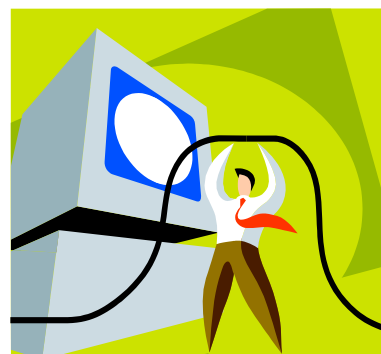


University of Victoria

Green Guide

*"Real change isn't possible
unless we all get involved.
Let's get to work."
(David Suzuki)*



**University
of Victoria**
Campus Planning
& Sustainability



Sustainability in action.



Version 1.4 – March 2013

Table of Contents

Welcome / 3

- Introduction
- UVic Commitments to Sustainability
- How we will meet our commitments
- Sustainability Action Teams

Top 20 Sustainability Actions / 6

Section A - Energy Conservation / 7

- Computers
- Power bars
- Lights
- Other office equipment

Section B - Waste Reduction / 10

- Mixed paper
- Bottles, cans and hard plastic
- Landfill waste
- Other recyclable items:
 - Corrugated cardboard
 - Batteries
 - Cell phones
 - Soft plastics
 - Styrofoam
- Campus compost system
- Office composting program
- Other waste reduction tip
- Zero Waste Events
- Move Out Guide

Section C - Sustainable Transportation / 15

- Transit
- Cycling amenities
- Driving options
- Videoconferencing

Resources and contacts / 19

Welcome

Introduction

Most of us care about the environment and want more done to protect it. And many of us would find our work more rewarding if it connected more to our personal values. Since we spend as much time, if not more, at work with our co-workers then we do with family and friends, greening our workplace is an ideal opportunity to combine our desire to help the environment and enhance our every day work experience.

This UVic Green Guide has been created to be a one-stop reference guide for offices at the University of Victoria on how to make our campus more environmentally sustainable. It includes helpful information on conserving energy, reducing waste and making sustainable transportation choices, plus contacts and references. It is a “living document” and will be updated periodically with new information and ideas – many of which will come from you! More detailed information can be found at www.uvic.ca/sustainability.

University Commitments to Sustainability

The University of Victoria has made some significant institutional commitments towards advancing sustainability on our campus. These commitments demonstrate the university's overall intention to make our campus a “living laboratory” for sustainability:

1. *UVic Strategic Plan: A Vision for the Future – Building on Excellence*

The university's strategic plan makes many references to sustainability including in the Mission a commitment to “promoting the development of a just and sustainable society through our programs of education and research and the stewardship of our own financial and physical resources.” (p. 6) It also states a key Goal “To establish UVic as a recognized cornerstone of the community, committed to the sustainable social, cultural and economic development of our region and our nation.” (p. 14) Read the full report here: <http://www.uvic.ca/strategicplan/assets/docs/strategicplan.pdf>.

2. Sustainability Policy (Policy No. 1794)

This formal policy adopted by the Board of Governors in March 2009 is an overarching framework that serves to assist the university community in incorporating sustainability into decision making and provides a common understanding of what sustainability means at the University of Victoria. It further defines “sustainability” as the state of achieving the ecological balance that allows social development and economic prosperity to be achieved across generations – triple bottom line decision-making. Read the complete policy here: http://web.uvic.ca/hr/employment/SustainabilityGV0800_1794.pdf

3. *Sustainability Action Plan for Campus Operations, 2009-2014*

This five year strategic plan to operationalize sustainability was adopted by the Board of Governors in March 2009. It contains a vision, goals and actions in eight separate but interrelated topic areas:

- a) Energy and climate
- b) Transportation
- c) Purchasing
- d) Governance, decision-making and sustainable resources
- e) Buildings and renovations
- f) Grounds, food and urban agriculture
- g) Waste reduction
- h) Water management

It also contains six foundational commitments including the creation of a Sustainability Advisory Committee and Sustainability Action Teams. The goals are referenced throughout this document. Read the full plan here:

<http://www.uvic.ca/sustainability/assets/docs/FinalACTIONPLAN.pdf>.

How We Will Meet Our Commitments

UVic can only meet its stated sustainability goals with a collaborative effort of everyone on campus – staff, faculty and students – to become role models to ourselves, our colleagues, students and the surrounding community.

