Faculty & Staff Sustainability Handbook

UCLA Sustainability - Green Office Program

CHECK LIST

Things to make sure you have on hand

- Recycling bins (request online with UCLA's Recycling Receptacle Request Form)
- Power strips
- UCLA "Conserve Energy" signs
- UCLA Green Purchasing Guide
- Basic prerequisites for Green Office certification
    o Monitors set on X 15 minutes or less for standby mode
    o Energy conservation sign(s) posted visibly
    o Occupancy survey

- o Office has desk-side recycling bins or has requested them
- o Office has bin for ink cartridges & small electronics
- o Office has battery bin clearly visible
- o Staff members in charge of purchasing have been informed about UC Purchasing Policy & have the Green Purchasing Guide

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HELPFUL INFORMATION

What is "sustainability"?
Sustainability refers to the qualities that allow present needs to be met without compromising resources for future generations. As a university, we have a special role as educators, leaders, and innovators to work together in creating viable alternatives for a thriving human society.

Is this going to be expensive?
- o By making small changes, "going green" is not only easy, it is also cost effective; it enables us to save resources *and* money simultaneously. Many of recycled content products offered by UCLA vendors cost the same price as product made from virgin materials. Plus, this handbook focuses on behavioral changes, which may just cost you a little extra time or effort.

What is a phantom electricity load?
- o Also known as standby power or leaking electricity, phantom loads refer to the electricity used by appliances when they are in standby mode or turned off. As long as an electronic device is plugged into a socket, it's drawing power. You can eliminate phantom loads by plugging electronics into a power strip & turning the strip off when leaving for the day, saving yourself up to 20% of your current energy bill.

What is a smart power strip?
- o As opposed to conventional power strips, smart power strips automatically stop phantom electricity loads without an on/off switch. Some smart strips also have specified sockets that won't turn off the electricity flow for electronics that need to be on 24/7 (e.g. digital clocks). Smart strips are a little pricier but require less diligence in eliminating phantom loads.

Fact-checker
- o Turning off your computer overnight won't wear out your computer's hardware--it's made to be turned on and off. The energy surge used to turn a computer on is significantly less than that required to run a computer for several hours or more.
- o If you have to leave your computer on, put it in sleep or standby mode, where it uses about 70% less energy and can still install server updates.
- o Using cold water to wash your hands. As long as you use soap, you'll be getting rid of those germs!

Green Labels, Ratings, & Certifications:
Electronic Product Environmental Assessment Tool, or **EPEAT**, rates computing products based on environmental impacts, such as materials used, packaging, energy conservation, performance, and disposal. Products are rated on a bronze, silver, or gold standard.

Energy Star is a program by the U.S. EPA and Department of Energy that identifies energy efficient products and buildings. Computers, kitchen appliances, and other products with an EnergyStar label generally use 20%–30% less energy than required by federal standards.

Green Seal is a certification for products whose production, consumption, and disposal have significantly less impact on the environment & human health. Certified products range from cleaning products to paper & printing products.

ENERGY

- Use EnergyStar Appliances, which are more energy efficient. (www.energystar.gov)
- Green your computer settings:
    - Turn off the monitor & speakers if you aren't using them for 20 minutes or more
    - Program your computer to enter standby/sleep mode after 30 minutes of inactivity.
    - Shut down your computer when leaving for 2 hours or more
- Utilize natural lighting.
- Purchase window shades to help regulate workplace temperature. You can also invest in solar and insulated shades, which specially diffuse light and control temperature (check out AeroShade, one of our vendors).
- Before you buy, think about ways you can reduce and consolidate (for example, have more staff share a printer, share with a neighboring unit, etc.)
- Identify problems in the system. Look for lights that stay on or areas with too many lights. Notify Facilities & replace with motion detectors or occupancy sensors.
- Use less paper. (Did you know? Producing paper utilizes large amounts of water; conserving paper also conserves water!)
- Turn off/unplug water cooler and refrigerator on weekends and campus closures.
- Only use cool water in bathrooms (soap and friction remove germs not hot water).

EVENTS & WASTE

Set-up
- Go paperless for invitations by using email or internet (e.g. evite).
- Pick a central location or a venue that is near public transportation.
- Decorate naturally (e.g. plants, local flowers), if at all.
- Instead of paper table cloths, either go without or use cloth.
- Use compostable or reusable plates, utensils, and/or cups.

Refreshments
- Order food and drinks in bulk quantities, rather than individually wrapped items. Less packaging means less goes to landfill.
- Order food from businesses located close to the office to minimize resources needed for transport.

- Order locally grown/produced food to minimize impact in terms of processing and transport to store, but look for hidden costs.
- Select "fair trade certified" items, if available.
- Provide a water station with reusable mugs in lieu of individual bottles of water.

Clean-up
- Provide clearly labeled recycling bins for separation of waste: cans/bottles/plastics, compost (if available), landfill, etc.
- Clean items prior to recycling, if needed (e.g. oil-contaminated items cannot be recycled).
- Donate leftover food to a local charity.
- Use environmentally friendly cleaning products. According to www.graphicdefine.org, "Some of the safest cleaners for humans and for the earth are those that are the cheapest too: baking soda, vinegar, lemon juice and plain old elbow grease"

Tips for Individuals
- Maintain a set of dishes and utensils at work to avoid using plastic plates, cups, and silverware.
- Bring lunch to work in reusable containers.
- If you go out to lunch, eat locally.
- Keep a reusable water bottle at work.
- Drink tap water!

