellness wheel. The HCN crew, a group of staff and faculty from departments throughout campus volunteer to encourage and support their colleagues to live healthier lifestyles by sharing information about new resources, workshops, and opportunities to engage in wellness programming on campus. Crew members will also engage their peers in team building activities that support a culture of wellness.

Wellness Activity

Organize one team building activity per quarter around health and wellness. This could touch on any area of the healthy campus network including physical health, mental/psychological health, social and cultural health, professional and academic health, environmental health, or financial health. Some examples could include planning a walk around the lagoon with your colleagues, having a lunch time potluck or picnic highlighting a healthy recipe, inviting fidelity to offer a financial workshop for staff in your department, gathering together several people from your department to visit CCBER's campus restoration sites, or organizing a group meditation.

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 which 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

« FIT SQUAD »

UCSB RECREATION

MONDAY

10:00am	Morning Stretch & Release	North Hall
10:30am	Morning Stretch & Release	Buchanan Hall
3:15pm	Strength Training	Campbell Hall
3:45pm	Strength Training	Kerr Hall

TUESDAY

10:00am	Power Vinyasa	Student Resource Center
10:30am	Power Vinyasa	Student Resource Center
3:00pm	HIIT / Circuit Training	Corwin Pavilion
3:30pm	HIIT / Circuit Training	Ortega

WEDNESDAY

10:00am	Morning Stretch & Release	North Hall
10:30am	Morning Stretch & Release	Buchanan
3:15pm	Strength Training	Campbell Hall
3:45pm	Strength Training	Kerr Hall

THURSDAY

10:00am	Vinyasa Flow	Student Resource Center
10:30am	Vinyasa Flow	Student Resource Center
3:00pm	HIIT / Circuit Training	Corwin Pavilion
3:30pm	HIIT / Circuit Training	Ortega

FRIDAY

10:00am	Abs & Glutes	North Hall
10:30am	Abs & Glutes	Buchanan
2:00pm	Power Vinyasa	Campbell Hall
2:30pm	Power Vinyasa	Kerr Hall

Flip over for FIT SQUAD map!

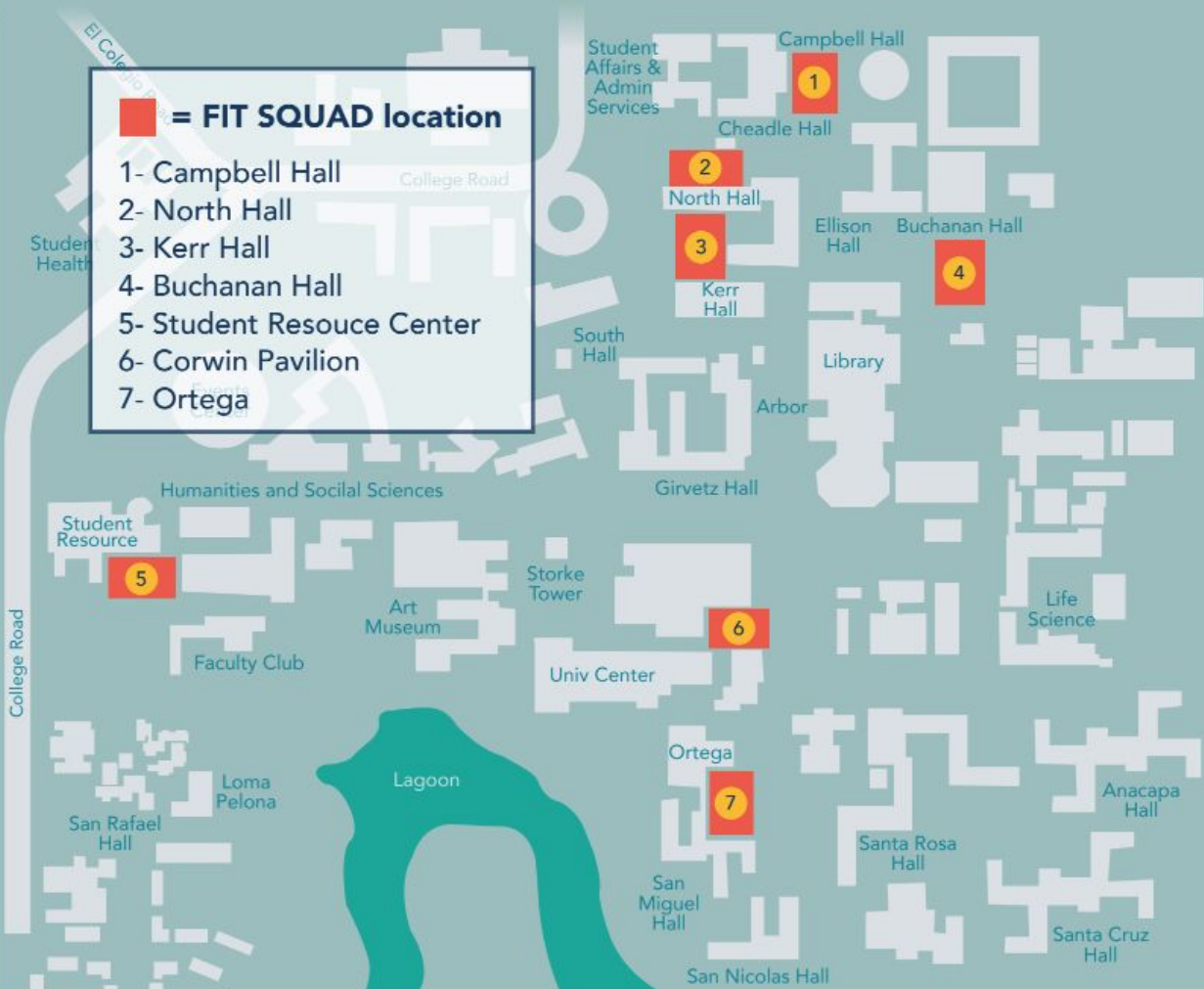
UCSB Department of
Recreation

« FIT SQUAD »

UCSB RECREATION

FIT SQUAD is a FREE program designed to increase the overall health and well being of the UCSB community inclusive of students, staff and faculty. Join us for 15-minute fitness classes held at various locations around campus that are led by nationally-certified personal trainers and fitness instructors. No registration necessary and all are welcome!

Flip over for weekly FIT SQUAD schedule!



recreation.ucsb.edu