Every individual action can have an impact on the environment, and the decisions we make every day about how we get to work and what we do once we're here have ramifications on UVic's ability to meet our commitments. Consider these facts:

- Offices are becoming a major driver of climate change as computers, other office equipment and communication networks suck up energy at a rapidly increasing rate.
- 20 percent of Canada's greenhouse gas emissions come from transporting people, including daily commuting and business travel.
- Two-thirds of waste comes from commercial and industrial sources.

Cumulative small steps can make a huge difference. You can help by taking action at your workstation, in your office, and by shifting your department culture toward more sustainable practices. Sustainability means working smarter – being more efficient with our limited resources, reducing waste and overall creating a healthier workplace.

Sustainability Action Teams

One of the foundational goals contained in the UVic *Sustainability Action Plan: Campus Operations, 2009-2014*, is the creation of **Sustainability Action Teams** (SATs) across campus.

The SATs play a key role in the implementation of the UVic's sustainability goals by engaging the campus community in local efforts to reduce the ecological footprint of the campus. Staff, faculty and students will work together to reduce energy consumption, promote waste reduction strategies, alternative transportation options, and other sustainability initiatives in offices, classrooms, labs, libraries, buildings, residences and our personal lives.

Goals of the Sustainability Action Team program:

- Implement goals from ground up utilizing staff creativity
- Team building, staff engagement, you learn/we learn
- Role models for students and the community
- Way to bring your personal values into the workplace

Outcomes:

- Less energy used (lower electricity & natural gas = less greenhouse gases!)
- University saves \$\$\$ and meets Action Plan goals!
- Less waste
- Healthier, more engaged staff
- Prizes, awards, recognition
- Fun, meet new people, learn new things
- Take knowledge home and into community

Build Your Team

1. Arrange for a staff presentation from the Office of Campus Planning and Sustainability action@uvic.ca or call 853-3758.
2. Register your team with a designated team leader.
3. Distribute this Green Guide, review the sources and print relevant sections.
4. Become part of a network of campus sustainability leaders, come to informational seminars, lunch 'n learns, and become eligible to win great prizes and awards.
5. Have fun!

Top 20 Campus Sustainability Actions

Small actions done by a lot of people can have a big impact. Pick a few of these to get started:

1. Always turn off the lights when you leave your office or meeting room or class room.
2. Set up a voluntary office compost system in your lunch room.
3. Save your data to a shared drive so that you can shut down your PC completely at the end of the day.
4. Set all printers and copiers to default double-sided print mode.
5. Cycle to work – you'll eliminate greenhouse gas emissions with your daily commute, save money and get in shape!
6. Order one of the new Kyocera high efficiency multi-purpose machines to consolidate printers, faxes, scanners and copiers around your office, and set it go into standby mode after 30 minutes of inactivity.
7. Always carry a reusable coffee mug and water bottle with you.
8. Next time you upgrade your PC, consider a laptop vs. a traditional desktop (uses about ¼ the energy to run).
9. Compost your disposable coffee cup! (remember to remove the lid first)
10. Connect all of your electronic equipment to a power bar that you can shut off when you leave to reduce "phantom load" of electricity.
11. Purchase a discounted employee monthly bus pass from Campus Security (savings of 55%!).
12. Set your PC & screen to go into standby mode after 15 minutes of inactivity (uses 90% less energy).
13. Leave the car at home at least 2 days per week.
14. Use task and natural light to light your office instead of overhead fluorescents.
15. Only order 100% post-consumer recycled paper for use in the office (the UVic standard).
16. Consolidate office supply orders so that vendors make less trips to campus, and return your delivery box to the vendor.
17. Bring your own bag when shopping at the bookstore.
18. Get a copy of the "Zero Waste Events" brochure before you plan your next event.
19. Flatten all cardboard and leave in the hallway or copier room for janitorial pick up.
20. Join the UVic Employee Victoria Car Share Co-operative program.



Sustainability in action.

www.uvic.ca/sustainability

SECTION A: ENERGY CONSERVATION



Energy conservation goals from the Sustainability Action Plan: **Reduce electricity consumption & greenhouse gases by 20% by 2015 over 2007 levels**

We'd all love to live in a world powered by wind, solar and other renewable energy sources. Until that day comes, we need to work together to reduce the demand for unsustainable energy resources including natural gas and hydro electricity. British Columbians are some of the highest per capita users of energy in the WORLD – we need to do better!

