


Green Workplace Assessment & Certification Program



Green Campus at Humboldt State University

Fall 2018

Department: Environmental Science and Management

Sustainability Champion: Danielle Trapkus

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Location: Natural Resources 200

Date: 11/19/2018

Baseline Certification: Gold

Final Certification: Gold



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 three students that consulted with the Environmental Science and Management Department. Jennifer Turk coordinated the initial walk-through consultation with the department, developed recommendations for the office regarding energy usage, 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. Abigail Lowell talked with the department's SC and observed characteristics of the office 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 Science and Management Department is located on the second floor in the Natural Resources building (NR). The main department office contains a general office, copy room and two personal offices within room 200. They also have 24 additional personal offices throughout the first and second floor of NR. The department is usually open from 8am to 5pm Monday through Friday. The Environmental Science and Management Department consists of 28 faculty and staff members and shares 14 toilets in NR that are shared with other building users. The office has a break room with a small refrigerator and a microwave. The breakroom has no sink.

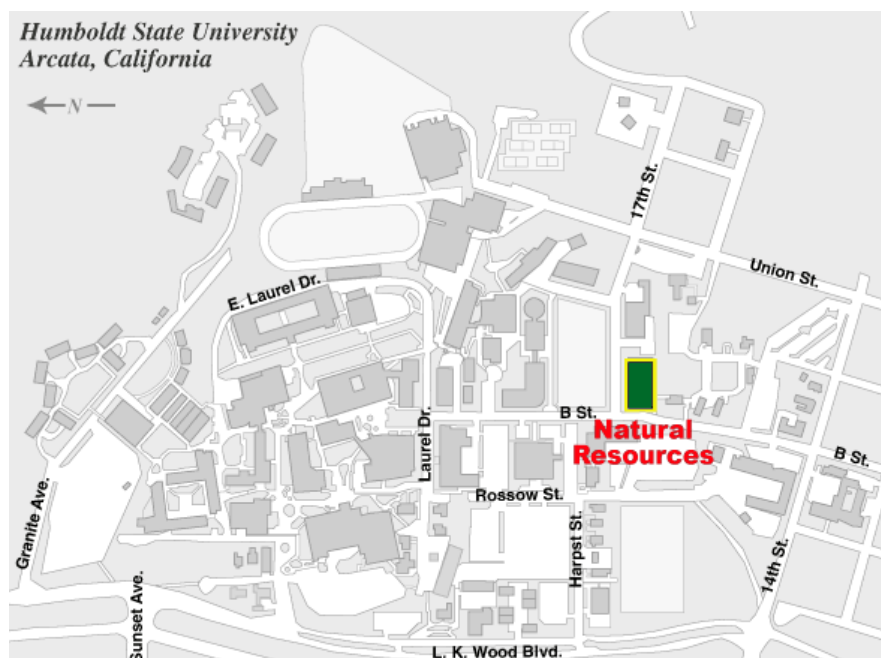
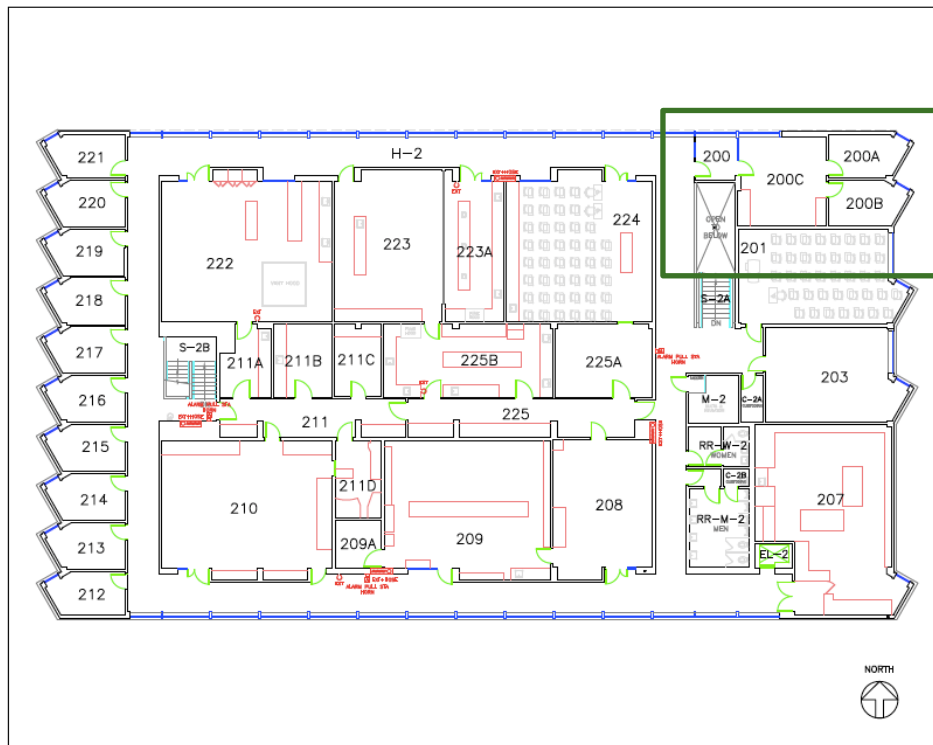


