



**Green Workplace
Assessment & Certification
Program with Green Campus
Humboldt State University
Spring 2018**

Department: Environmental Resources Engineering

Sustainability Champion:
Mary Jo Sweeters

Email: sweeters@humboldt.edu

Location: Harry Griffith Hall

Date: 5/11/18

Baseline Certification
Platinum

TABLE OF CONTENTS

Introduction	3
What is Green Workplace Assessment & Certification Program?	3
Objectives	3
Role of Office Sustainability Champion	3
Role of Green Campus Students	4
Site Visit	4
Results & Recommendations	5
Energy	5
Water Conservation	7
Recycling & Waste Management	8
Purchasing	9
Transportation	10
Community Involvement	11
Planned Next Steps	12
Interim Education & Engagement	12
Return Visit	12
Conclusion	13

INTRODUCTION

What is Green Workplace Assessment & Certification Program?

GWACP is designed to increase HSU faculty and staff awareness regarding energy efficiency and sustainable practices that can be implemented in offices throughout the campus. This program aims to create a balance between workplace operations and resource use. GWACP focuses on energy improvements and behavior modification, as well as recognizing innovative ways the department reduces its carbon footprint.

Objectives

1. Assess current levels of office-wide use and impact of energy, water, associated cost, and pounds of CO₂
2. Implement educational tools to increase behavior change in the office
3. Conduct post-consultation
4. Improve office-wide savings

Role of Office Sustainability Champion

A Sustainability Champion (SC) is a volunteer from the office that Green Campus is consulting with who helps assess office spaces and identifies opportunities for improvement. They are required to be available for an initial meeting to discuss the GWA program, complete the GWA checklist on behalf of their department, and later, accompany Green Campus on a walk-through of their department to verify results and identify any additional opportunities for improvement not initially recorded.

The SC plays a vital role in the workplace for several reasons. After the GWACP process is completed, Green Campus leaves the office, whereas the SC has a permanent role in the workplace. SCs can help identify behaviors that can be changed and support workplace members in achieving them. Additionally, the SC becomes a resource of information for the workplace and develops a connection with Green Campus for future collaboration.

GWA is a great way to build student relationships with staff and faculty members at HSU!

Role of Green Campus Students

Green Campus had a team of four students that consulted with the Engineering Department. Ty Muhovich coordinated the initial walk-through consultation with the department, developed recommendations for the office regarding water conservation, recycling and waste management, and community involvement, as well as delivered educational tools to the SC. Megan Moore helped assess office spaces during the site consultation and focused on developing energy, purchasing, and transportation recommendations to reduce the office's carbon footprint. Diana Orozco and Thomas Premo talked with the department's SC during the site visit to get a better understanding of how the department functions and where behavior modifications can be made. The student team was happy to interface and provide the department with feedback during the process of deploying this Green Workplace Assessment.

Site Visit

The Environmental Resources Engineering Department is located on the first floor in the Harry Griffith Hall (HGH). The main area of the building they occupy contains 7 different offices within room 119. They also have 7 additional offices scattered throughout the first floor of the HGH. The department is usually open from 8am to 5pm Monday through Friday. The Engineering Department consists of 16 faculty and staff members, shares 14 toilets in HGH that are shared with other building users. The office does not have a kitchen area.

