



new employee sustainability guide

At UBC, sustainability isn't just a word to define—it's a word that defines us.

Every day and in hundreds of ways, UBC staff, faculty, students and residential community members are working together to ensure sustainable concepts and practices are the norm at work, in the classroom and in the community.

As a new employee at UBC, there is much you can do to contribute to and enhance UBC's culture of sustainability. In this document, you'll find actions you can take in your department and on campus that foster sustainability. Collectively, the small actions each of us undertake can make a big difference.



DID YOU KNOW?

UBC is a leader in campus sustainability. Here's why:

- In 2010, UBC adopted greenhouse gas reduction targets that are the most aggressive amongst the world's top 40 universities
- We've more than doubled transit ridership to campus since 1997, and have 12,000 fewer cars coming to campus each day
- We've diverted 75,000 non-biodegradable containers from landfill since 2008—thanks to the introduction of compostable food containers
- UBC was the first university in Canada to open a Campus Sustainability Office, in 1998

This document was designed to be used as an interactive PDF to avoid printing. Please contact Kara Bowen if you have any questions.

ICON LEGEND

- Website Reference Link
- Download Reference Link
- Email Contact Link

DID YOU KNOW?

Sustainability Coordinators are UBC employees who encourage their peers to make more sustainable choices in the workplace—in fact, there are 150 SCs across campus who are working to create positive change in their departments.

Consider becoming a Sustainability Coordinator if your department doesn't have one already. For more information visit:

[Sustainability Coordinators](#)

YOUR SC

Get Started!

The following list outlines easy-to-implement actions you can take today to conserve resources in your department. Please check off actions once you've completed them.

- Enable your computer's power management settings.
- Set your computer to print double-sided by default.
- Set your margin defaults to "Moderate" in Microsoft Word 2007. You'll find margin settings in the Page Layout Tab.
- Sign up for reuse-it! UBC to post and search for reusable department items like furniture.
➔ www.reuseitubc.ca
- Bookmark UBC Recyclopeda in your web browser. Use this resource to find out what and how to recycle items on campus. ➔ [UBC Recyclopeda](#)

sustainability in practice

Energy

- **Lights off:** Whenever possible, turn off the lights as you leave your personal office or workstation, a shared space (e.g. meeting rooms and bathrooms) and always at the end of the work day.
- **Power Management:** Whenever possible, turn off computers, monitors, peripherals (e.g. speakers) and other shared electronic equipment (e.g. printers, copiers, coffee makers, etc.) at the end of the day.
- **Avoid using personal space heating and cooling devices.** If the office or building seems too hot or cold, please ask your administrator to call the Building Operations Service Centre (Trouble Calls Desk) at 604·822·2173 first.
- **Heating & Cooling:** Close all windows, blinds and curtains before leaving the office at the end of the day, to reduce your building's heating and cooling costs.

Green Events

- **Catering:** Ask for sustainable menu items and options at your next catered meeting or event. Find a list of on-campus caterers and their sustainability practices online:
➔ [Sustainable Catering Checklist](#)
- **Green Event Planning Checklist:** Use UBC's green event planning checklist to help make your next meeting or event more sustainable: ➔ [Green Event Planning Checklist](#)
- **Minimize waste at your next meeting or event:** Reduce or eliminate paper handouts, ask your caterer to supply non-disposable dishware, request food items like milk/cream, sugar and condiments in bulk and contact UBC Waste Management to organize special recycling and composting for your events:
➔ [Events Waste Management Request Form](#)

Sustainable Purchasing

- **reuse-it! UBC:** Choose to reuse. Post or find free departmental items, like office supplies or office furniture. *You must have a .ubc.ca email address to sign on to this system.*
➔ www.reuseitubc.ca
- **UBC Sustainable Purchasing Guide:** Find UBC specific resources on office products, catering, event planning and green printing services for publications.
➔ [UBC Sustainable Purchasing Guide](#)

RUNNING THE NUMBERS

72: the number of UBC core academic buildings that will have their energy performance 'tuned-up' by 2014. The result will be a 10% reduction in energy use by 2015 (compared to 2007)

150: the number of volunteer Sustainability Coordinators across campus who are helping their departments integrate sustainable workplace practices



RUNNING THE NUMBERS

33%: UBC's greenhouse gas emissions reduction target by 2015 (measured against 2007 levels).