Figure 1: Campus Map



Environmental
Science and
Management office
on the 2nd floor of
the NR building

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:

- None of your office use a personal desk lamp.
- All of your office computers are set to power saving modes.
- All copiers, printers and fax machines are set to switch to sleep mode after 20 minutes.
- The office thermostats are set within the CSU policy range.
- All of your computers are energy star certified.
- No office members have personal refrigerators.

- The office does not have a water cooler that heats or cools water.

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

- Put up signage in personal offices to reminding faculty and staff to be energy conscious throughout the day.
- Remove personal printers and use the shared printers in the main office.
- Turn off power strips at the end of the day and during lunch.
- Keep windows and doors closed when heating or cooling systems are on.
- Remove all personal heaters and fans.



Figure 2. Current office light switches that do not have signage to remind office members to turn off the lights when they leave the room.

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

- Smart power strips that use a controlling device to automatically turn off at the end of the day.
- Timed outlets that shut off after a 0.5, 3 or 6 hours.
- Signage to remind you to turn off lights and power strips at the end of the day.

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:

- No one in the office uses single-use water bottles.
- Signage is posted reminding staff to turn off water at sinks when the water is not needed.
- Water urns are used to minimize single-use water bottles during workplace events.
- Notifying facilities management if there are leaks.

Your department can further enhance its water conservation by:

- Ensuring everyone in the office has pledged to "Take Back the Tap".
- Request that facilities management install low flow devices on sinks and toilets.

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

- Signage to remind users to turn off the water while washing hands or doing the dishes.
- Informative sign detailing where water refill stations can be found around campus.

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:

- Electronic waste is disposed of at appropriate disposal sites on campus.
- The office has a labeled compost bin.
- Printers and copiers have the default setting to 2-sided printing.
- Printers and copiers have a single-sided collection box next to them.
- The office reuses office supplies such as paper clips and envelopes.
- The office offers reusable dishware in the common area.

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

- Ensure that all workplace parties and events are zero waste. This means there are no single-use cups, plates or utensils used.

- Try to utilize electronic communication to minimize hard-copy paper waste.
- Make sure that all garbage cans have a recycling bin next to them.

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

- Providing recycling bins.
- Informative signs about what can go in recycling bins.
- 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:

- New purchases of workplace equipment and appliances are Energy Star Certified.
- The workplace uses 100% recycled paper.
- The office purchases supplies, such as pens and staples in bulk.
- The workplace personal does not purchase bottled water.
- Food that is purchased for the office is qualified as local, organic and fair trade.

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

- Use rechargeable batteries whenever possible instead of disposable ones.
- Make purchases from local/California businesses whenever possible.

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:

- The workplace offers video and teleconferencing as a preference for off campus meetings.

