SAR 2023 FINAL REPORT

UCLA Health Team

Stakeholder: Noah Bidna, Sustainability Analyst at UCLA Health

Team Co-Leaders: Salman Jaberi, Lilit Shahbazian

Team Members: Sophia Merish-Rose, Olive Fengel, Hannah Freedman, Amanda Pineda

Abstract

The healthcare industry has a crucial role in promoting sustainability and protecting the environment. However, there is a lack of comprehensive sustainability programs and education in medical settings, which hinders efforts to manage and dispose of waste effectively. This paper presents a research project conducted by the SAR Health Team at UCLA, aiming to develop a sustainability certification program for individual departments within UCLA Health. The objective was to assess the alignment of UCLA Health departments with current sustainability policies and provide a tool for departments to comply with these policies. The research involved checklist development based on interviews and existing sustainability policies, pilot implementation in selected departments, walkthroughs to verify checklist responses, feedback surveys, and infographic presentations. The results showed varying levels of alignment with sustainability goals among the departments, with some achieving certifications while others fell short. The departmental feedback highlighted the usefulness of the checklist in assessing sustainability efforts and identifying areas for improvement. Based on the pilot program and feedback, the checklists were finalized, incorporating improvements and addressing department-specific needs. The study concludes that the certification program is ready for wide-scale implementation across all UCLA Health clinics and offices, providing a valuable tool for promoting sustainability in the healthcare setting.

Introduction

The importance of sustainability is ever-increasing in the healthcare field, an industry that has the vital duty to protect, serve, and enhance the well-being of our communities (Molero et al., 2021). Proper waste management and disposal methods are incredibly important in protecting the health of our environment, but due to a lack of comprehensive sustainability programs and education in medical settings, efforts that attempt to deal with medical and commercial waste are often overlooked. Considering UCLA Health's goals of 50% diversion from landfills and a reduction of waste per adjusted patient to 25 lbs. by 2025, a sustainability strategy and implementation is needed in order for this to be achieved (*Sustainability: Waste Reduction*, n.d.).

Previous SAR Health teams have made many efforts in aiding UCLA's hospitals to become more sustainable through both educational modules and their supply chain. However both teams, 2016 and 2018 respectively, ran into a number of administrative and bureaucratic obstacles that prevented successful integration and implementation of their desired deliverables (Lallas et al., 2016; Paset et al., 2018). This year, our SAR Health Team is taking a unique approach that will instead target individual departments to help them comply with current sustainability policies by creating a comprehensive sustainability certification program. In an effort to address the current lack of awareness within UCLA Health regarding sustainability policies, we plan to pilot this program in a few departments to give UCLA Health's sustainability team an initial report on where departments stand with respect to these sustainability goals, and to begin the process of ensuring these departments are compliant with UC policy. Our team hopes that through creating this certification program, we can provide UCLA Health with a general assessment tool that shows departments and our stakeholders where individual departments stand, as well as provide an educational opportunity for staff within UCLA Health.

With all this in mind, our team's research question is as follows: How aligned are UCLA Health departments with current sustainability policies, and how will a small-scope green certification process assist individual departments in complying with current sustainability policies? To answer this question, we plan to create and send out the preliminary checklist to pilot departments, perform informational interviews to determine where they stand, and receive feedback from these departments, allowing us to make necessary changes to create our final certification checklist.

Methods

Checklist Development

In order to gain a picture of what a successful certification program looks like, our team conducted informational interviews with the sustainability departments at both UCSF and UCSD. The interviews focused on asking about how these health systems have designed, implemented, and maintained a sustainability certification for health offices and clinics.

After conducting informational interviews to inform the structure of our certification and its implementation, we used UC policy, UCLA policy, Practice Greenhealth policy, and inspiration from the UCSF and UCSD certifications to create our own checklists — one for clinics and the other for offices. Both checklists were divided into five sections: Waste Reduction, Culture of Sustainability, Water Conservation, Carbon Action, and Sustainable Procurement. Included within each of these buckets are subsections, such as "Energy Conservation," which is listed under Carbon Action, to better demonstrate portions of a larger sustainability goal. Based on the elements of the certification processes at UCSF and UCSD that we thought were most suitable for UCLA Health, we developed a checklist system in which each of the checklist questions stemmed from a sustainability policy already in place.. Another

important piece of advice from the other institutions we talked to was to focus on systems that had already been implemented and could be further supported. In this regard, we utilized the Sustainability Liaison's Program within UCLA Health where a department member can sign up to become a “sustainability champion.” Sustainability champions then serve as designated sustainability advocates within their department, and we designated that they would be the ones to fill out our checklist.

Both checklists were reviewed and supplemented by our stakeholder Noah Bidna, UCLA Health’s Sustainability Analyst. After these initial edits, our team had a meeting with Sarah Brockhaus, UCLA Health’s Sustainability Programs Manager, to have our draft approved. Her feedback was incorporated to produce the pilot Green Office and Green Clinic checklists (see Appendix B).

Walkthroughs

The methodologies we employed during Spring quarter for the pilot program involved a systematic approach to engage with different departments within UCLA Health.

To initiate the pilot program, we closely collaborated with Noah Bidna to develop formal correspondence emails which we disseminated to pre-selected departments. By reaching out to green champions from various departments and levels of the organization, we ensured a comprehensive representation of perspectives. The responses we received from the departments was encouraging, with four departments, namely the Pediatric Intensive Care Unit (PICU), Environmental Services (EVS), Office of Operations and General Services (OO & GS), and Environmental Health and Safety & Emergency Preparedness (EHS & EP), expressing their interest in participating. The green champions within each department were responsible for completing the checklist, providing responses based on their department's practices and

procedures. After the completion of the checklist, we conducted walkthroughs at the departments mentioned earlier. The purpose of these walkthroughs was to verify the accuracy of the checklist responses and identify areas that required improvement. The walkthroughs provided an opportunity for us to observe the departments' sustainability practices firsthand and engage in direct discussions with department representatives. We ensured flexibility by offering both in-person and virtual options for the walkthroughs, accommodating the preferences and logistical considerations of each department. All four departments that responded to the email invitation were visited in person.

