

## **ASSOCIATED STUDENTS SUSTAINABILITY POLICY**

### **SUSTAINABLE SYSTEMS**

- A. Associated Students should continually maintain an office and work environment that encourages environmentally and socially sustainable practices by ensuring that all A.S. staff and students receive all necessary training and information, and are supported by an accessible sustainability-focused infrastructure.
  
- B. In order to implement, maintain and improve sustainability within Associated Students, a standing Sustainability Working Group should be maintained. This group should be comprised of students and staff from diverse areas across Associated Students and meetings should be open to all interested participants and observers. The charge of the Working Group shall be:
  - 1. Conduct regular surveys and inspections of A.S. spaces to ensure that the infrastructure outlined below is in place and students and staff have full access to sustainability resources and are able to follow the principles outlined in this document.
  - 2. Maintain and update ongoing resources such as the A.S. centralized supply cabinet, compostable product supply, and all A.S. Sustainability Guides.
  - 3. Seek out new opportunities to further develop the A.S. Green Bill and make recommendations to A.S. Senate.
  
- C. Sustainable systems to be maintained in all A.S. spaces and offices and at A.S. events:
  - 1. A.S. offices should use the most energy efficient lighting feasible and should upgrade to new fixtures as technology and finances allow.
    - a. In offices with multiple occupants in a larger space, individual desks should be equipped with desk lamps and task lighting to reduce the need for overhead lights.
    - b. Task lights should be equipped with CFL or LED bulbs, incandescent bulbs should never be used.
    - c. All light switches should have signage reminding occupants to turn off lights when leaving the space.
  - 2. All A.S. offices should have recycling bins, and all A.S. buildings should have at least one compost bin available. Large A.S. spaces (A.S. main offices, Pardall Center, KCSB, etc) should have electronic waste bins available.
    - a. Each bin should have signage clearly marking the type of waste accepted with picture and text examples. Signage can be downloaded from the A.S. Recycling website.
    - b. Recycling and compost bins in A.S. spaces should be emptied twice weekly by A.S. Recycling students. Electronic waste bins should be emptied weekly by A.S. Recycling students. A.S. students and staff should request additional pickups by contacting A.S. Recycling.
  - 3. All offices should have sufficient reusable cups, plates, mugs and utensils for typical daily and/or weekly use. Compostable products such as plates, utensils, cups, etc should be available for guests and larger events.
    - a. Reusable items must be cleaned after use to reduce pest issues and ease the burden on custodial staff.
  - 4. All offices should have access to a AAA/AA battery charger.
  - 5. Food storage and preparation areas (refrigerators, cupboards, coffee makers) should be kept separate from copier and printer areas in order to minimize the risk of ink vapor coming in contact with food.

6. A.S. should maintain a supply cabinet of basic office materials such as pens, tape, notebooks, highlighters, et cetera that have been selected with sustainable principles in mind. These supplies should be made available to groups to ease the burden of researching sustainable supplies.
7. A.S. Publications should retain any misprinted or extra scrap paper for distribution to A.S. offices for reuse as scratch paper.
8. Resources should be made available to reduce the environmental impact of A.S. events.
  - a. 5-gallon water jugs with a dispensing pump should be available to student groups for event hydration stations.
  - b. Groups must have compost, recycling, and landfill bins at events and should either be able to order bins and collection service from A.S. Recycling or check out and service bins themselves.
9. All A.S. staff and students should be made aware of the provisions of the A.S. Green Bill on a regular basis, and should be provided with clear resources on how to abide by all policies without compromising any group's ability to meet its own goals.
  - a. The A.S. Fall Orientation and any quarterly meetings of A.S. leadership should include information on sustainability within A.S.
  - b. The Environmental Affairs Board, Recycling, and the Zero Waste Committee should act as informational resources on sustainability for A.S. groups.
  - c. The Green Bill and any associated resource guides should be prominently featured on the A.S. website. Printed versions should be available in all A.S. spaces.

## **SUSTAINABLE PRACTICES**

- A. Associated Students should continually demonstrate its role as a campus leader in sustainability standards, and provide opportunities for students and staff within AS to reduce their environmental impact.
- B. Sustainable daily practices to be utilized within AS spaces and offices and at AS events:
  1. Utilize natural lighting and task lights (i.e., desk and floor lamps) rather than turning on lights in the middle of the day.
  2. Unplug appliances such as coffee makers when not in use and turn off power strips at the end of each work day.
  3. Turn off overhead lights when not in use.
  4. Turn on the least number of lights possible (i.e., when overhead lights are split between two switches, turn on only one switch).
  5. When feasible, paperless practices should be used.
    - i. Web-based catalogs, directories, reports, applications, and programs should be utilized over printed paper.
    - ii. Double-sided printing should be utilized at all times unless single-sided is specifically required.
    - iii. Meeting agendas and notes should not be printed unless specifically requested; laptops and tablets should be used to view documentation in meetings whenever possible.
  6. Retain old flyers and printouts and reuse them as scratch paper.
  7. Utilize recycling and compost bins for all possible waste; landfill waste should be minimized.
  8. Electronic waste (defined as anything electronic or battery powered, or component parts such as ink cartridges, batteries and cables) should be disposed of in an A.S. Recycling electronic waste bin.