100%: UBC's greenhouse gas (GHG) emission reduction target for 2050



Transit

- **Employer Pass Program:** The Employer Pass Program (EPP) offers discounted, non-transferable transit passes to all UBC employees, including UBC staff and faculty, AMS, VST, Web CT, TRIUMF, Rick Hansen Institute, FPInnovations, and Regent College employees. EPP offers a discount of approximately 15%, compared to the cost of purchasing a standard monthly transit pass.

➔ [Employer Pass Program](#)

Cycling

- **Secure Bike Parking Facilities:** UBC has several secure bike parking facilities on campus. For information on how to gain access to these facilities, please visit the [Secure Bike Parking Facilities](#)
- **Cycling resources:** Download the end of trip facilities map of bike racks (covered and uncovered), showering facilities, locker rental locations and secure bike parking facilities near you: [UBC End of Trip Facilities](#)
- **Bike to Work Week (B2WW):** UBC employees are keen B2WW participants, both in summer and in winter. Join your B2WW team in your department in May/June and November or start a new team! [B2WW website](#)

Automobile

- **Carpooling or Vanpooling:** If you would like to join a carpool or vanpool, visit the Transportation Planning website for more information about carpooling and the Jack Bell Rideshare Program. [Car and Vanpooling](#)

Emergency Ride Home

- **Emergency Ride Home (ERH):** provides commuters who regularly vanpool, carpool, bike, walk, or take transit with a reliable ride home via cab when an emergency arises. UBC's Transportation Planning Office reimburses 90% of the cost.

➔ [Emergency Ride Home](#)

Food

- For a list of food outlets and cafes on campus that support local and sustainable food choices, visit our [UBC Farm to Fork Cookbook Website](#)
- You can also download the cookbook for healthy, delicious, in-season recipes — read through the cookbook to learn more about UBC's local food champions.

➔ [Download the UBC Farm to Fork Cookbook](#)



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Waste Reduction

- **Batteries:** Recycle all your non-rechargeable and rechargeable batteries plus cell phones (from home or work!) through the UBC battery recycling program. It's free and environmentally responsible. Ask your SC where the Call2Recycle brown box is located in your department. ➔ [Battery Recycling at UBC](#)
- **Compost:** UBC offers a close-loop composting system that turns organic waste into soil for landscaping on campus. Ask your SC to show you the compost bin location in your department and take part by helping to keep the bins clean. Familiarize yourself with what can and cannot be composted on campus ➔ [Learn About Composting at UBC](#)
- **Container Recycling:** UBC recycles all glass bottles and jars, plastic containers and bottles #1–5 and #7, pop cans, tins and Tetra Pak juice boxes. Please put your rinsed, empty containers in the grey bins.
- **Eco-To-Go:** Use a reusable container for your takeaway lunches, through UBC Food Service's Eco-To-Go program. Simply purchase a \$5 membership card at any UBC Food Service outlet across campus and then exchange your membership card for a reusable container at any outlet. ➔ [Eco-To-Go](#) ➔ [UBC Food Service Outlet](#)

Paper Reduction Strategies

- **Electronic Filing:** Organize and save your documents in your shared drive. You will save space, and paper. If you share your files with other people, use online shareware options like Dropbox and reduce the number of printed versions until the document is finalized.
- **Double Sided Print Default:** Set your computer to print double sided by default. Ask your SC to help you to set this up on your computer.
- **Previously Used Paper:** Print on previously used paper for any non-confidential draft documents. Ask your SC where previously used paper is stored in your department and find out which tray to use.
- **Paper Recycling:** Newspapers, magazines, catalogues, envelopes, junk mail, telephone books, writing paper, computer paper, cereal boxes and Post-It notes can all be recycled. Use the small and large blue bins to recycle paper products. Cardboard should be flattened and placed outside next to the large garbage bins for recycling