Feedback Surveys

Following the walkthroughs, we administered optional feedback surveys to the participating departments. These surveys aimed to gather feedback and insights on the effectiveness of the certification process and to identify areas of improvement for future program implementation. The survey included a range of questions (see Appendix C) aimed at evaluating the effectiveness and utility of the checklist in assessing sustainability efforts within the departments. For example, one question asked participants to rate, on a scale of 1 to 10, how useful they found the checklist in helping their department assess its sustainability efforts. This rating provided a quantitative measure of the checklist's perceived effectiveness and utility. The feedback obtained through the surveys contributed to the continuous improvement and development of the program, ensuring that it aligns with the specific needs and goals of the participating departments within UCLA Health.

Infographic Presentations

We developed an infographic presentation (see Appendix D) to provide practical guidance and tips for the departments in improving their sustainability efforts after the

walkthroughs. The infographic not only offered recommendations for areas that needed improvement but also highlighted the departments' strengths and praised their successful practices. By acknowledging the areas where departments were already excelling, the infographic encouraged them to apply those successful strategies to other areas as well. This approach aimed to fortify department confidence in implementing sustainable practices across all aspects of their operations.

Equity, Diversity, & Inclusion

Our approach to incorporating Equity, Diversity, & Inclusion (EDI) into our certification process was inspired by what UCSD accomplished after onsite visits were carried out through their presentation. Our tailored educational infographic recognizes the department's progressive actions that have led to a more sustainable space, and also to provide helpful suggestions for areas that aren't experiencing as much growth. The feedback surveys we conducted allowed them to contribute their diverse perspectives to help improve our collaborative sustainability effort. Throughout our research project, we were able to manage bias by omitting Noah's department from the infographic feedback because of our previously established connections with him over the last few months.

Results

Checklist Responses

Initial responses to the checklist varied significantly among the different departments, highlighting the effectiveness of a department-level sustainability certification in identifying and improving areas that do not meet sustainability goals and policies. Based on the preliminary results, the EHS & EP departments scored 37%, initially disqualifying them for any certification. Similarly, PICU did not qualify for certification, obtaining a score of 32%. In contrast, the OO &

GS were given perfect score of 100% based on their responses, while the EVS office achieved a score of 70%, earning them gold and bronze certifications, respectively.

It is important to note that these scores are based on the original first draft checklist that was provided to the departments and not the revised and updated version found in Appendix B of this document. Additionally, these scores represent the raw scores departments would have received solely based on their responses, without considering the walkthroughs or other aspects of the certification process.

Department Walkthroughs

After conducting walkthroughs to verify the accuracy of the responses to the checklist, we discovered that departments are definitely qualified to answer the questions with relatively high accuracy with the least accurate department being at only a 90%. EHS & EP were the only departments that had a 100% accuracy score, which did not change their initial score. PICU was deemed to be 93% accurate, changing their score from 32% to 29%. The OO & GS department received a 90% accuracy score which lowered their overall score to a 92%, and the ES office had a 97% accuracy score, bringing them to a 68%. Notably, none of the final certifications changed for any of the departments, and they all maintained the certifications that they would have received if walkthroughs were not conducted.

Further analysis of these results and the modifications made to the checklist, which we believe better reflect the realities of some departments, will be discussed later in this document. This analysis will also provide insights for future implementation of the certification process, and the steps needed to get there.

Departmental Feedback

All of the departments completed the feedback survey after they had filled out the checklist, and walkthroughs were complete. For the joint EHS & EP department, a representative from both EHS, and EP completed the survey. Every department reported a positive experience with the certification process, and said that they would recommend it to other offices and clinics. When asked to rate their own sustainability knowledge before the pilot, as well as the usefulness of the checklist, all departments scored the checklist usefulness as being higher than their own previous understanding of UC sustainability policies. This suggests that the checklist succeeded in serving as a tool for dense policies to be broken into understandable chunks that more easily allow departments to assess the progress of their sustainability efforts.

Three out of four survey respondents, but all departments, said that through the pilot they were able to identify specific, actionable items that they can work on to improve sustainability. PICU learned that they could switch to LED lights, as well as have a central, multifunction printer to eliminate the use of personal printers. EHS and OO & GS both reported that they intend to work on adding more signage regarding recycling and limiting paper towel use. EHS also recognized that they do not have compost bins anywhere in the office, and that overall, they could make a better effort to spread sustainability awareness to staff. Interestingly, the sustainability champion from EHS, who served as the representative for the walkthrough of the joint EHS & EP office, reported finding areas for improvement, while the EP sustainability champion who aided in completion of the checklist, but who could not attend the walkthrough, did not. This discrepancy serves as support for the necessity of walkthroughs, since both individuals share the same office and could have recognized the changes to be made (lack of compost bins and signage). The in-person walkthrough might have helped the representative

from EHS to notice those areas for improvement, versus only filling out the checklist digitally, like the EP representative.

Along with these successes, areas for improvement for the checklist and walkthrough processes were identified. While all departments found that the checklist was comprehensive and not lacking in any of the sustainability categories, two departments felt that some of the points were unattainable. For example, PICU and EHS & EP both felt that incorporating upgrades such as LED lights and motion sensor faucets felt out of their direct control. EHS & EP also suggested adding a "not applicable" option to the checklist along with the current "yes/no" for areas that don't apply to certain departments. Finally, they suggested actually bringing sustainability signage, like "One Towel is Enough" stickers and recycling or composting signs to the walkthrough so that departments cna feel like they are getting an immediate start on improving their sustainability.

Finalized Checklists

To produce finalized versions of the certification checklists, we made improvements based on our own experiences throughout the pilot program, as well as critiques identified in the departmental feedback surveys. First, changes were made so that the checklist will be better able to take into account the individual differences of each department.. A "not applicable" option was added in addition to the previous "yes/no" choices for each checklist item so that departments are able to mark points that do not fit into their specific office. For example, the EHS & EP office is actually in a leased building that is not owned by UCLA Health. Therefore, something like motion sensor faucet installation is not something that they are able to achieve, as they can not submit a request through UCLA Health, and might not even have the ability to alter appliances in a leased building. The "not applicable" selection would allow them to make this

known. At the end of the checklist, an option to provide information about any sustainability efforts not covered in the checklist was added. This allows departments to receive points for any extra or innovative measures they take that are not necessarily covered within current sustainability policies.