- Signage is posted throughout the office about alternative transportation options.

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

- If possible, walk, bike or use alternative transportation to 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'
- Provide signage about alternative transportation options.

How to Ride Guide - Humboldt Transit Authority

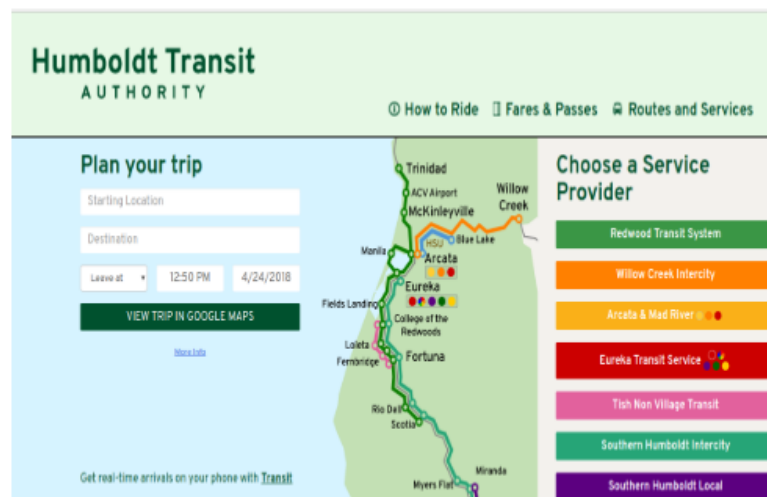


Step #1



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 3: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 is currently:

- The department did not receive 100% on any questions within this section.

Your department can become more involved in the community by:

- Sign up to receive the Green Campus Newsletter by emailing Abigail Lowell at al354@humboldt.edu.
- Attend sustainability seminars and events on campus.
- Encourage the department to require newly hired team members to review HSU's Virtual Office Program.

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/>
- GWA offers a bimonthly newsletter specifically for departments at HSU that will provide tips about ways to make your department more sustainable.



Figure 4: This is a screenshot of Green Campus' newsletter from one of the pages

PLANNED NEXT STEPS

Interim Education & Engagement

As the sustainability champion it is your responsibility to encourage and support the faculty and staff in your office in becoming more sustainable. The Green Workplace Assessment Team will provide you with the necessary educational tools and signage that you can post around your office and offer to faculty for their personal offices. If you would like, the Green

Workplace Assessment Team can host an educational presentation for your faculty and staff that will go into detail about ways they can become more sustainable.

Return Visit

Green Campus would like to do a follow up site visit and assessment within 3-4 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 3-4 months. A return visit would be best to do in March 2019. The best time to do the return visit would be when Danielle Trapkus, 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 baseline certified the Environmental Science and Management 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 the department will consider our recommendations because we would love to see this department contribute to climate action goals.

Table 1 shows the office-wide usage and impact results over a one-year period. This data will be used after the post-consultation to determine if your office has increased its sustainability given the Green Workplace Assessments Team's support and educational tools.

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

Table 1: The total office wide usage over a whole year.

Total Office-Wide Usage				
	Total kWh/yr	Total H2O Gals/yr	Total CO2/yr (lbs)	Total \$/yr
Baseline Results	90,834.62	232,960.00	135,161,91	\$28,453.53
Final Results	-	-	-	-

Table 2: Displays how the Environmental Science and Management Department scored in each category.

Green Office Practices	Points Earned	Potential Points	Percentage earned	Weighted Points	
Energy	17	25	68%	5.1	
Water Conservation	11	14	79%	1.65	
Recycling & Waste Management	14	18	78%	2.1	
Purchasing	12.5	15	83%	1.25	
Transportation	3.5	8	44%	0.35	
Community Involvement	1.5	10	15%	0.3	
Creative & Innovation Options	2	2		0.2	
Total Points	61.5 <small>(extra innovation points not included in potential)</small>	92		10.95	Level of Certification
					PLATINUM