REDUCE WASTE

How UCI employees can reduce waste while working...

ON CAMPUS

Place UCI's recycling and landfill signage on office bins to help properly sort waste. Before recycling, be sure all items are clean and dry & all cardboard boxes have been flattened.

Does your office need more blue recycling bins? Place an order request with Facilities Management or call (949) 824-5444.

Recycle ink cartridges and batteries in designated bins on campus.

Receive a 50 cent discount at any dining location when you **bring a reusable cup for fountain beverages or coffee**.

Request free pick-up of any surplus property or e-waste using the Surplus Pickup Request Form.

REMOTELY FROM HOME

Prepare your own food and help to eliminate single-use plastics. Use your favorite coffee mug, eat your lunch on dishware rather than a paper plate, and hydrate using a reusable water bottle.

Designate your own recycling and landfill bins for your home office. Check out your municipality's website for information on what items can be recycled, composted, or thrown in landfill.

Did You Know?

The average office worker generates about **2 pounds** of mixed paper products every day and uses **10,000 sheets** of paper per year.

ON CAMPUS OR REMOTELY

Reduce paper consumption when printing by setting printer default to double-sided.

Use DocuSign for obtaining document signatures. DocuSign is a secure, efficient, and paperless process.

Create a designated tray for collecting scrap paper and use this paper for note-taking during meetings and calls.

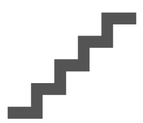
Establish an e-waste bin to gather used batteries and ink cartridges before taking to designated recycling facilities.

Learn more ways to reduce and reuse by watching UCI's feature in the Climate Lab video "Takeout creates a lot of trash. It doesn't have to."

SAVE ENERGY

How UCI employees can save energy while working...

ON CAMPUS



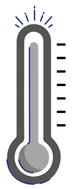
Consider taking the stairs. Elevators can account for 8 percent of a building's energy use.

Instead of using a personal space heater, bring a sweater or blanket for extra warmth. One space heater uses the same amount of energy as 45 light fixtures turned on at UCI Student Center.

Shut down computers when leaving for the weekend or vacations. Send reminders to staff before leaving for holiday breaks.

Turn off lights in empty common areas. Don't rely on the occupancy sensor, hit the switch on the way out.

REMOTELY FROM HOME



At home, you have greater control over your thermal comfort but may also want to conserve energy and save money on electricity. **Try setting the thermostat one to two degrees lower than usual during the winter, and higher during the summer.**

Does your workspace have no source of natural light? Try using a task light rather than an overhead light – with an LED bulb for an extra energy-saving boost.

Did You Know?

Vampire load or phantom power, is the electricity consumed by a device while it is "turned off" or on standby mode. Learn how much energy your work devices are using through the Energy Calculator.

ON CAMPUS OR REMOTELY

Use LED bulbs in desk lamps. LEDs, or light emitting diodes, can reduce energy consumption by 80-90 percent.

Utilize window shades and blinds to mitigate indoor temperature. Open windows to allow for natural ventilation.

When taking breaks, remember to put your computer in sleep mode. Adjust your computer's energy settings to go to sleep after 5 minutes of inactivity. Click here to adjust your energy settings for Windows and Macs.

Done with work for the day? **Unplug your devices or use a smart power strip to reduce unncessary energy usage.** A smart power strip recognizes when a device is not in use and automatically cuts off power.

SUSTAINABLE TRANSPORTATION

How UCI employees can utilize sustainable transportation while working...

ON CAMPUS

UCI has more than 180 electric vehicle charging stations. Charge your car while working! See locations here.

Utilize employee carpool programs. Split the cost of parking with other carpool participants! Learn more here.

Need a place to park your bike for the work day? **UCI has more than 3,000 bike rack spaces.** Locate them here.

Interested in joining a campus vanpool? **UCI vanpools operate throughout Southern California.** Find your next vanpool here.

Rebates on Metrolink and Amtrak train tickets are provided for employees who use the train to commute to campus. Learn more here.

REMOTELY FROM HOME

At home, try adding a 15 min walk into your daily schedule to replace your commute and create a clear division for the start of your workday.

On your way to pick-up lunch? **Support a local restaurant in walking or biking distance to your home.** Great for the environment and economy!

Did You Know?

UCI created the Pump2Plug program, one of the first university incentive programs to encourage campus employees to convert from gasoline-powered vehicles to electric and plug-in vehicles. Participants receive three years of free Level 1 charging and reduced-cost Level 2 charging. Learn more here!

ON CAMPUS OR REMOTELY

Interested in learning essential cycling skills? **UCI offers the League of American Bicyclist's Smart Cycling course.** Sign-up for the complimentary 2-part seminar here.

Would you like to share the joys of cycling with others? **Participate in the volunteer BikeUCI Ambassador Program to become a certified bike educator.**

Have a meeting? **Utilize video conferencing when possible to reduce vehicle emissions.**

UCI supports telecommuting as a zero-emission commute mode. Employees may be eligible to receive participation incentives, including complimentary occasional-use campus parking permits.

BUILD COMMUNITY

How UCI employees can strengthen the culture of campus sustainability while working...

ON CAMPUS

The UCI Green Office Certification Program is a campus-wide, points-based program that certifies and awards departments for their sustainable practices. Sign-up to participate here.

Appoint a staff member as the "Green Office Leader," becoming the point person for office sustainability.

Did You Know?