In order to address the checklist points that departments felt were out of their reach, such as installing LED lighting, motion sensor lighting, and motion sensor faucets, the wording was updated so that they are able to be rewarded points for actionable steps they can actually take. For those items, we changed the point to include that they either have those features, or that they have already submitted a request form for them. This prompts the department to get the process started, even if they are not doing the installations themselves. After the walkthroughs, our team also noticed that some of the checklist points felt vague in practice, such as points saying that the department "supports healthy eating," or " educates new hires about sustainability best practices." The checklist was revised to correct for any difficulties that we experienced while putting it into practice.

Final changes to the checklist included altering the weights assigned to the checklist points. Initially, some of the weights were based on the difficulty to achieve the point, not how important they were for reaching sustainability goals. For example, a checklist item about shutting off lights completely in non-working hours was weighted at only 1 point, whereas a checklist item about putting up stickers to remind workers to shut off lights during the workday was weighted at 2 points. We decided to change the weights of all of the checklist items to reflect their magnitude in sustainability achievement, rather than how difficult they were to complete. We felt that this would allow the final score to more accurately award how sustainable each department actually is. Therefore, for this example, saving large amounts of energy by having the

lights completely shut off after hours and on weekends is worth 2 points, while putting up a sticker in the bathroom reminding staff to shut off lights when possible is 1 point, even though it requires more effort to actually get the sticker and put it up.

The finalized checklists, one for clinics, and one for offices, are the primary result of our research. The checklists are the culmination of three policies (UC policy, UCLA policy, and Practice Greenhealth policy), inspiration from the most successful aspects of similar certifications at UCSF and USCD Health, as well as three rounds of edits that take into account feedback from the UCLA Health sustainability team, as well as real departments that piloted the program. The checklists have already been fully developed and any issues were resolved during the pilot, so the certification program is ready to be implemented wide-scale across all UCLA Health clinics and offices at the discretion of the UCLA Health sustainability team. The checklist will serve as a tool for departments to have greater understanding and control over their own environmental efforts, as well as aid the sustainability team in assessing the progress of UCLA Health clinics and offices in achieving sustainability goals.

Challenges

In terms of creating the checklist, one main challenge was establishing exactly what the unique purpose of our certification was. We were initially confused about how our certification would be different from existing green hospital certifications. For example, Practice Greenhealth already has a green hospital certification, in which hospitals receive various awards based on their level of commitment to sustainability. UCLA Health System Hospitals go through this certification process every year and are required to achieve at minimum Practice Greenhealth's award "Greenhealth Partner for Change" (University of California, 2022, p. 17). Despite the initial perplexity regarding the way our certification would be different from this already-existing

hospital certification, we were able to better understand the purpose of our certification after asking clarifying questions. Noah explained to us that while Practice Greenhealth's certification is useful to assess for the hospital as a whole, it is not meant for individual departments. Therefore, in order to assess departmental compliance to university sustainability policy, we needed to make a more targeted checklist to certify individual green departments.

Another area of confusion that we had to work through while creating the checklist was deciding if the checklist questions would be derived from university policy, or if we would model our checklist more on UCSD's behavioral-based checklist questions. We had trouble understanding how upper-level policy would be applicable for a departmental checklist. However, we were able to overcome this by going through all the UCLA, UC, and Practice Greenhealth policies and requirements. We found that a lot of the policies were translatable to the department level: departments can contribute meaningfully to help meet water reduction, transportation, carbon action, and waste reduction goals. However, there were some policies, especially related to energy sourcing, that departments are not responsible for. For example, the UC Health system's target of 100% clean energy by 2025 is only applicable for the hospital as a whole, because departments themselves are not responsible for sourcing the building's energy. By going through the requirements and determining which were feasible goals for departments to work towards, we were able to better narrow down our checklist categories and questions. Although we tried our best to only include questions that were relevant for departments to complete, we realized during our piloting process that a few of our questions were not applicable for certain departments; however, we found that most of our questions that we created were feasible for departments to complete.

Spring quarter, we ran into several additional challenges during the piloting process,

especially regarding a communication lag with the pilot departments. Many departments did not respond to the first email asking them to fill out the checklist, so we had to follow back up with them. Some of the clinics that we reached out to never responded at all, even after the second follow-up email. Because it took so long for the departments to get back to us with their availabilities, we were only able to pilot the clinic certification on one clinic. Additionally, since there was not enough time to reach out to other departments, we had a relatively small sample size for our piloting process — only three offices and one clinic. Despite the lack of time to reach out to more departments, we were able to learn a lot from the four departments that we did pilot the certification on.

Finally, the last challenge that we encountered was the small size of the UCLA Health sustainability team. We quickly learned that the UCLA Health sustainability team only consists of two people: Noah Bidna, our stakeholder and UCLA Sustainability Analyst, and Sarah Brockhaus, the Sustainability Programs Manager. The small size of the sustainability team posed a challenge for our plan to do in-person walkthroughs to confirm the results of the initial assessment. When meeting with UCSF and UCSD, both emphasized the importance of the sustainability team doing walkthroughs to confirm the results and ensure an accurate certification process. During our own pilot walkthroughs, we saw first-hand the importance of the walkthroughs for the certification process. However, due to the small size of the UCLA Health sustainability team, it will likely be difficult for Noah and Sarah to do walkthroughs to confirm the results of each department during future certifications. Our SAR team discussed having a zoom walkthrough option, or having interns perform the walkthroughs in the future full-scale implementation.

Overall, our team learned a lot from working through the challenges that we encountered

these past two quarters. We learned the importance of asking questions and communicating with the entire team. We also learned the importance of preparing for stakeholder meetings in order to best use our time and clarify anything that was unclear with Noah. Finally, we learned the importance of persistent communication with the departments in order to get their checklist responses in a timely manner.

Discussion

Our team's research has illuminated many of the areas for improvement within UCLA Health with regards to implementation of sustainability policies, in addition to highlighting successes that previously went unrecognized. Based on the pilot of the green certification that we conducted throughout spring quarter, we have concluded that certain specific adjustments can be made to improve the efficiency and effectiveness of the process. First, we believe that it is essential to continue to include the walkthrough stage of the certification process. In the winter quarter, there was a lot of discussion between the team and our stakeholder about whether or not we should include a walkthrough. Noah was concerned about the capacity of his office to conduct such walkthroughs once the SAR team was not available to support him in the process. However, our pilot proved that this element was vital to identifying office/clinic-specific challenges to implementing sustainability policies and office/clinic-specific solutions. For example, when we toured the Office of Operations, we were able to identify that they had two systems of waste collection managed by different facilities teams within UCLA. This is an inefficiency that would not have been addressed by our checklist alone. While in the office itself, our stakeholders were able to clarify the issue with the office, and they will be working with office managers to sort out which is the correct facilities team to be managing the office's waste. Our walkthrough visits facilitated direct interaction, clarification of any uncertainties regarding

the pilot program, and strengthened the collaborative relationship between our team and the departments. Without the SAR team, time for walkthroughs will be harder to find with only one staff member working in Noah's position. However, we believe that this process is essential, and therefore if the number of offices that can be certified at one time is slowed, it is a worthwhile tradeoff for maintaining a process that pays each department the specialized attention it requires. Furthermore, in person interaction allows the sustainability representative performing the walkthrough to come equipped with signage and stickers that the clinic/office might require.