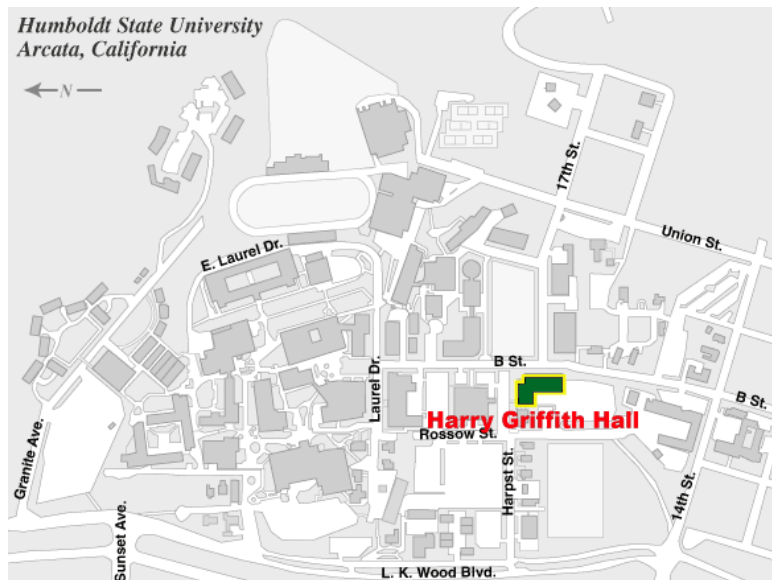


Figure 1: Campus map of Humboldt State University

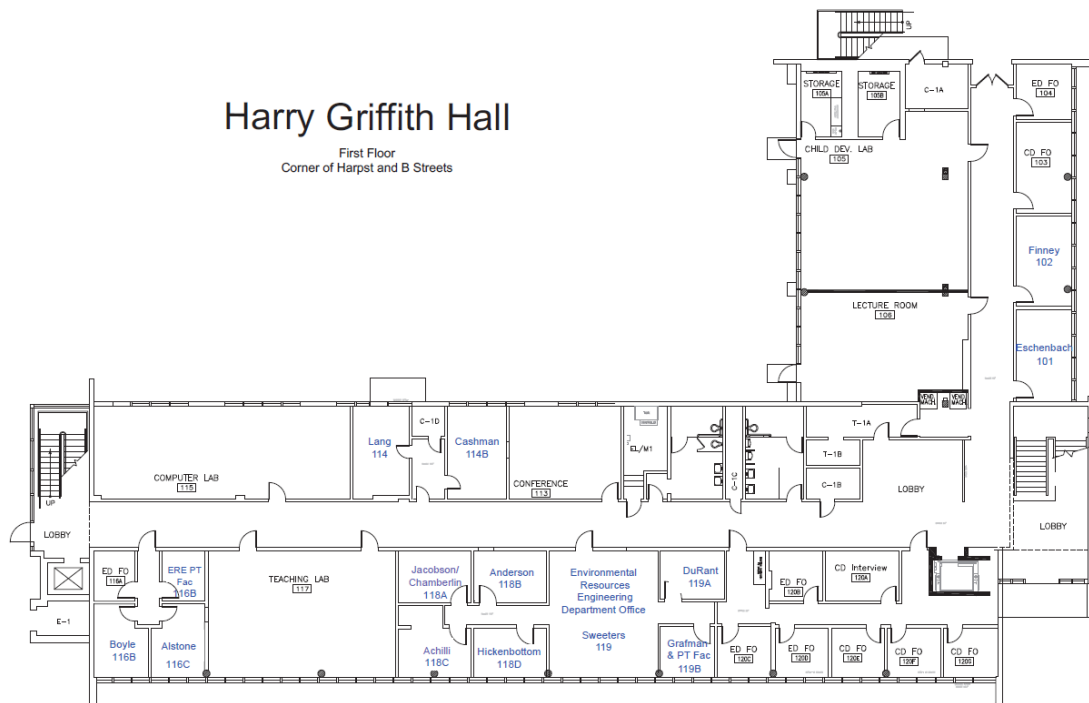


Figure 2: Harry Griffith Hall first floor map. Blue text indicates the space is used by the Engineering Department.

RESULTS & RECOMMENDATIONS

Green Campus was able to gather results from the following categories with help from the SC filling out a checklist of questions. Green Campus was then able to conduct a site visit to confirm or change answers from the checklist based on observed conditions. The results listed below describes what the office is doing well at and can improve on, along with recommendations and educational tool options to help the department become more sustainable.

Energy

During the site visit the GWA team observed everyday behaviors and appliance usage utilized by office members that impact the office energy use. Your department did the following things well:

- Not utilizing personal desk lamps
- Having office computers set to energy power saving modes
- Having office copiers, printers, and fax machines set to switch to sleep mode after 20 minutes
- Setting office thermostats within the CSU policy range
- Utilizing a shared printer to avoid personal or desk-side printers
- Having office computers that are Energy Star Certified

- Not having a water cooler that uses electricity to cool or heat water

There is always room for improvement. Your department can further reduce its energy consumption by doing the following:

- Set copiers and printers to turn off after workplace hours
- Remove all personal heaters, fans, microwaves, and decorative lighting
- Keep windows and doors closed while the heating or cooling system is on
- Turn off power strips at the end of the day and during lunch hours
- Put up additional signage to remind coworkers to be energy conscious throughout the day



Figure 3: Current office light switches that do not have signage to remind office members to turn off the lights when they leave the room.

- Remove remaining personal fridges

The GWA team can offer the following educational support for staff and faculty in your area to help reduce the office's energy consumption:

- Signage reminding coworkers to turn off their computers at the end of the day
- Light switch signage reminding coworkers to turn off lights when they leave the room



Figure 4: An example of Green Campus' light switch signage that goes above the switch

Water Conservation

California's changing climate has made it ever more crucial to protect and conserve our limited water resources. Your department is actively pushing to minimize wasteful water use by:

- Having pledged to "Take back the Tap"
- Not using single use water bottles
- Having signage in restrooms reminding staff and faculty to turn off the water when washing their hands



Figure 5: Signage in their restroom as a reminder to turn off the water while soaping your hands

- Utilizing water urns from WRRAP or other mechanisms to minimize single-use water bottles during workplace events
- Notifying Facilities Management if leaks are identified

Your department can further enhance its water conservation by:

- Having Facilities Management install low flow devices on appropriate plumbing fixtures
- Having Facilities Management install toilet tank water displacement devices.