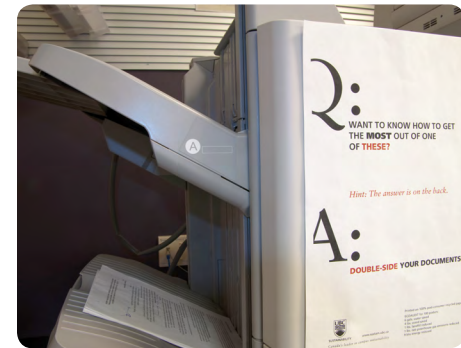
Water

- If you spot any leaky faucets, showerheads or toilets, please contact the Building Operations Service Centre (Trouble Calls Desk) at 604·822·2173 to report the issue.

RUNNING THE NUMBERS

95%: the amount of UBC's institutional waste that could be diverted from landfill through reducing, reusing and recycling

44%: the actual amount of UBC's institutional waste diverted from landfill in 2010



LEARN MORE

Visit the UBC Recyclopeda, an A-Z listing of how to reduce waste on campus.

➔ [UBC Recyclopeda](#)

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get involved

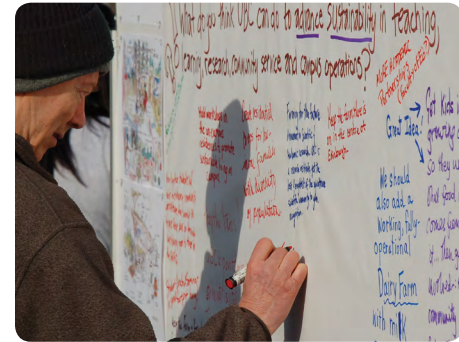
- **Sustainability Coordinator (SC) Program:** Consider becoming an SC if your department doesn't already have one or share the position with a colleague.
➔ [Sustainability Coordinator Program](#)
- **Sustainability Committee:** Many departments on campus have sustainability committees. Join or start a committee to spur action and motivation for sustainability in your department.
- **SEEDS Program:** Take part in the SEEDS Program, where UBC students, staff and faculty work together on applied projects that address real-life campus sustainability issues. For more information visit: ➔ [SEEDS Program](#)
Browse the UBC SEEDS Library for student sustainability reports:
➔ [SEEDS Library](#)
- **Teaching, Learning and Research:** For sustainability education and research initiatives and programs, visit ➔ [Teaching and Learning Office](#) and ➔ [Research and Partnerships Office](#)
- **Green Research Program:** If you work in a lab or do lab-based research, join UBC's Green Research Program – sign up for the Green Research Newsletter, access funds for sustainable research practices, and gain tips to reduce hazardous and solid waste in your lab: ➔ [Green Research Program](#)
- **Healthy UBC Initiatives:** Join lunch time health and wellness events, stay connected through the Healthy UBC blog, newsletter and networking events and gain access to funding for health workplace initiatives at: ➔ [Healthy UBC Initiatives](#).
- **Sustainability Courses:** UBC employees can take sustainability courses using their tuition credit. Check out ➔ [Continuing Studies](#) for professional development courses and the ➔ [Sustainability Course List](#) for undergraduate and graduate sustainability related courses.



PLANS AND POLICIES

- ➔ [Place and Promise: The UBC Plan \(Sustainability\)](#)
- ➔ [UBC Climate Action Plan](#)
- ➔ [Policy #5: Sustainable Development](#)
- ➔ [Policy #6: Environmental Protection Compliance](#)
- ➔ [Policy #9: Hazardous Materials Management](#)
- ➔ [Policy #108: Disposal of Surplus Equipment and Materials](#)
- ➔ [Policy I-B-53: Energy Policy for Classrooms and Offices](#)

Thank you for your help in making UBC a model, sustainable campus!



STAY INFORMED

Want to learn more? Check out the following UBC sustainability resources:

- ➔ www.sustain.ubc.ca
- ➔ www.twitter.com/SustainUBC
- ➔ [UBC Sustainability Events Archive](#)

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