Energy conservation research clearly shows the biggest energy conservation gains are made not from technological fixes or fuel switching, but through behaviour change – changing how we interact with our electrical office equipment and buildings. That's where you come in!

Computers

Campus computers account for approximately 20% of total electricity consumption on campus.

- BC office workers waste 500 gigawatt hours of electricity every year by leaving computers on unnecessarily —about \$30 million worth!
- Computers left on at night needlessly waste about \$100 per workstation per year. (For an organization with thousands of workstations, that's a lot of money!)
- Colleges in Quebec City and Ottawa have each saved about \$17,000 a year by shutting down their computers for five to seven hours a night.

How much electricity does an average PC use?

Desktop	60-250 watts
Laptop	15-45 watts
In Sleep/Standby mode	1 – 6 watts
CRT 17" monitor	70-80 watts
LCD 19" monitor	17-31 watts
In Sleep mode (dark screen)	1 – 15 watts
Screensaver mode	No change



Computer Checklist

1. The most energy efficient computer is one that is **shut off** when not in use!
2. Store ALL your data on a **shared drive** so that your individual hard drive does not need to be backed up.

If your office does not make use of shared drives, contact University Systems. All faculty and staff can get free shared secure network storage and should be encouraged to utilize it.

See: <http://www.uvic.ca/systems/storagebackup/departmentalstorage/>

3. Use a **laptop** whenever possible – Laptops use ¼ the energy of a typical desktop computer and perform most office functions at the same speed.
4. If you do need to leave your computer on, have your power settings set to put your monitor and computer into **Standby/Sleep** mode after a predetermined period of no activity (see Control Panel > Power Options > Power Schemes).*

Recommended Power Management Settings (PC and Mac):

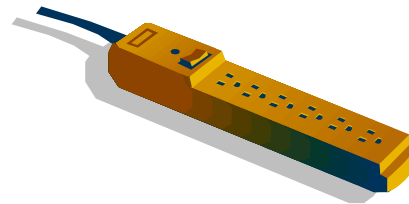
Monitor:	Turn off after 10 minutes
Hard Drive:	Turn off after 20 minutes (Does not save much power & can be ignored)
Standby:	Turn on after 20 minutes

Advanced settings can be set up to prompt for a password when resuming from Standby mode (recommended).

*From Windows Help: **Standby** (or Sleep) mode is a state in which your monitor and hard disks turn off, so that your computer uses less power. When you want to use the computer again, it comes out of standby quickly, and your desktop is restored exactly as you left it. Use standby to save power (**up to 90%**) when you will be away from the computer for a short time while working. Because Standby does not save your desktop state to disk, a power failure while on Standby can cause you to lose unsaved information.

Power Bars

- We are losing large amounts of electricity to unused electronics via “phantom loads”
- Turn off power bars when not in use to completely cut electrical current
- Try using a power sensing power bar that will automatically shut down selected equipment when not in use.



Lights Out!

Lighting accounts for 30-35% of total campus electricity consumption!

- The most efficient light bulb is one that is turned off, so remember to flip the switch when you leave your meeting room, lab or office.
- Use task light where possible to reduce electrical workspace consumption.
- If you have ample sunlight turn off all space lighting.



Other Office Equipment

Replace your office printers, photocopies and faxes with one new multifunction unit from Kyocera

- Using one unit instead of individual pieces of equipment across the office greatly increases energy efficiency.
- All machines are highest grade Energy Star rated.
- Pay only for each page printed.
- Toner cartridges are completely recyclable.
- All default to double-sided printing to save paper.
- Set to go into Sleep Mode - saves 95% energy!
- Seamlessly uses 100% post-consumer recycled paper.



Contact Peter Klit at Printing & Duplicating Services for more information at local 8302 or pwk@uvic.ca.

