

ASSOCIATED STUDENTS SUSTAINABILITY POLICY

- I. Associated Students must maintain a work environment that encourages environmentally and socially sustainable practices by ensuring that all AS staff and students receive all necessary training and information and are supported by an accessible sustainability-focused infrastructure.
- II. The AS Sustainability Policy applies to any and all AS-funded operations, and student groups, with student groups defined as AS entities, AS services, and OSL groups receiving AS funds.
- III. Sustainability Coalition
 - A. In order to implement, support and improve sustainable practices in Associated Students, a standing Sustainability Coalition must be maintained. This group is comprised of students and staff from a wide variety of areas across Associated Students and meetings must be open to all interested participants and observers.
 - B. The charge of the Sustainability Coalition is as follows:
 1. Review the AS Sustainability Policy and make recommendations for updates to AS Senate.
 2. Promote awareness of and compliance with the AS Sustainability Policy through education and outreach across Associated Students.
 3. Maintain and update ongoing resources such as the AS Gateway Approved Purchasing List, compostable serviceware supply, and AS sustainability resource guides.
 4. Conduct annual audits of AS spaces to ensure that the infrastructure outlined in the AS Sustainability Policy is in place and students and staff are able to follow the outlined principles.
 - C. The Sustainability Coalition consists of students from various AS BCUs, potentially including but not limited to Environmental Affairs Board, Recycling, Zero Waste Committee, Community Affairs Board, Human Rights Board, Finance and Business Committee, Committee on Committees and AS executive office environmental liaisons.
 - D. The Sustainability Coalition leader is selected each spring for the following year by the current participants. The Coalition leader is tasked with scheduling meetings, inviting AS entities and services to participate, drafting meeting agendas, and leading and facilitating all meetings.
- IV. Food, Drinks, and Serviceware
 - A. All events where food is provided that are either open to the public or have 30 or more expected attendees must have sufficient vegetarian and vegan options that are comparable to non-vegetarian options, unless doing so would significantly impair the cultural value of the event.
 - B. Absolutely no single-use water bottles may be purchased. The AS Sustainability Coalition is responsible for ensuring that 5-gallon water jugs and dispensing pumps are available for purchase by student groups for event hydration stations.

- C. All coffee and tea must be certified Fair Trade and/or USDA certified organic.
 - D. Single-use coffee pods are not permitted in AS spaces. Reusable pods and traditional coffee filters are allowed.
 - E. All disposable plates, utensils, cups, et cetera must be 100% certified compostable. The AS Sustainability Coalition is responsible for maintaining a bulk supply of certified compostable serveware (utensils, cups, plates, and napkins) that is available for purchase by student groups with an AS account.
- V. Apparel and Promotional Items
- A. Clothing may only be purchased from vendors approved by designated representatives of the AS Sustainability Coalition. To be approved, clothing must either meet the Global Organic Textile Standard (GOTS), be Fair Trade certified, or be Made in the USA out of 100% recycled materials.
 - B. The AS Sustainability Coalition is responsible for maintaining a reference list of recommended vendors for promotional items including but not limited to clothing, pens, water bottles, notebooks, et cetera.
- VI. Waste
- A. All AS-funded events held on campus or in Isla Vista must have at least one compost bin and recycling bin for every landfill bin. AS Recycling must offer an event waste service program.
 - B. All AS offices must have at least one recycling bin for every landfill bin and at least one easily accessible compost bin.
 - C. All AS offices must have at least one easily accessible electronic waste bin.
 - D. AS Recycling is responsible for labeling public bins with signage that clearly marks the type of waste accepted with picture and text examples.
 - E. Up-to-date signage must be maintained by AS Recycling and made available on the AS Recycling website.
 - F. Electronic waste (defined as anything electronic or battery powered, or component parts such as ink cartridges, batteries, light bulbs and cables) should be disposed of in an AS Recycling electronic waste bin.
 - G. Recycling and compost bins in AS spaces must be emptied twice weekly by AS Recycling students while classes are in session. Electronic waste bins must be emptied weekly by AS Recycling students while classes are in session.
 - H. All occupants of AS spaces must utilize recycling and compost bins for all possible waste; landfill waste must be minimized.
 - I. AS entities and services may request a special pickup from AS Recycling of full or partially full paint containers, or take paint directly to UCSB Environmental Health and Safety.
- VII. Energy and Electronics
- A. AS offices must use the most energy-efficient lighting feasible and should upgrade to new fixtures as technology and funds allow.

- B. Lights must be turned off when not in use, and all light switches must have signage reminding occupants to turn off lights when leaving the space. Natural lighting should be utilized during the daytime whenever possible.
- C. All AA/AAA batteries should be rechargeable and all offices must have access to a AA/AAA battery charger.
- D. Personal mini-fridges are not allowed.
- E. Appliances such as coffee makers, microwaves, space heaters, air filters, et cetera must be unplugged, and power strips turned off, when not in use.
- F. Computers, laptops, tablets, monitors, printers, copiers and TVs that are purchased new must be EnergyStar and EPEAT Gold certified. Refrigerators must be EnergyStar certified. Used equipment does not need to meet this standard.
- G. Printers that are purchased new must be capable of double-sided printing. Used printers do not need to meet this standard.
- H. Bicycling and public transportation are encouraged whenever feasible. Otherwise, carpooling must be prioritized for all off-site events and activities. Air travel must be minimized.

VIII. Paper and Office Supplies

- A. The AS Sustainability Coalition must maintain a reference list of recommended office supplies on UCSB's procurement platform.
- B. Double-sided printing must be utilized at all times unless single-sided is specifically required.
- C. Meeting agendas, budget proposals and notes should not be printed unless specifically requested; laptops and tablets should be used to view documentation in meetings whenever possible.
- D. Old flyers and printouts should be retained and used as scratch paper. All offices must have a designated and labeled space for scratch paper.
- E. White printing paper must be made up of 100% post-consumer recycled content. Colored paper must be at least 30% post-consumer recycled content.

IX. Cleaning Supplies

- A. All office cleaning products must be GreenSeal certified unless otherwise required for food safety purposes.
- B. The Sustainability Coalition must provide all offices with free GreenSeal certified glass and all-purpose cleaners.

X. Paint

- A. Only water-based paints (acrylic, watercolor, tempera) may be used. Oil-based paints are not permitted.
- B. Brushes and dishes containing paint residue must only be rinsed in a sink that connects to a sewer line (for example, a standard campus bathroom sink), never an outdoor drain or septic tank. Enough water must be used to fully flush all residue from the sink and the

drain pipe to avoid creating a clog for the custodial staff (10-15 seconds of full power flow).

- C. See Section VII: Waste for instructions on how to properly dispose of waste.

XI. Furniture

- A. Furniture should be purchased used whenever possible. UCSB Surplus Sales and the GIVE sale are recognized as preferred sources.
- B. Furniture that is made in the U.S., made from reclaimed or recycled materials, is Forest Stewardship Certified, or made of sustainable fabrics must be prioritized.

XII. Training

- A. All AS staff and students must understand the provisions of the AS Sustainability Policy, and the AS Sustainability Coalition should provide clear resources on how to abide by all policies.
- B. The AS Fall Orientation and any quarterly meetings of AS leadership must include information on sustainability within AS.
- C. The AS Sustainability Policy and any associated resource guides must be featured on the AS and Finance and Business Committee website.

XIII. Policy Exceptions

- A. A one-time exception to the AS Sustainability Policy may be granted by Finance and Business Committee. Those requesting exceptions must demonstrate that they have made a good faith effort to comply with the AS Sustainability Policy, but that compliance would cause great hardship and inhibit a core function of that group's mission.