Our second recommendation is that in-person presentations are incorporated into the end of the process after the walkthrough has been completed. After discussion with the department representatives that we collaborated with in our pilot program, it seems that many departments would be open and excited to have a brief presentation in staff meetings. A sustainability representative would come in to explain actions individuals and the department could take in order to be more sustainable, and the presentation would be specifically tailored to the strengths and weaknesses of that department determined by the outcome of their walkthrough. This would increase the reach of this process beyond one office representative who fills out the checklist and guides the walkthrough. We expect that this increased scope would promote the creation of community goals and accountability within the clinic/office.

For the future of our SAR project, we see the expansion of our current research proposal and methods as best continued through the use of an intern(s). We believe the checklist certification process that we created should be rolled out after a second pilot process. Noah has mentioned his limited capacity to take on this project in addition to his sustainability work at the hospital, so an intern(s) focused on conducting walkthroughs while implementing our suggested changes to the process would be incredibly impactful. If there were to be a future SAR project

based on our certification process, we propose creating a team 4-7 years down the line in which they could look at the efficacy of our checklist and see how, if any, improvements were made amongst existing and newly certified departments. This team could also collect data on scope of the certification (how many departments have been certified) and conduct new feedback surveys to gain insight into the ways departments could be further supported with the policy implementation process and making sustainable improvements.

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Appendix A: Informational Interview Questions

UCSD

1. Can you explain more about what the Green Clinic/Unit Certification program (GCC) is?
    - Development process?
    - What challenges did the GCC program face compared to the "Green Operating Room" (GOR) program?
2. How was beta testing and piloting for GCC executed?
    - What was the criteria for deciding what clinic and units should be tested?
3. We noticed that eligibility for a green office certification is available only for office buildings or departments under UCSD. Does this also apply to UCSD Health departments/offices?
    - What elements were adopted or inspired from "Green Your Office" and/or "Green Your Lab?"
4. What is the certification process for GCC?
    - Does a single representative or team complete the questionnaire/assessment?
    - What platform(s) are the application and assessment on?
    - When designing the assessment, are the questions based on policy compliance, behavioral shifts, or a combination of both?
        - Where are the policies adopted from?
        - What was the criteria for deciding which policies to include in the checklist?
5. Can you explain how ranking is assessed after the preliminary stage?
    - Do GOR and GCC have different ranking systems?

6. How did you roll out your program?
    - How does a clinic/unit maintain a certification over time?
    - Who is the point of contact within the departments/clinics?
7. Is there anything you would critique about the program as it stands?

UCSF

1. Introductions: Can you briefly describe your role (as Sustainability Waste Analyst and Sustainability Programs Manager) and the scope of your work?
2. Can you explain a little bit about your clinical sustainability certification and the process of creating it?
    - What were some of the challenges you faced with implementing this program across UCSF clinics and offices?
    - How did you come up with the checklist questions? Are they adapted from policy? What did you prioritize?
3. How did you roll out your program?
    a. How does a clinic/unit maintain a certification over time?
    b. Who is the point of contact within the departments/clinics? Are the results of the pre-assessment confirmed by an in-person visit to the site by the Sustainability team?
        - Do you think the self-rating point system works well? Do you find that clinics/offices were often over/underestimating their points?
        - Can someone gain 2 out of 3 points? How do you determine how many points to award in each category? Is the number of points about weighting the questions or about providing a range?

4. How did you decide on using a point system with Bronze, Silver, and Gold awards?
    - Does this encourage offices/clinics to obtain more points, thereby becoming more sustainable?
    - Is there any incentive to comply with sustainability goals besides being awarded this certification?
5. How did you roll out your program?
    a. How does a clinic/unit maintain a certification over time?
    b. Who is the point of contact within the departments/clinics?
6. What are the pros and cons for using a spreadsheet for the checklist, versus something like a Google Form? Is it a functional system to receive the sheets in email?