The GWA team can offer the following educational support for staff and faculty in your area to help reduce the office's water consumption:

- A short presentation on more ways to save water and other resources
- Green Campus can right idea papers to the Humboldt Energy Independence Fund asking for more low flow decides and toilet tank water displacement devices installed

Recycling & Waste Management

Recycling and waste management is essential for securing a sustainable future. These practices help conserve raw materials, reduce the need to consume precious resources as well as decrease pollution, enhance public health, and protect the environment. Your department is currently doing well at:

- Ensuring there are recycling bins available next to every trash bin
- Disposing E-waste properly
- Labeling compost bins correctly



Figure 6: The department's compost signage

- Having printers and copiers default setting set to 2-sided printing
- Having single-sided paper collection boxes next to printers and copiers
- Reusing office supplies

There is always room for improvement. Your department can improve in waste management by:

- Having people in the office utilize electronic communication more to minimize hard-copy paper waste
- Having Facilities Management install high efficiency hand driers to replace paper towels
- Utilizing reusable dishware, such as plates, silverware, and mugs
- Making workplace parties and events zero waste

The GWA team can offer the following educational support for staff and faculty in your area to help reduce the office's waste disposal:

- Posting signage about what it means to be zero waste and how to become a zero waste office
- Posting signage about the 5 'R's in zero waste

Purchasing

Buying office equipment is essential for efficient and effective day-to-day operation. The type of product and location of purchase can significantly influence the footprint of your office. Your department did the following things well:

- Purchasing workplace equipment and appliances that are Energy Star Certified
- Using 100% recycled paper



Figure 7: The engineering department uses 100% recycled paper

- Making purchases in bulk for commonly used items
- Not purchasing workplace/personnel single-use bottled waters

This department can do the following to reduce its carbon footprint from purchasing:

- Making more purchases from local/California businesses whenever possible
- Purchasing coffee, tea, and food for the office that are qualified as local, organic, and/or fair trade

The GWA team can offer the following educational support for staff and faculty in your area to help reduce the office's carbon footprint through purchasing:

- Providing signage about waste and recycling
- Providing a sustainability fun facts sheet

Transportation

Even though our current transportation infrastructure improves public accessibility, the dominant mode of transportation (single occupant vehicle travel) has irrefutably contributed to climate change. Reducing our carbon footprint via alternative transportation is critical to maintaining a livable climate. Your department did the following things well:

- Posting signage throughout the office about alternative transportation options
- Offering video and teleconferencing as preference for off-campus meetings, when appropriate

There is still room for improvement. This department can do the following to reduce its carbon footprint from transportation:

- Increasing the number of office coworkers that walk or bike to work
- Encouraging office members to utilize vehicles with 23.6 miles per gallon or more for work

The GWA team can offer the following educational support for staff and faculty in your area to help reduce the office's carbon footprint through transportation:

- Providing a 'Bus Ride Guide'
- Providing signage about alternative transportation at HSU

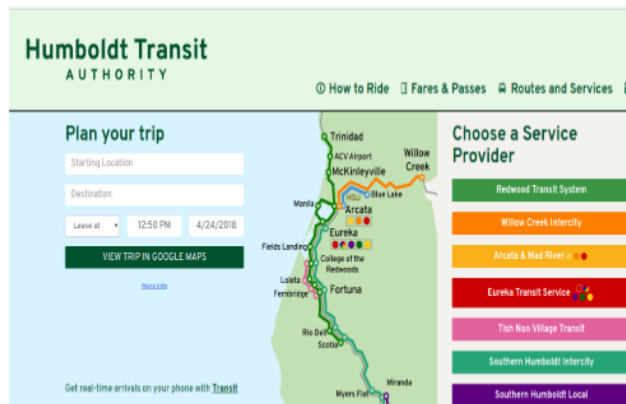
How to Ride Guide - Humboldt Transit Authority



Step #1

Plan your trip!

- Visit <http://hta.org/> and place in your **Starting Location** and **Destination**



-Or! Download the free [Transit App](#) for real time arrivals and help you navigate you from point A to point B



Figure 8: A screenshot of Green Campus' bus ride guide that is essential for people new to the area.