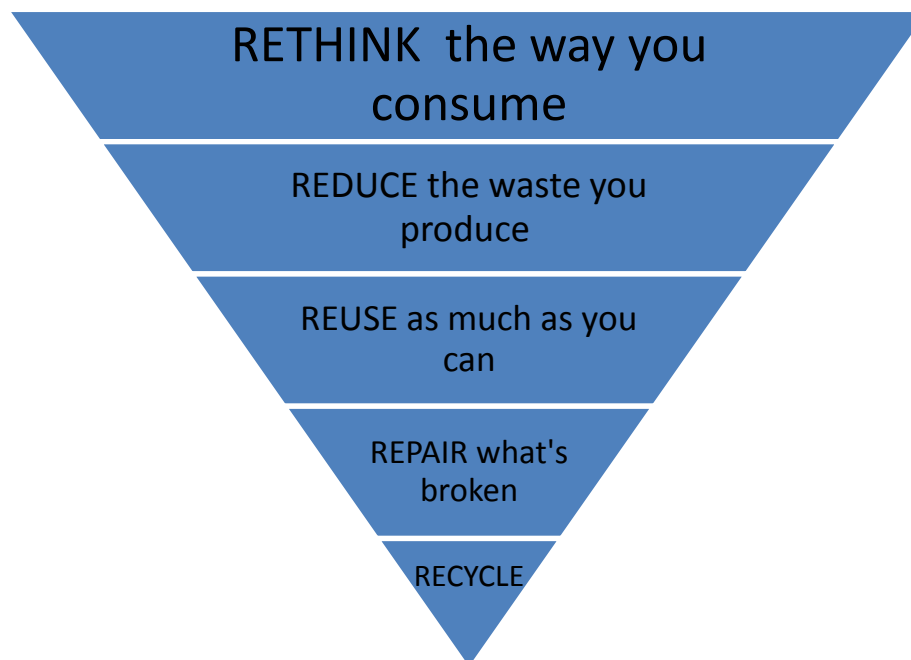
SECTION B:

WASTE REDUCTION



Waste Reduction goal from the Sustainability Action Plan: **A waste diversion rate of 75% by 2012**

The greatest contribution a building user can make to the campus waste management program is to limit waste production in the first place. The university promotes the five rules of waste management:



Campus Recycling & Composting Systems

UVic is working hard to offer facilities and programs to recycle and compost as many materials as possible, but **it's up to us** to use these systems properly in order for them to make an impact on our overall waste stream.



Standard Three Sort Waste Stream

Each office and classroom has blue recycling bins **for mixed paper only**, plus centralized kiosks or 3-bin sorting stations that accept the follow materials:

1. Mixed paper



- ✓ All office paper
- ✓ Magazines & newsprint
- ✓ Phone books
- ✗ NO corrugated cardboard
- ✗ NO paper towels or paper plates
- ✗ NO plastic binding coils
- ✗ NO COFFEE CUPS!!!

Note: Paper and cardboard are banned from the CRD landfill - we are fined for non-compliance!

2. Bottles, cans and mixed containers



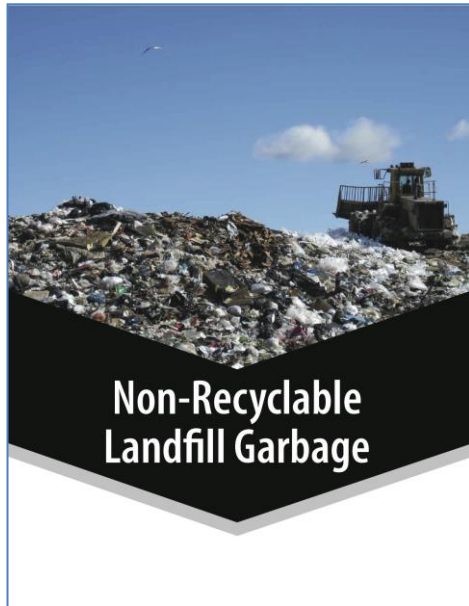
- ✓ Cans & bottles
- ✓ Tin & aluminum foil
- ✓ Hard plastic containers (All #1, 2, 3, 4, 5, 6 & 7)
- ✓ Coffee cup lids
- ✓ tetrapaks

- ✗ NO soft plastic
- ✗ NO COFFEE CUPS!!!

Empty & rinse all containers

Note: All RETURNABLE items are banned from the CRD landfill as of January 1, 2011 – we are fined for non-compliance!