Appendix B: Certification Checklists

Green Clinic Check

Certification Question	Check: Y/N	Question Weight	Actions	Policy	Link to Policy
Waste Reduction					
Bin Standardization					
This unit has well-labeled and easily accessible recycling bins & appropriate signage.		3	Recycling bins & signage may be ordered by Unit Buyer	Policy 22 (waste) The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has well-labeled and easily accessible compost receptacles & appropriate signage in break rooms		2	Compost bins, centralized waste bins & signage can be ordered by Unit Buyer	Policy 79 (waste) The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The bathrooms and kitchens (as applicable) all have compost bins for paper towels		2	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for bathroom paper towel compost bins and signage	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The bathrooms all have the "One Towel is Enough" Signage		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for bathroom paper towel compost bins and signage	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has well labeled confidential paper recycling bins (as Applicable)		1	RRUMC contact Leah Bouiclch-Coker at LBouiclch@mednet.ucla.edu SMMC contact Jessica Martinez at JesMartinez@mednet.ucla.edu	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
Office Spaces					
This unit has eliminated the use of personal printers		2	Submit an IT Support Ticket: https://it.ucdahealth.org/support to request the removal of personal printers	IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-inone computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
This unit has multifunction printers that scan, fax, print, and copy.		1	Submit an IT Support Ticket: https://it.ucdahealth.org/support to set up your multifunction printers	IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-inone computers, slates/tablets, small-scale servers, thin clients, and workstations); displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
This unit has set double-sided printing as the default for each public printer.		1	Submit an IT Support Ticket: https://it.ucdahealth.org/support to set up double-sided printing for your public printer	The Comprehensive Procurement Guidelines (CPG) require federal agencies to purchase at least paper with at least 30% post-consumer recycled content. Other applicable standards include: Ecologo/UL 2771 Standard for Sustainable Paper Products Green Seal 07 Standard for Printing and Writing Paper FSC Recycled	https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#01
This unit only orders at least 30% Post Consumer Waste (PCW) office copy paper and 30% PCW paper goods.		1	Contact Unit Buyer or Procurement Department to ensure you are procuring at least 30% PCW paper goods	The Comprehensive Procurement Guidelines (CPG) require federal agencies to purchase at least paper with at least 30% post-consumer recycled content. Other applicable standards include: Ecologo/UL 2771 Standard for Sustainable Paper Products Green Seal 07 Standard for Printing and Writing Paper FSC Recycled	https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#01
This unit has converted from printed patient forms and surveys to electronic		2	Submit an IT Support Ticket: https://it.ucdahealth.org/support to ensure you have the proper infrastructure for electronic patient forms and surveys	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
Specialty Recycling & Donations					
This unit donates unused medical supplies		2	Contact Materials Management to donate unused medical supplies	Diversion from Landfill: Institutions divert materials from the landfill, combustion, or other non-allowable thermal conversion by recycling, composting, donating, reselling, or reusing.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit donates extra office supplies (not including furniture).		1	Contact UCLA Sustainability Zero Waste at zerowaste@ucla.edu to request a pickup of donated office supplies	Diversion from Landfill: Institutions divert materials from the landfill, combustion, or other non-allowable thermal conversion by recycling, composting, donating, reselling, or reusing.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit places single-use devices into the Masimo/Stryker/J&J Bins in the Soiled Utility Rooms (as Applicable). Ensure staff are properly educated about where the bins are located and how to recycle the appropriate devices.		3	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for SUD reprocessing collection bins	The University is committed to the reduction and elimination of single-use items in line with the University's and the State of California's Zero Waste goals	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit recycles unneeded furniture via a SSR form for facilities		1	Furniture and Equipment should be disposed of via an SSR form for facilities FY&E: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Each University's Procurement department will integrate sustainability into its processes and practices, including competitive solicitations, to satisfy the sustainable purchasing goals outlined above for products, as well as for the procurement of services. The University will do so by: Contracting with suppliers of products (e.g., electronics, furniture, lab consumables) that have established (preferably non-manufacturer specific) end-of-life reuse, recycling, and/or takeback programs at no extra cost to the University, and in compliance with applicable federal, state, and University regulations regarding waste disposal.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit recycles IT equipment and E-Waste		1	For ISS Managed, Clinical Engineering, and Asset Managed items in inventory, please contact the appropriate department. For all other items, please submit a SSR for EVS Recycling Pickup: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
This unit recycles lamps and light bulbs via a SSR form for facilities		1	Lamps and light bulbs should be disposed of via an SSR form for facilities: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
This unit recycles clean clinical plastics in blue recycling bins placed in patient rooms and at nursing stations.		2	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for blue recycling bins and information on clinical plastics recycling	In the medical field, polymer implants and other medical devices are derived at least partially from plastic. Most modern plastics are derived from fossil fuel based petrochemicals like natural gas or petroleum. The following plastics can and should be recycled: Irrigation bottles Skin prep solution bottles Trays Overwraps Rigid inserts Blue wrap Tyvek Basins Urinals/Bedpans	https://awards.practicegreenhealth.org/taxonomy/term/26 https://awards.practicegreenhealth.org/taxonomy/term/26
This unit donates all leftover food from catered events.		1	Contact UCLA Community Programs Office https://cpo.ucla.edu/cpo/fooddonet/	SB 1383 places mandated food donors into two tiers. This tier system allows businesses and jurisdictions more time to prepare to expand or build new food recovery infrastructure and capacity to donate foods that are harder to safely store and distribute.	https://calrecycle.ca.gov/organics/slcp/foodrecoveryitions/
This unit recycles toner/ink cartridges		1	Bring empty ink and toner cartridges to the dock at Ronald Reagand and Santa Monica Medical Centers OR Request a USPS collection box via: https://www.pdqbusiness.com/catalog/catalogBuy.do?id=6809988&customerFriendlyBuy=650988&q=	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling) as described in section	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has well labeled battery recycling bins		1	Battery Recycle pickup submit a SSR for EVS Recycling Pickup To request a Battery Recycling bin, submit a ticket for EH&S: https://ucjahs.sc1.qualtrics.com/jfe/form/SV_9vAc4BOVZWMMqP6	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
Culture of Sustainability					
Transportation					
This unit currently has staff who utilize alternative transportation options regularly.		2		The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has distributed the alternative transportation FAQ to new hires (applicable after October 2023).		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu to provide the Alternative Transportation FAQ to your deparment parking coordinator	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit informs employees about UCLA Health incentives for employees who use public transit and carpool/shuttle rideshare services.		2	Visit the UCLA Transportation website https://transportation.ucla.edu/getting-to-ucla to learn about the incentives for public transit and carpool/rideshare	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit informs employees that UCLA Health provides preferred parking spaces for carpool and electric vehicles.		1	Visit the UCLA Transportation website https://transportation.ucla.edu/getting-to-ucla to learn about preferred parking spaces for carpool and electric vehicles	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Food Health & Water Access					
This unit takes steps to support staff and patients in pursuing healthy, plant-based dietary choices.		2	Visit the UCLA Health Sustainability Nutrition and Wellness page https://www.uclahealth.org/news/to-ease-the-transition-to-a-plant-based-diet-try-these-foods	Each campus and health location will strive to reduce greenhouse gas emissions of their food purchases through globally-inspired, culturally-acceptable plant-forward menus	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has implemented a shared water hydration station		1	Contact This unit manager to setup a shared water hydration station and encourage them to eliminate the purchasing of plastic water bottles	Eliminate the sale and free distribution of single-use plastic water and beverage bottles	https://www.adminpolicies.ucla.edu/APP/Number/809.0
This unit has eliminated the use of plastic water bottles		2	Talk with office manager and encourage them to eliminate the purchasing of plastic water bottles.	Eliminate the sale and free distribution of single-use plastic water and beverage bottles	https://www.adminpolicies.ucla.edu/APP/Number/809.0
Education					
This unit shares information about sustainability and best practices, which can be found on the UCLA Health Sustainability website: uclahealth.org/sustainability and on the UC Sustainable Practices Policy: https://policy.ucop.edu/doc/3100155/SustainablePractices		3	Visit the UCLA Health website. uclahealth.org/sustainability for more information contact uclasustainability@mednet.ucla.edu	Health, equity, and the environment, including climate, are deeply interconnected, thus health, inequity, and environmental and climate change require intersectoral and collaborative solutions. Healthful food, healthy buildings, and active transportation are just some examples in which health, sustainability, and equity are synergistic. UC Health will support a culture of health for all faculty, staff, and students; to foster community collaborations across the UC system and California	https://policy.ucop.edu/doc/3100155/SustainablePractices
Green Events					
This unit encourages the use of re-usable mugs, cups, plates, silverware, etc. for daily staff use.		1	Visit UCLA conferences and catering. https://conferences.ucla.edu/catering/ucla-coffee-service/	Compostable foodware items made from recycled and/or sustainably harvested materials are preferred wherever possible.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
Clinic-sponsored events are zero waste (no garbage; only compostable and recyclable items).		1	Visit the the UCLA Green Events Guide to ensure your clinic sponsored events are zero waste https://docs.google.com/document/d/1kwRFA_UnSwEXaOyNRN2dRXqZeSEvOLyMCKbhZosw/edit	In line with the objective to minimize the use of single-use products (Section III.F.4), all locations will, a. Create a local implementation procedure that includes the delineation of an exception/exemption protocol (i.e., identifying campus authority, implementation authority, etc.) for cases where reasonable alternatives to plastic do not exist. Key stakeholders could include sustainability, dining, athletics, event services, and other departments that operate foodservice facilities. Local procedures may consider allowing plastic water bottles for emergency services, emergency water storage, and at events where alternatives are not practically available.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Water Conservation					
This unit has motion sensor water faucets in the bathrooms, or has submitted a request form to have them installed.		1	To request a motion sensor water faucet in the unit bathrooms create a SSR form for Facilities	Locations will reduce growth-adjusted potable water consumption 20% by 2020, and 36% by 2025, when compared to a three-year average baseline of FY2005/06, FY2006/07, and FY2007/08. Locations that achieve this target early are encouraged to set more stringent goals to further reduce potable water consumption.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit posts informative water conservation stickers.		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for informative water conservation stickers	Locations will reduce growth-adjusted potable water consumption 20% by 2020, and 36% by 2025, when compared to a three-year average baseline of FY2005/06, FY2006/07, and FY2007/08. Locations that achieve this target early are encouraged to set more stringent goals to further reduce potable water consumption.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Observed faucet leaks are reported via the appropriate support services request		1	To report leaky faucets in the unit bathrooms create a SSR form for Facilities: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Recognized Certifications and Standards: Water Sense (r) for Faucets, toilets, irrigation controllers, pre-rinse spray valves, and urinals	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf

Climate Action / Emissions Reductions					
Energy Conservation					
This unit has made it standard practice to turn off lights and computers, as appropriate, in the clinic at the end of the business day.		1	Visit the UCLA Health website uclahealth.org/sustainability For more information contact uclasustainability@mednet.ucla.edu	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Computers and copiers utilize power saving modes to power down to deepest sleep setting after 20 min. of no activity.		1	Submit an IT Support Ticket: https://it.ucdahealth.org/support To default computers and copiers to power down after 20 min. of no activity.	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit discourages the use of screensavers and encourages employees to turn off computers at the end of work days or before leaving This unit		1	Submit an IT Support Ticket: https://it.ucdahealth.org/support To default unit computers to not have screen savers	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit uses stickers to remind colleagues to turn off lights in conference rooms, kitchen common areas, and offices when not in use, when unnecessary, and at the end of the day is common practice		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for informative energy conservation stickers	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit has all LED light fixtures (if applicable), or has submitted a request form to have them installed.		1	Submit a SSR form for Facilities to request LED light fixtures in your unit: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit's overhead lights are motion-sensor (if applicable), or has submitted a request form to have them installed.		1	Submit a SSR form for Facilities to request motion-sensor light switches in your unit: http://www.esc.mednet.ucla.edu/ssc/service_request/920.aspx	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit does not have any prohibited devices that draw unnecessary power or cause a potential health risk such as space heaters, personal fans, or appliances		1	Prohibited devices draw unnecessary power or cause a potential health risk such as space heaters, personal fans, or appliances	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Telework / Telecommuting					
This unit encourages and provides use of video conferencing over traveling to meetings.		1	Visit the UCLA Campus Human Resources visit https://hr.ucla.edu/hr-administration/compensation-and-classification/ucla-staff-employee-telecommuting-guidelines for more information	Recognizing that flexible work arrangements, including telecommuting, are a low-cost, effective way to reduce emissions and carbon footprint, each location should review and update local employee telecommute and flexible work policies, guidelines, procedures, and other applicable documents to normalize and promote telecommuting options and other flexible scheduling, as aligned appropriately based on business needs	https://policy.ucop.edu/doc/3100155/SustainablePractices
This unit encourages certain kinds of outpatient visits be delivered via telehealth in order to reduce transportation emissions and travel burden on patients		1	Visit the UCLA Campus Human Resources visit https://hr.ucla.edu/hr-administration/compensation-and-classification/ucla-staff-employee-telecommuting-guidelines for more information	Recognizing that flexible work arrangements, including telecommuting, are a low-cost, effective way to reduce emissions and carbon footprint, each location should review and update local employee telecommute and flexible work policies, guidelines, procedures, and other applicable documents to normalize and promote telecommuting options and other flexible scheduling, as aligned appropriately based on business needs	https://policy.ucop.edu/doc/3100155/SustainablePractices
Sustainable Procurement					