Community Involvement

Involvement in the campus community fosters partnerships, opens doors to new resources, and improves leadership skills. Your department can become more involved in the community by:

- Signing up to receive the Green Campus monthly newsletter
- Ensuring that newly hired team members receive and review HSU's Virtual Green Office program
- Attending sustainability seminars, events, or go listen to key-note speakers
- Updating each other of sustainable practices when relevant

The GWA team can offer the following resources for staff and faculty in your area to help the department become more involved with the community and learn sustainability tips:

- This link is to HSU's Virtual Green Office program;
<http://www2.humboldt.edu/greenroom/office/>
- Signing up for Green Campus' newsletter is another way office members can learn about what's happening on campus or sustainability tips. You can do this by emailing our Team Lead who is Morgan Kipf at Mmk360@humboldt.edu

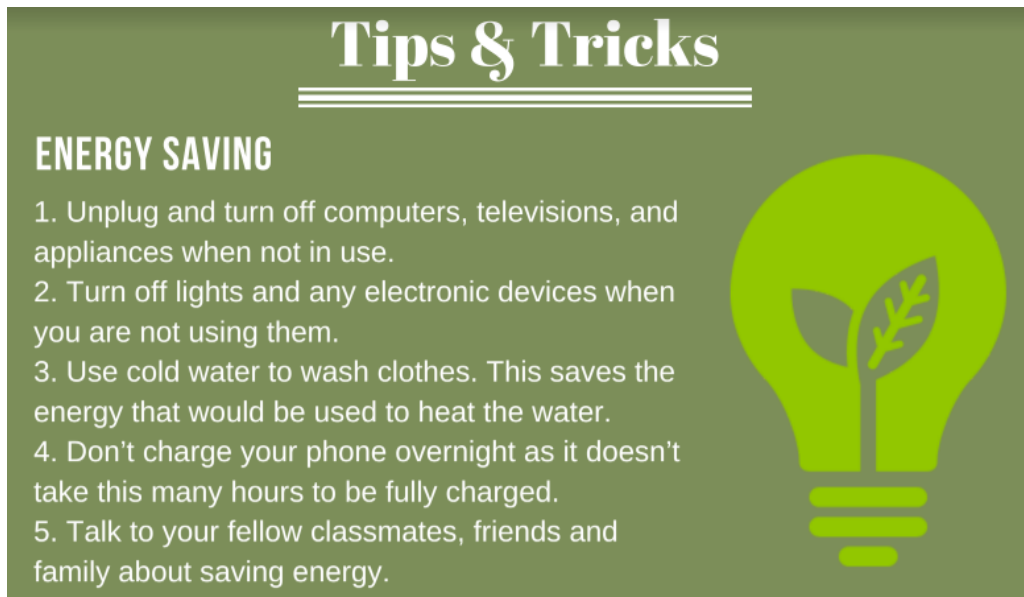


Figure 9: This is a screenshot of Green Campus' newsletter from one of the pages

PLANNED NEXT STEPS

Interim Education & Engagement

Before Green Campus returns to do a post-consultation walk through, we would like to host an educational potluck or presentation to continue bolstering improvements to behavior change. We believe being able to discuss and review the GWA process, findings, and recommendations with the department's faculty and staff would be beneficial before conducting the second site visit. The exact location and timing can be determined next semester and the best time during the day may be when majority of office members are on lunch break. We would anticipate deploying engagement activities during the first part of the fall semester so that office members have plenty of time to digest our recommendations and put them into practice.

Return Visit

Green Campus would like to do a follow up site visit and assessment within 6 months in order to see if anything has changed since the first consultation. Green Campus hopes to see the office has increased its behavior change over the past 6 months. A return visit would be best to do in November 2018. The best time to do the return visit would be when Mary Jo Sweeters, the department's SC, most of the office members, and some of the original GWA team members can be present.

CONCLUSION

To conclude, Green Campus certified the Environmental Resources Engineering Department with a Platinum rating for the Green Workplace Assessment. Although Platinum is the highest score you can get, there is still room for improvement. We hope for the department to consider our recommendations because we would love to see this department contribute to climate action goals.

At this time during the spring semester of 2018, the GWA team is unable to deliver office-wide usage and impact results, but anticipates being able to deliver this analysis by the next semester. When our office-wide usage and impact calculator is completed, we will be able to establish a baseline office usage for your department. For now, we would like to leave the department with educational tools to help ensure you decrease your carbon footprint and increase uptake of behavior change.

The GWA team would like to thank the Sustainability Champion for your department, Mary Jo Sweeters. She has been very helpful and we are glad to have her as the champion in the Engineering Department to help make HSU more sustainable. Next, we hope to continue working with the Environmental Resources Engineering Department and Mary Jo next semester to conduct a post-consultation.