

## UC Davis Green Workplace Assessment Questions (version March 2020)

### Required Actions

- We have recycling bins for paper and containers (metal, plastic, glass) with signage, in our shared spaces. (Request bins from Facilities Management)
- We've reviewed the Office of Sustainability recycling web page and know what our workplace can and cannot recycle.
- We have double-sided printing set as the default option on all our printers.
- We check for energy saving modes on all equipment (e.g. screensaver on monitors) and turn them on.
- We make sure to always turn off lights in vacant or rarely used rooms.
- We keep our hallway doors closed to allow for room ventilation to run as designed with lab slight negative pressure.
- We report water leaks and water waste to our Department Safety Coordinator.
- Our employees know the benefits of joining GoClub for free if they use green transportation to get to campus (e.g. public transportation, biking, carpooling, etc.).
- Staff members in charge of purchasing are aware of the UC Sustainable Procurement Guidelines, Supply Chain Management's Buying Green webpage, and the Office of Sustainability's Zero Waste Purchasing Guide.
- Event Planning staff have taken the online Green Event Training on [lms.ucdavis.edu](https://lms.ucdavis.edu) (search for "Sustainable Practices: events").
- We share the Green Workplace flyer for all new staff, including colleagues from other countries or cultures

### WASTE: Conventional Waste

- We have compost bins for food and other organic waste, with signage, in our shared spaces.
- We recycle corrugated cardboard boxes in the hallway or loading dock after breaking them down and removing contaminants such as bubble wrap, air pillows and foam peanuts (pro tip: bubble wrap, pillows, and peanuts can be taken to your local UPS store for reuse).
- We collect and recycle our toners and inkjets via intercampus mail (place in sealed container to prevent leaks and send to Distribution Services: Inkjet/Toner Recycling).
- We recycle unusable metal equipment and furniture (contact [recycling@ucdavis.edu](mailto:recycling@ucdavis.edu) for metal recycling dropoff bin locations).
- We have had in-person training from the Office of Sustainability or our Sustainability Champion on what is recyclable and what is not within the last 12 months. Contact [recycling@ucdavis.edu](mailto:recycling@ucdavis.edu) to schedule a training.
- We hold some zero waste meetings at our workplace (provide compost and recycle bins with signage, provide only compostable/recyclable/reusable items including utensils and food service ware)

### WASTE: Hazardous and Universal Waste

- We collect and recycle our used batteries through the WASTE program, send them to the Environmental Services Facility, or drop them off at a campus recycling multibin location.

- We have a bin for recycling small electronics in the workplace and recycle them via intercampus mail (place in sealed container to prevent leaks and send to Distribution Services: E-Waste Recycling).
- We evaluate Red Bag waste practices and ensure that Red Bag waste is separated from regular waste (which can go straight into the landfill).
- We have posted the 12 Principles of Green Chemistry in our lab.
- We exchange mercury thermometers for spirit thermometers.
- We do not use unprotected metallic lead.
- We avoid halogenated reagents where possible.

#### WASTE: Waste Reduction

- We mostly review and edit documents electronically (e.g. on Box or Google Drive) instead of printing them out.
- We seek ways to minimize chemical use and waste.
- We wash glassware with minimum solvent rinsing.
- We use pre-purified solvent canisters instead of on-site distillation.
- We use alternate methods to wet chemical spectroscopy.
- We hold paperless staff meetings.

#### WASTE: Reuse and Repair

- We save Good On One Side (GOOS) paper and reuse it in a shared station.
- We put our GOOS paper in Tray 2 of our shared printer for easy access and informed our colleagues.
- We coordinate with Aggie Surplus for the pickup or delivery of our large electronics and furniture for either recycling or reuse.
- We have compostable or reusable/refillable coffee filters for our coffee machines. For pod coffee makers, reusable pods may be purchased from AggieBuy using the Amazon or Office Depot punchouts, or the original manufacturer.
- We share, borrow, or acquire used equipment and supplies (from other departments or on Aggie Surplus) instead of buying new equipment and supplies.
- We donate gently-used items we no longer want or need to Aggie Surplus.
- We collect and reuse intercampus mail envelopes.
- We try to repair our broken equipment before buying replacement equipment (Equipment Maintenance Insurance Program or the Physics Shop are two resources through US Davis).
- We share or request chemicals through Chemicals to save money and keep inventory low.

#### ENERGY: Equipment and Plug Loads

- We have power management sticker dots ("Always Off", "Always On", "Automatically Sleeps" etc.) on most workplace equipment. (Dots provided by contacting [greenworkplace@ucdavis.edu](mailto:greenworkplace@ucdavis.edu))
- We turn off centrifuges when not in use.
- We set all computers to sleep or hibernate at night, or turn off manually every time we leave the workplace to save energy.
- Our workplace removes space heaters. We replace them with radiant panel heaters or dress in layers.
- We turn off our biosafety cabinet when not in use.

