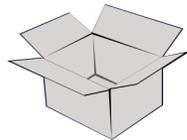


# REDUCE WASTE



## How UCI staff 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 staff 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.

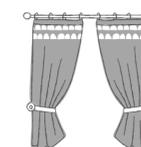
#### Did You Know?

**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 unnecessary energy usage.** A smart power strip recognizes when a device is not in use and automatically cuts off power.

# SUSTAINABLE TRANSPORTATION



## How UCI staff can utilize sustainable transportation while working...

### ON CAMPUS



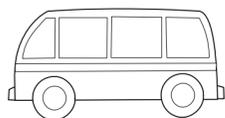
UCI has more than **180 electric vehicle charging stations**. Charge your car while working! [See locations here.](#)



**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 staff 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.](#)

# ENHANCE WORKPLACE WELLBEING



## How UCI staff 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](#).

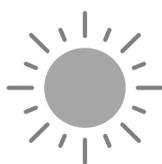


Check out the [Ant-Trails walking maps](#) to explore different length walks around the campus and medical center.

#### 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 staff 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!

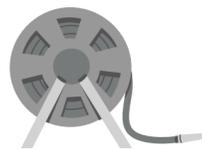
### REMOTELY FROM HOME



**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 staff 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.

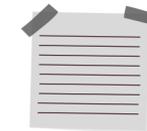


**When possible, consider buying secondhand items.** Visit your local thrift shop or find items on eBay.

### 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.](#)"

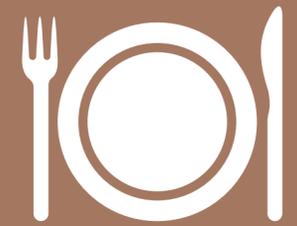


**Check for eco-labels such as Energy Star when making purchases.** UCI has established a campus-based policy to require that when an "Energy Star" choice exists the required purchase will be the Energy Star product.



**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.

# SUSTAINABLE DINING



## How UCI staff can dine sustainably while working...

### ON CAMPUS



When eating at one of the Zero Waste Dining Halls, **check for the Anteater Water Footprints** that indicate the water usage impact for each dish.



Receive a discount when you **use a reusable cup** for fountain beverages and coffee in any dining location and help reduce waste.



**Use sustainable take-out containers.** UCI Dining is proud to offer Styrofoam-free containers at all retail locations. In addition, Dining offers compostable paper containers at every location.



Look for **Fair Trade** products to purchase at places such as Zot N Go, The Hill, and food courts.

### REMOTELY FROM HOME



**Purchase local, seasonal and responsibly raised, grown** and sourced products whenever possible. Check out **farmer's markets in OC**.



**Use up what you already have!** Try not to let food go to waste by getting creative with meals.

#### Did You Know?

The compost from each dining hall gets turned into **Biofuel** to be used at the Waste Management Facility.

### ON CAMPUS OR REMOTELY



**Compost food waste.** On campus, utilize the marked compost bins. At home, collect food scraps when cooking to compost.



**Plan meals ahead for the week to reduce food waste.** Check-out the **UCI Sustainability Cookbook** for recipes.



**Be a plant eater.** Eating less meat and more plant-based meals can reduce one's carbon and water footprint.



**Use a reusable water bottle** to avoid utilizing single-use plastic water bottles.