Tips for Offices
- Provide easily accessible recycling bins for bottles/cans/plastics and instruct staff what can/cannot go inside.
- Provide staff with reusable coffee mugs and other dishware and eliminate plastic and Styrofoam.
- Provide fair trade coffee.
- Save used coffee grounds for use in home garden:
- Ask for compostable utensils and paper products. Some catering companies will give you a discount for providing your own compostable products.
- Minimize paper mailings and handouts. If you must use paper, make sure that you print on both sides.
- Monitor your guest list and don't order more food than you need. Order food that is easy to save and bring home.
- Hosting a big event? Check out the Events Office's Sustainable Events planning handbook.

MAIL & DOCUMENTS

- Use recycled paper.
- Print/Copy on both sides.
- Try to use less paper by minimizing what you print.
- Print on demand so you don't have overrun waste.
- Design pieces to use the space and with printing on both sides in mind.

- Mail and Document Services can assist you in converting documents from hard copy into electronic databases. This helps to improve productivity and document management capabilities while going green.
- Use electronic forms and BruinPost options whenever possible.
- When possible, use soy-based inks instead of standard inks, which are petroleum-based.

PURCHASING

- Group your purchases within your department or building to reduce the number of trips required to deliver supplies.
- Reuse Office Supplies such as folders, notebooks and dividers.
- When ordering paper products such as copier and custodial paper, look for Green Seal Recommendations.
- Paper qualities to look for:
  - o Unbleached or uses no elemental chlorine products in the bleaching process
  - o Has a low basis weight (such as 20 lb.) to minimize the use of fiber.
  - o Has a high post-consumer recycled content. A suggested choice is Boise Aspen Recycled papers with 30%, 50% or 100% post-consumer recycled content.
- While all the vendors of UCLA's preferred vendors are "Green", not all vendors' products are green. Here are a couple of vendors that sell compostable or biodegradable cups, food containers and paper items:
- World Centric - Vendor #214781001 @ www.worldcentric.org
- Eco-Products - Vendor #221146002 @ www.ecoproducts.com

RECYCLING

- Request a Recycling Bin.
- Fill out an on-line Recycling Receptacle Request Form, or
- Call the Recycling Hotline at 310-825-3971
- Avoid Plastic Water Bottles. Try using a Brita filter or water cooler.
- Remember that styrofoam is recyclable in Los Angeles as well!

Batteries
- Mail or drop off your batteries to Campus Maintenance c/o Recycling Coordinator 151308.
- Special collection containers are available if you contact Chris Gallego at the Office of Refuse and Recycling by email or phone (310-825-3971). A Recycling Receptacle Request Form must be filled out.

Printer Cartridges (Ink/Laser)
- Mail or drop off to Campus Maintenance c/o Recycling Coordinator 151308, or
- Return to the manufacturer as per instructions on product.

CDs, CD-ROMs, and DVDs

- Disks only (not boxes or sleeves) can be dropped off at several locations on campus.
- Cell Phones
- Some buildings have drop boxes located in them (Murphy and Ackerman).
- You may also donate your phone to the Wireless Foundation.

TRANSPORTATION

BruinGo

- Use your BruinCard to ride all Santa Monica and Culver City Bus routes for 25¢.
- If you ride regularly, purchase a FlashPass at the beginning of each quarter for even greater savings. (Available for purchase in the Transportation lobby and online) Learn More.

Go Metro

- This quarterly transit pass is offered to UCLA staff and students at a 50% discount and is valid "24/7" on all Metro Buses and Metro Rail lines.
- Available for purchase at UCLA's Central Ticket Office (CTO) and online. Learn More.

Santa Clarita Transit

- A 50% subsidized 20 trip punch card is offered to UCLA staff and students, available at UCLA's Central Ticket Office (CTO). Learn More.

Amtrak California Thruway Service to Westwood

- Amtrak California's new Westwood/UCLA Thruway is a dedicated motor coach connection to San Joaquin and Pacific Surfliner trains. Learn More.

Commuting by LADOT Transit

- UCLA students and employees who ride L.A. Department of Transit (LADOT) Commuter Express buses can now purchase a new subsidized pass that takes the place of the Metro TAP card and zone stickers.
- You should choose this option if you are a regular LADOT commuter, and take their buses, roundtrip, three or more times a week.
- If you ride Metro more than LADOT buses, the Go Metro TAP pass likely is a better option for you. Learn More.

Vanpool

- Vanpools travel to more than 85 Southern California communities.
- Participants in our program have saved collectively more than 8 million passenger trips and more than 15 million gallons of gasoline consumption.
- Our environmentally-friendly vans assist in improving the air quality by eliminating over110 tons of pollutants from the air that we breathe. Learn More.

Carpools
- Whether you are a student, faculty or staff member, carpooling can save you time and money. [Learn More](#).

Shuttle Services
- The UCLA community benefits from two campus shuttles, evening van service, and convenient non-stop bus service to LAX. Certain restrictions apply. [Learn More](#).

Bike Options
- Tired of being stuck in traffic? Leave your car at home and hop on your bicycle to get to campus.
- Combine your bike ride with public transit to travel greater distances.
- Most public transit to & fromUCLA features bike racks.
- On campus, UCLA Recreation has many shower and locker facilities taht are available to students, staff, and faculty. [Learn More](#).

Zipcar
- Zipcars are available at UCLA. Whether you need to run an errand or lug some laundry around, all you have to do is go online and reserve.
- Zipcars are available by the hour or the day - wheels when you want them.
- Use your Zipcard to unlock the car (the keys are inside) and you're ready to drive. Just remember to bring your Zipcar back on time when you're done.
- Gas, insurance and 180 free miles are included with every reservation.
- Join at zipcar.com/ucla.