- If an environmental room or incubator is unused, we turn it off (after checking with others).
- We ALWAYS close fume hood sashes when they are not in active use.
- Our workplace has some LCD/LED computer monitors (click here for photos of the different monitors)
- We use a consolidated printer instead of having multiple printers, scanners, copiers, and fax machines. The printer has low standby settings activated, if available. Printer efficiency information available here.
- We measured our power consumption or performed a plug load assessment through the Energy Conservation Office. (For computer plug loads go here. To perform an assessment of other equipment email [greenworkplace@ucdavis.edu](mailto:greenworkplace@ucdavis.edu))
- We eliminate water stills if adequate quality water can be obtained by deionized water or reverse osmosis.

#### ENERGY: Lighting, Ventilation and Cold Storage

- We turn off overhead lights if natural light is adequate, after checking with other occupants.
- We use a task light if we are working alone in the lab or office rather than bright overhead lights. Clip-on or permanent under-shelf models are great.
- We have placed our workspace on ECO mode.
- We do not use incubators as refrigerators for chilled storage.
- We defrost and vacuum condenser coils and filters on refrigerators & freezers annually or biannually. We have read this information on freezer coil cleaning and battery checking.
- We "Chill Up" some or all of our Ultra Low Freezer(s) to -70°C. Saves 2-4 kWh/day. More information on "Chilling Up" found here.
- We create and maintain an Ultra Low Freezer inventory.
- We participate in the International Freezer Challenge. Fun video here.

#### WATER

- We eliminate vacuum aspirators.
- We reduce single pass water cooling (e.g. autoclaves).
- We use the appropriate quality water for each task (purified water vs lower quality water).
- We wash our dishware/labware efficiently (e.g. turn off water when not in use, and use fill and dumps for handwashing)
- We are efficient with ice-makers, autoclaves, and/or water stills.
- We look for and report leaks at icemaker and autoclave drains to our Department Safety Coordinator.
- We use timers for water valves set to minimum necessary time.
- We limit flow through lab faucets with aerators or water misters.
- We check the efficiency of Deionized Water/Reverse Osmosis/Purified water systems. All create waste water as well as purified water, with varying ratios.

#### TRANSPORTATION

- Some or all of our employees carpool, ride bikes or take public transportation to the workplace or workplace events at least 3 days per week.

- We always find alternative transportation around the campus (e.g. walk or bike) instead of driving unless absolutely necessary.
- We provide shared workplace bikes or use jumpbikes for getting around for work meetings if we don't have our own.
- In the last year, some of our employees have taken the Yolobus to the airport for work travel instead of driving.
- We use teleconferencing or videoconference instead of flying or driving to a work meeting.
- We buy carbon offsets funding programs that sequester carbon from the atmosphere with "additionality" (i.e. programs that wouldn't otherwise be funded without our support) for our work travel when flying or driving.

#### PURCHASING

- We buy 100% recycled content paper products (e.g. copy paper or paper towels).
- We purchase zero waste foodservice items (e.g. paper plates, recyclable cups, compostable plastic or wood cutlery and coffee sticks) instead of foam products or conventional plastic cutlery for our break room and workplace events.
- We purchase non foodservice items that are either reusable or compatible with the local compost and recycling systems to prevent landfilling our waste.
- We buy durable furniture and equipment that can be repaired or updated when needed to reduce the need for brand new equipment.
- We compare sustainable hotels/lodging using search engines when arranging travel and select these for bookings as much as possible. (Resources include ecobnb, book different and this EPA fact sheet.)
- We look for Energy Star energy efficient appliances and equipment when purchasing new items.
- We only request for items ordered to be shipped overnight or "rush" when absolutely necessary. (For information on the environmental impact check out this cool video.)
- We consolidate purchase orders to reduce shipping.

#### WORKPLACE ENGAGEMENT

- We have posted reminders of sustainable acts around the workplace (such as conserving water by turning off the faucet while soaping hands or turning the lights off when not in use).
- Our department or workplace leader (Lab Manager, Principal Investigator, Director, etc) has formally announced our workplace's participation in the Green Workplace Program and commitment to sustainability.
- Our department or workplace leader (Lab Manager, Principal Investigator, Director, etc) is aware of the UC's sustainability policies and initiatives and communicates them to our workplace.
- We have a Green Team (2+ people) devoted to setting sustainability goals and implementing strategies to reach them.
- We have informed colleagues in other departments, units, or workplaces of environmentally sustainable practices.
- In the last year we found some equipment shared among two or more departmental or workplace units and coordinated to turn the equipment off when no one is using it.

- We have a central location (either electronically or on paper) for sharing sustainability ideas in the workplace. One example is Confluence
- We enrolled another office or lab into the Green Workplace certification program.

OTHER: Fieldwork

- We account for and recover all staking/flagging materials deployed in the field.
- We use reusable or recyclable sample containers. Autoclave to sterilize if necessary.
- We reduce water use by using water-conserving technology (e.g. drip hoses), and watering at appropriate times during the day.
- We recover all batteries and electronics deployed.
- We reduce travel footprint by eliminating unnecessary travel, carpooling, purchasing carbon offsets, etc.
- We use reusable or recyclable staking/flagging material.
- We only use sterile sample containers when necessary.
- We use electronic data collection instead of paper data collection.