In 2019, **over 3,200 UCI students, staff and faculty** participated in the Cool Campus Challenge, a friendly competition with other UC campuses to take sustainable actions. Collectively, UCI reduced **2.9 million pounds of greenhouse gas emissions -** equivalent to the amount of electricity used by **239 homes** in one year!

REMOTELY FROM HOME

Take a virtual self-guided sustainability tour of UCI. Click here to explore!

Read the "Sustainability Corner" to stay informed about the latest campus sustainability updates.

Interested in hiring a student intern to support with sustainability-related projects? Visit the Sustainability Resource Center website to learn about opportunities.

Follow campus sustainability social media!
Instagram: @ucisustainability
Facebook: @ucisustainabilitycenter

ON CAMPUS OR REMOTELY

Become an ambassador for campus sustainability by completing the Sustainability Fundamentals for Staff Training. Click here to earn certification.

Check out the sustainability events taking place on-campus and virtually. See the events calendar here.

Participate in the Inclusive Excellence Certification Program to gain greater understanding of diversity, equity, and inclusion. Learn more here.

Increase awareness of the Indigenous communities that shape(d) and steward(ed) the lands we occupy. Visit native-land.ca to learn more.

ENHANCE WORKPLACE WELLBEING

How UCI employees can enhance workplace wellbeing while working...

ON CAMPUS

UCI has more than 30,000 trees on its main campus. **During your work breaks, explore the open spaces of campus**, including Aldrich Park, the Ecological Preserve, and the San Joaquin Marsh.

Check out the Ant-Trails walking maps to explore different length walks around the campus and medical center.

Did You Know?

Studies show that introducing plants to the workplace lowered tension and anxiety levels by **37 percent**, and reduced fatigue and stress by **38 percent**. A NASA study also revealed that indoor plants can reduce air pollutants by **87 percent** within a **24-hour** timeframe.

REMOTELY FROM HOME

Make use of natural daylight at home by opening curtains and blinds. According to studies, natural light boosts vitamin D, enhances sleep, increases productivity, and improves mood.

Make your home workspace ergonomically-friendly through simple practices, like placing your feet up to increase circulation, elevating your laptop to eye level, and using pillows for added back support. For more ideas, visit EH&S's ergonomic tips for remote work.

Move your body with UCI Campus Recreation's Anteaters At Home Fitness Videos, on-demand fitness videos including F45 and yoga.

ON CAMPUS OR REMOTELY

If possible, position your workspace to have a view of nature (trees, plants, hills, mountains, skies, water). Exposure to nature is said to increase productivity and attention span by six percent, learn more here.

Incorporate greenery into your workspace. Get inspired by this list of the best indoor plants.

Practice ergonomic exercises to help relieve tension in the neck, shoulders, and back. Incorporate these exercises into your workday.

Watch free stress management videos available on-demand in the Wellness Adds Up video library.

CONSERVE WATER

How UCI employees can conserve water while working...

ON CAMPUS

Refill your reusable water bottle. UCI has more than 160 water bottle filling stations. Locate them here.

Every drop counts. **Report water leaks to Facilities Management for repair.** Submit service request here.

Grabbing lunch on campus? Look for symbols in the dining locations that display Vegan, Vegetarian and Plant Forward menu offerings.

Visiting the dining halls? At each residential dining food station a red, yellow or green Anteater Paw is placed next to every menu item to showcase water usage impact.

Learn about campus landscaping practices. 90 percent of campus landscaping uses recycled water!

REMOTELY FROM HOME

Use every drop. Capture the excess grey water from sinks and showers by placing a bucket or large bowl under the faucet. Use this water for your garden or house plants.

Run only full loads. This goes for both dishwasher and laundry machines.

Water by hand. Consider hand watering if you have a small garden area. Manually watering with a hose typically uses 33 percent less water than an automatic irrigation system.

ON CAMPUS OR REMOTELY

Be conscious of how much water you use. **Turn off the faucet when lathering up your hands with soap.**

Install low-flow restrictors to faucets. These fixtures can reduce water by as much as 60 percent without compromising water pressure.

Did You Know?

A leaky faucet dripping at the rate of just one drip per second can waste more than **3,000 gallons** of water per year. That's the average amount of water needed to take **180 showers!** Calculate your water footprint here.

PURCHASE SUSTAINABLY

How UCI employees can purchase sustainably while working...

ON CAMPUS

Maintain an inventory of office supplies and equipment to avoid duplicate or unnecessary purchases.

Consolidate orders and order only what you need. If you need a small amount, consider asking for a sample instead.

Before purchasing new items, check with surplus sales inventory at UCI's Peter's Exchange.

REMOTELY FROM HOME

Source your products locally to reduce the carbon footprint of the item. Contact UCI Procurement for assistance.

When possible, consider buying secondhand items. Visit your local thrift shop or find items on eBay.

Did You Know?

You can easily locate energy and cost-saving items through **Ecomedes**, an online tool listing products that meet UC's sustainable procurement criteria.

ON CAMPUS OR REMOTELY

Per campus standards, purchase 100% recyclable paper. Learn more here.

Only ship overnight or rush when absolutely necessary. Learn more by watching the Climate Lab video "The environmental cost of free two-day shipping."

Check for eco-labels such as Energy Star when making purchases. UCI has established a campus-based policy to require that when an "Energy Star" choice exists the required purchase will be the Energy Star product.

Identify products that meet UC standards in hosted/punch-out environments such as UCI Buy. You can also do this by looking for products with a green flag icon.