9. Only water-based paints (acrylic, water color, tempera) should be used. Oil based paints are not permitted.
  - i. Free paint is available from Environmental Health and Safety (EH&S) through their paint exchange program; the use of this program is encouraged before new paint is purchased.
  - ii. Full or partially full containers should be given to A.S. Recycling so they can be taken to EH&S or taken to EH&S directly, not poured down a drain.
  - iii. Brushes and dishes containing paint can only be rinsed in an indoor sink, never a storm drain or septic tank. Use enough water to fully flush all residue from both the sink as well as the drain and first pipe to avoid creating a clog for the custodial staff. Do not dump excess paint down drains.
10. Use Green Seal Certified cleaning products offered for free through Custodial Services.
11. Keep offices clean by vacuuming, tidying all areas, cleaning out any refrigerators and only discarding food in a compost bin. The majority of A.S. offices do not have regular cleaning services so all cleaning must be done by office occupants.
12. Bicycling and public transportation are encouraged whenever feasible. Otherwise, carpooling should be offered and promoted for all off-site events and activities. Air travel should be minimized.
13. Minimize use of space heaters and mini-fridges.

## **SUSTAINABLE PURCHASING**

- A. Associated Students acknowledges that the majority of the environmental impact of a typical office environment is not from on-site practices and energy use but from the manufacturing and production, transportation, and disposal of purchased items. In addition, a great deal of global manufacturing is done in poor working environments with very low wages for employees. Associated Students therefore should place a high priority on ensuring that purchased goods are as sustainable and socially responsible as possible.
- B. Associated Students acknowledges that the most sustainable purchase is no purchase at all, and therefore encourages groups to consider if they really need an item or a large quantity of items. Purchasing used items should be highly encouraged assuming all other policies are followed.
- C. Sustainable Purchasing of Food, Drinks, and Servingware
  1. Absolutely no single-use water bottles may be purchased. Water coolers and 5-gallon jug pumps must be used for event hydration stations.
  2. All coffee and tea must be certified Fair Trade and certified organic.
  3. All bananas and chocolate, in which the chocolate is the primary ingredient of the purchased item (as opposed to trail mix, cookies, etc), must be certified Fair Trade.
  4. All public events with more than 30 attendees that provide food must have vegetarian and vegan options.
  5. A.S. spaces may not purchase single-use products such as coffee cups or paper plates for daily office users; daily users should provide or be provided with reusable items.
  6. Certified compostable single-use food service products, including plates, bowls, utensils and napkins, may be purchased for events and guests. These items should be purchased from the A.S. supply of compostable goods in order to minimize costs and reduce packaging.
  7. No polystyrene (Styrofoam) may be purchased or used.
- D. Sustainable Purchasing of Swag and Giveaway Items

1. Clothing and apparel must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
  2. Reusable bags must be sewn, dyed, and printed in the U.S. and must be made from either recycled and/or reclaimed materials (preferred), organic cotton, or U.S. grown cotton.
  3. Water bottles must be manufactured and printed in the U.S. and must be made of either glass, aluminum, stainless steel, or BPA-free plastic.
  4. Promotional pens and pencils must be made from at least 30% post-consumer recycled materials.
- E. Sustainable Purchasing of Paper and Office Supplies
1. White printing paper used for black and white printing must be made up of 100% post-consumer recycled content. 100% post-consumer recycled paper must be available for colored printing on white paper. Colored paper must be at least 20% post-consumer recycled content.
  2. Office supplies should be purchased from the A.S. supply cabinet whenever possible as these items have been bought with sustainable principles in mind.
  3. A list of sustainable office supplies should be provided to A.S. groups so that they may place their own orders if necessary.
- F. Sustainable Purchasing of Paint
1. All paint must be water-based and low or no-VOC (volatile organic compound).
  2. Before purchasing new paint, groups are encouraged to check the paint exchange cabinet at Environmental Health and Safety for free supplies.
- G. Sustainable Purchasing of Cleaning Products
1. All cleaning products must be GreenSeal certified.
  2. Before purchasing new cleaning products, groups are encouraged to seek out free all-purpose cleaners from Custodial Services.
- H. Sustainable Purchasing of Electronics, Appliances and Batteries
1. Computers, laptops, tablets, monitors, printers, copiers and TVs that are purchased new must be certified as EPEAT Gold. Used equipment does not need to meet this standard.
  2. Refrigerators, computers, laptops, tablets, monitors, printers, copiers and TVs must be EnergyStar certified.
  3. Printers that are purchased new must be capable of double-sided printing and this must be the default setting. Printers purchased used do not need to meet this standard.
  4. Coffee makers that use single-serving plastic pods instead of traditional coffee filters are not permitted in A.S. spaces.
  5. All batteries should be rechargeable.
- I. Sustainable Purchasing of Furniture
1. Furniture should be purchased used whenever possible. Central Stores and the GIVE sale are preferred sources due to the easy accessibility for campus groups, though others are acceptable as well.
  2. Furniture that is made in the U.S. and from reclaimed or recycled materials, Forest Stewardship Certified Wood or sustainable fabrics is prioritized.

- J. Exceptions should only be made after groups have demonstrated a good faith effort to comply, but that this policy would cause a great hardship and would inhibit a core function of that group's mission. Exceptions to this policy may be granted in the following cases:
1. When specifically required in a contract with a non-A.S. entity.
  2. When specifically required in order to comply with health and safety policies.
  3. During situations out of A.S.'s control (i.e. need for water bottles in another state on CAB's Alternative Break).
  4. When approved by Finance and Business Committee and/or Senate oversight of minutes.