3. Landfill waste



- ✓ Chip bags
- ✓ Granola and candy wrappers
- ✓ Soft plastics*
- ✓ Food waste**
- ✓ Coffee cups**

- ✗ Batteries
- ✗ Styrofoam

****Soft plastics can be recycled in SUB***

***** ALL food waste & coffee cups can be dropped off in the composting totes around campus grounds***

***Don't just
throw it
out!***



Other Specialty Recycling

Corrugated cardboard

- Flatten and set aside for janitorial pick up

Styrofoam

- Call FMGT Service Request Lin at 7616 for clear Styrofoam recycling bags
- When full, set aside for janitorial pick up

Batteries

- All undamaged household batteries
- Recycle bins located in: SUB, UVC, ISC, and Bob Wright

Cell phones

- Personal cell phones only with SIM card or equivalent removed
- Recycle bins located in: SUB, UVC, ISC, and Bob Wright
- For UVic cell phones, contact Network Services

Soft plastics

- Shrink wrap, bubble wrap, plastic bags, Ziploc bags (clean)
- Recycle bin in SUB

Get a handy summary of UVic recycling systems on our recycling tent card at www.uvic.ca/sustainability.

Campus Composting System

Unlike the typical backyard composter, UVic compostable waste goes to an industrial processor which is capable of accepting all compostable items:



- ✓ All food waste, including meat & dairy products
- ✓ Compostable cutlery & clear cups
- ✓ Paper towels & napkins
- ✓ COFFEE CUPS (remove lids first!!!)



Look for these compost totes around campus. Map: www.uvic.ca/sustainability

Did You Know? Organic food waste makes up over 30% of the Hartland Landfill and releases methane gas, a greenhouse gas 72 times more potent than CO₂. It has many valuable uses, including for natural fertilizer and biofuel.



Office Composting Program

This is a voluntary program requiring volunteers to empty the bins regularly into one of the main drop off compost totes around campus. The janitors will not service these bins.

Have staff sign-up and take turns emptying the bin daily.

Contact wastenot@uvic.ca to get free a bin and bags.

More Waste Reduction Tips and Tricks

- Set all printers and copiers to default double-sided mode
- Only print emails and documents when absolutely necessary
- Use technology like Sharepoint to share documents online
- Use only 100% post-consumer recycled paper (university standard)
- Purchase office supplies in bulk (our suppliers also encourage re-use of cardboard delivery trays) and return the delivery box to the vendor
- Use reusable bags to carry lunch and when shopping
- Carry a reusable coffee mug and water bottle with you
- Bring your lunch in reusable containers

Hosting a Special Event?

We've created a **Zero Waste Events Guide** to help you reduce the waste generated at your next campus event. Look for it on www.uvic.ca/sustainability > Operations > Waste, Recycling and Composting

Moving Offices or Just Cleaning House?

We've also created a Move Out Guide to help minimize the waste generated when offices move or clean out unwanted clutter or outdated equipment and furniture. Look for it on www.uvic.ca/sustainability > Operations > Waste, Recycling and Composting

QUESTIONS ON RECYCLING OR COMPOSTING PROGRAMS?

Call the Waste Reduction Unit at local 3160 or wastenot@uvic.ca.



Section C:

SUSTAINABLE TRANSPORTATION



Sustainable Transportation goal from the Sustainability Action Plan: Increase transit, cycling, walking and ride sharing to 70% of modal split by 2014



UVic offers employees many sustainable transportation alternatives to the single occupancy vehicle. Even if you switch to sustainable transportation part of the time, you can:

- ✓ Save money
- ✓ Increase fitness
- ✓ Decrease stress
- ✓ Save time
- ✓ Reduce your carbon footprint ☺

Did You Know?

- *More than 50% of GHG emissions in the CRD are attributable to vehicle traffic.*
- *40% of trips to campus are in a single occupancy vehicle.*
- *The Victoria Carshare Co-op estimates that it costs an average of \$7,000 per year to own and operate a car.*



Public Transit

- UVic is the second largest transit hub in the region with over 800 buses serving UVic each day from all around the CRD.
- Recent service improvements include two new express services: #15 from downtown and #16 from uptown and late night service on weekends.
- All buses are equipped with bike racks.
- *Employee monthly bus pass subsidy offers a 55% discount off regular price.*



How did you get to work today?

Did you know UVic offers employees who don't have a parking pass a subsidized monthly bus pass for only \$36 per month? That's a 55% savings over the regular price!

We also offer employees a free membership in the Victoria Car Share Co-operative, and free access to the Jack Bell Rideshare program. Plus, we offer ample bike parking, showers and lockers across campus to make your cycling commute safe and efficient. See www.uvic.ca/sustainability for more details, or email alttrans@uvic.ca.

Cycling Amenities

UVic has a cycling friendly campus. Thanks to our mild climate and easy accessibility from the surrounding neighbourhoods, cycling is a viable sustainable transportation alternative for many months of the year. Our campus cycling amenities include:

- **Racks** – thousands of bike racks across campus, some covered
- **Lockers** – 96 lockers available for rent (contact SUBText for rates and availability)
- **The Bike Kitchen** – a self-service bike repair kiosk open 24/7 for air and quick repairs (north side of SUB)
- **Showers** in 9 buildings:
 - ❖ Ian Stewart Complex – all staff with gym membership
 - ❖ McKinnon Gym – all staff
 - ❖ Engineering Computer Science Building
 - ❖ Medical Sciences Building
 - ❖ Social Sciences and Mathematics Building
 - ❖ Technology Enterprise Facility
 - ❖ Administrative Services Building
 - ❖ First People's House of Learning
 - ❖ Continuing Studies Building



- **SPOKES** - a volunteer run program that refurbishes donated bikes from around the community and lends them out to students, faculty and staff
- **Bike To Work Week** – every year UVic enters over 40 teams into the regional BTWW event, consisting mainly of staff and faculty, with prizes, food and events all week. Joining a team is a great way to meet new people and develop your cycling skills.

The Bike to Work Victoria Society also offers cycling safety courses throughout the year. See www.biketoworkvictoria.ca for more info.



Driving Options

Car Share

Full time continuing employees who do not have a parking permit are eligible for a FREE membership in the Victoria Car Share Co-op (a value of \$400!). You just pay for monthly usage based on a flat fee plus an hourly rate and mileage charge. This is a great option for people who only need a car occasionally for appointments, meetings and errands off campus. We currently have 3 vehicles parked on campus. Best of all, as a member of the VCSC, you have access to all of the other vehicles in the car share network in the region.



Ride Share/Carpool

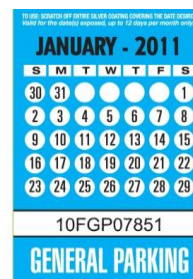
Anyone with a UVic email address can register with our online ride-share matching program sponsored by the Jack Bell Foundation. The system automatically knows your destination is the UVic campus and will try and match you with others along your route on the days and times you specify



Also, you can purchase a carpool parking pass to access specially reserved spots. Contact Campus Security at 721-6683 for more info.

Flexible Parking Pass

You can purchase an annual flexible parking permit that allows you to park on campus up to 12 days per month. With this permit, you can still purchase a subsidized bus pass! This is an ideal option for those who only need to drive to campus occasionally, but take other methods most of the time. Contact Campus Security at 721-6683 for more info.



Winter Semester Parking Pass

If normally cycle or walk during the warmer & drier months, you can purchase a parking pass for November through February only. Contact Campus Security at 721-6683 for more info.

Motor Pool Rentals

Campus Security maintains a motor pool with vehicles available for short and long term rentals to staff and faculty engaged in university business. Our rental units include minivans, with seating for 8 people, including the driver, and a Toyota Prius hybrid car. For rates and availability, call 721-6557.



Smart Driving Tips

The following tips will help your car run more efficiently, reduce wear and tear, and mostly - improve gas mileage (which means less GHGs!):

- Be idle free (3 minute max is the law in the CRD!)
- Drive smaller cars, consider a hybrid
- Keep your car tuned up (tires inflated, regular oil changes, etc.)
- Plan and combine trips



Reducing travel for meetings

UVic Audio Visual Services offers a series of videoconferencing rooms available for rent at reasonable prices. Consider this energy and time efficient option for meetings, interviews and presentations that involve participants from multiple locations around town or around the world. Check <http://web.uvic.ca/mediaservices/> for more information.



Resources and Contacts

Office of Campus Planning & Sustainability website: www.uvic.ca/sustainability

Facebook: UVic Sustainability

Twitter: green_uvic

Contacts:

Sustainability Coordinators:	Rita Fromholt, ritaf@uvic.ca or 853-3758 Matthew Greeno, mgreeno@uvic.ca or 721-6678
Energy Manager:	Murray Peterson, murrayp@uvic.ca or 472-5168
Acting Waste Reduction Coordinator:	Christina Waddle, cwaddle@uvic.ca or 853-3160
Asset Surplus Coordinator:	Stephen Wylie, swylie@uvic.ca , or 415-6873
Parking and Transportation Coordinator:	Patrick Seward, seward@uvic.ca or 721-6685



Sustainability in action.