This unit ensures all packaged items meet the minimum UC sustainability requirements		2	Contact the unit buyer or the Procurement Department to ensure delivered packaging does not contain packaging foam, expanded polystrene, toxics as defined by the Toxics in Packaging Prevention Act. University requires that all packaging meet at least one of the criteria listed below: a. Uses bulk packaging b. Uses reusable packaging (e.g., totes reused by delivery service for next delivery) c. Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product d. Maximizes recycled content and/or meets or exceeds the minimum postconsumer content level for packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines e. Uses locally recyclable or certified compostable material.	Minimum Requirements a. In accordance with the UC Sustainable Practices Policy section III.F.3., the University does not allow the sale, procurement, or distribution of packaging foam other than that utilized for laboratory supply or medical packaging and products. For related policy implementation procedures, reference the Foam Ban Guidance below. b. The University requires that all packaging be compliant with the Toxics in Packaging Prevention Act (AB 455) as to be free of any intentionally introduced lead, cadmium, mercury or hexavalent chromium, and containing no incidental concentrations of these regulated metals greater than 100 parts per million (ppm) by weight.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
This unit procures Appliances and IT equipment that meets the minimum UC sustainability requirement for EPEAT Bronze and Energy STAR certified		1	Contact unit buyer or Procurement Department to ensure procured Appliances and IT equipment are at least EPEAT Bronze and Energy STAR certified EPEAT Products: https://www.epeat.net/ Energy STAR Products: https://www.energystar.gov/products	Appliances includes all electronic product categories covered and defined by the current ENERGY STAR ® label. IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-in-one computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
This unit makes an effort to purchase food from local, verified sustainable sources.		1	Ensure local food is procured within 250 miles and sustainable food must meet ASHEE STARS https://stars.aashe.org/ and Practice Greenhealth https://practicegreenhealth.org/ certifications	Procurement strategies include reducing GHG emissions, substituting carcinogenic building materials with less toxic ones, eliminating single-use plastics, reducing waste to landfill with zero-waste commitments, or encouraging local economic development to reduce poverty.	https://practicegreenhealth.org/sites/default/files/2020-07/Sustainable%20procurement%20guide%20%28U.S.%20version%29.pdf https://stars.aashe.org/resources-support/help-center/operations/food-and-beverage-purchasing/
This unit purchases furniture and equipment that does not contain the 5 chemicals of concern		1	Contact unit buyer or Procurement Department ensure furniture and equipment do not contain the 5 chemicals of concern: flame retardants, formaldehyde, per and poly-fluorinated compounds (PFAS), PVC (vinyl) and antimicrobials	By the end of 2021, the HCN will review the chemicals of concern criteria detailed in the Sustainable Procurement Guidelines and make recommendations for the inclusion of specific Policy targets	https://policy.ucop.edu/doc/3100155/SustainablePractices

	Please Explaing Here:
Do you feel like there are other sustainable measures you are taking that were not covered by this checklist?	

0

Your Score:
Your Level of Certification:

Green Office Checklist

Certification Question	Check: Y/N	Question Weight	Actions	Policy	Link to Policy
Waste Reduction					
Bin Standardization					
The office has well-labeled and easily accessible recycling bins & appropriate signage.		3	Recycling bins & signage may be ordered by Unit Buyer	Policy 22 (waste) The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has well-labeled and easily accessible compost receptacles & appropriate signage in break rooms		2	Compost bins, centralized waste bins & signage can be ordered by Unit B	Policy 79 (waste) The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office bathrooms and kitchens (as applicable) all have compost bins for paper towels		2	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for bathroom paper towel compost bins and signage	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office bathrooms all have the "One Towel is Enough" Signage		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for bathroom paper towel compost bins and signage	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has well labeled confidential paper recycling bins (as Applicable)		1	RRUMC contact Leah Bozulich-Coker at LBozulich@mednet.ucla.edu SMMC contact Jessica Martinez at JesMartinez@mednet.ucla.edu	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling)	https://policy.ucop.edu/doc/3100155/SustainablePractices
Office Spaces					
The office has eliminated the use of personal printers		2	Submit an IT Support Ticket: https://it.uclahealth.org/support to request the removal of personal printers	IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-inone computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
The office has multifunction printers that scan, fax, print, and copy.		1	Submit an IT Support Ticket: https://it.uclahealth.org/support to set up your multifunction printers	IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-inone computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
The office has set double-sided printing as the default for each public printer.		1	Submit an IT Support Ticket: https://it.uclahealth.org/support to set up double-sided printing for your public printer	The Comprehensive Procurement Guidelines (CPG) require federal agencies to purchase at least paper with at least 30% post-consumer recycled content. Other applicable standards include: Ecologo/UL 2771 Standard for Sustainable Paper Products Green Seal 07 Standard for Printing and Writing Paper FSC Recycled	https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#01
The office only orders at least 30% Post Consumer Waste (PCW) office copy paper and 30% PCW paper goods.		1	Contact Unit Buyer or Procurement Department to ensure you are procuring at least 30% PCW paper goods	The Comprehensive Procurement Guidelines (CPG) require federal agencies to purchase at least paper with at least 30% post-consumer recycled content. Other applicable standards include: Ecologo/UL 2771 Standard for Sustainable Paper Products Green Seal 07 Standard for Printing and Writing Paper FSC Recycled	https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products#01
Specialty Recycling & Donations					
The office donates extra office supplies (not including furniture).		1	Contact UCLA Sustainability Zero Waste at zerowaste@ucla.edu to request a pickup of donated office supplies	Diversion from Landfill: Institutions divert materials from the landfill, combustion, or other non-allowable thermal conversion by recycling, composting, donating, reselling, or reusing.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office recycles unneeded furniture via a SSR form for facilites		1	Furniture and Equipment should be disposed of via an SSR form for facilities FF&E: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Each University's Procurement department will integrate sustainability into its processes and practices, including competitive solicitations, to satisfy the sustainable purchasing goals outlined above for products, as well as for the procurement of services. The University will do so by: Contracting with suppliers of products (e.g., electronics, furniture, lab consumables) that have established (preferably non-manufacturer specific) end-of-life reuse, recycling, and/or takeback programs at no extra cost to the University, and in compliance with applicable federal, state, and University regulations regarding waste disposal.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office recycles IT equipment and E-Waste		1	For ISS Managed, Clinical Engineering, and Asset Managed items in inventory, please contact the appropriate department. For all other items, please submit a SSR for EVS Recycling Pickup: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
The office recycles lamps and light bulbs via a SSR form for facilities		1	Lamps and light bulbs should be disposed of via an SSR form for facilities: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
The office donates all leftover food from catered events.		1	Contact UCLA Community Programs Office https://cpo.ucla.edu/cpo/foodcloser/	SB 1383 places mandated food donors into two tiers. This tier system allows businesses and jurisdictions more time to prepare to expand or build new food recovery infrastructure and capacity to donate foods that are harder to safely store and distribute.	https://calrecycle.ca.gov/organics/slcp/foodrecovery/donors/
The clinic recycles toner/ink cartridges		1	Bring empty ink and toner cartridges to the dock at Ronald Reagand and Santa Monica Medical Centers OR Request a USPS collection box via: https://www.odpbusiness.com/catalog/catalog2/sku.do?id=650988&customerEnteredSku=650988&q=	The University will achieve zero waste through prioritizing waste reduction in the following order: reduce, reuse, and then recycle and compost (or other forms of organic recycling) as described in section	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has well labeled battery recycling bins		1	Battery Recycle pickup submit a SSR for EVS Recycling Pickup To request a Battery Recycling bin, submit a ticket for EH&S: https://ucjahs.ac1.qualtrics.com/jfe/form/SV_5nACx6OZv0WMef0	Universal Wastes are wastes that meet the definition of hazardous waste but pose a relatively low risk compared to other hazardous wastes and may be recycled if handled properly. Acceptable universal wastes vary by state, but generally include fluorescent lamps, batteries, mercury-containing equipment, pesticides and may include electronic wastes.	https://awards.practicegreenhealth.org/taxonomy/term/53
Culture of Sustainability					
Transportation					
The office currently has staff who utilize alternative transportation options regularly.		2		The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has distributed the alternative transportation FAQ to new hires (applicable after October 2023).		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu to provide the Alternative Transportation FAQ to your deparment parking coordinator	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office informs employees about UCLA Health incentives for employees who use public transit and carpool/shuttle rideshare services.		2	Visit the UCLA Transportation website https://transportation.ucla.edu/getting-to-ucla/e to learn about the incentives for public transit and carpool/rideshare	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office informs employees that UCLA Health provides preferred parking spaces for carpool and electric vehicles.		1	Visit the UCLA Transportation website https://transportation.ucla.edu/getting-to-ucla to learn about perferred parking spaces for carpool and electric vehicles	The University recognizes that single-occupant vehicle (SOV) commuting is a primary contributor to commute-related GHG emissions and localized transportation impacts. a. By 2025, each location will strive to reduce its percentage of employees and students commuting by SOV by 10% relative to its 2015 SOV commute rates.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Food Health & Water Access					
The office takes steps to support staff and patients in pursuing healthy, plant-based dietary choices.		2	Visit the UCLA Health Sustainability Nutrition and Wellness page https://www.uclahealth.org/news/to-ease-the-transition-to-a-plant-based-diet-try-these-foods	Each campus and health location will strive to reduce greenhouse gas emissions of their food purchases through globally-inspired, culturally-acceptable plant-forward menus	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has implemented a shared water hydration station		1	Contact the office manager to setup a shared water hydration station and encourage them to eliminate the purchasing of plastic water bottles	Eliminate the sale and free distribution of single-use plastic water and beverage bottles	https://www.adminpolicies.ucla.edu/APP/Number/809.0
The office has eliminated the use of plastic water bottles		2	Talk with office manager and encourage them to eliminate the purchasing of plastic water bottles.	Eliminate the sale and free distribution of single-use plastic water and beverage bottles	https://www.adminpolicies.ucla.edu/APP/Number/809.0
Education					
The office shares information about sustainability and best practices, which can be found on the UCLA Health Sustainability website uclahealth.org/sustainability and on the UC Sustainable Practices Policy: https://policy.ucop.edu/doc/3100155/SustainablePractices		3	Visit the UCLA Health website. uclahealth.org/sustainability for more information contact uclasustainability@mednet.ucla.edu	Health, equity, and the environment, including climate, are deeply interconnected; thus health, inequity, and environmental and climate change require intersectoral and collaborative solutions. Healthful food, healthy buildings, and active transportation are just some examples in which health, sustainability, and equity are synergistic. UC Health will support a culture of health for all faculty, staff, and students; to foster community collaborations across the UC system and California	https://policy.ucop.edu/doc/3100155/SustainablePractices
Green Events					
The office encourages the use of re-usable mugs, cups, plates, silverware, etc. for daily staff use.		1	Visit UCLA conferences and catering. https://conferences.ucla.edu/catering/ucla-coffee-service/	Compostable foodware items made from recycled and/or sustainably harvested materials are preferred wherever possible.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
Office-sponsored events are zero waste (no garbage; only compostable and recyclable items).		1	Visit the UCLA Green Events Guide to ensure your clinic sponsored events are zero waste https://docs.google.com/document/d/1k-w9FA_Un9ydEXoUyNRN2dRXgZe0ExOJyMCK8zbZpsw/edit	In line with the objective to minimize the use of single-use products (Section III.F.4), all locations will, a. Create a local implementation procedure that includes the delineation of an exception/exemption protocol (i.e., identifying campus authority, implementation authority, etc.) for cases where reasonable alternatives to plastic do not exist. Key stakeholders could include sustainability, dining, athletics, event services, and other departments that operate foodservice facilities. Local procedures may consider allowing plastic water bottles for emergency services, emergency water storage, and at events where alternatives are not practically available.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Water Conservation					
The office has motion sensor water faucets in the bathrooms, or has submitted a request form to have them installed.		1	To request a motion sensor water faucet in the unit bathrooms create a SSR form for Facilities	Locations will reduce growth-adjusted potable water consumption 20% by 2020, and 36% by 2025, when compared to a three-year average baseline of FY2005/06, FY2006/07, and FY2007/08. Locations that achieve this target early are encouraged to set more stringent goals to further reduce potable water consumption.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office posts informative water conservation stickers.		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for informative water conservation stickers	Locations will reduce growth-adjusted potable water consumption 20% by 2020, and 36% by 2025, when compared to a three-year average baseline of FY2005/06, FY2006/07, and FY2007/08. Locations that achieve this target early are encouraged to set more stringent goals to further reduce potable water consumption.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Observed faucet leaks are reported via the the appropriate support services request		1	To report leaky faucets in the unit bathrooms create a SSR form for Facilities: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Recognized Certifications and Standards: Water Sense (r) for Faucets, toilets, irrigation controllers, pre-rinse spray valves, and urinals	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf

Climate Action / Emissions Reductions					
Energy Conservation					
The office has made it standard practice to turn off lights and computers, as appropriate, in the clinic at the end of the business day.		1	Visit the UCLA Health website uclahealth.org/sustainability For more information contact uclasustainability@mednet.ucla.edu	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Computers and copiers utilize power saving modes to power down to deepest sleep setting after 20 min. of no activity.		1	Submit an IT Support Ticket: https://it.uclahealth.org/support To default computers and copiers to power down after 20 min. of no activity	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office discourages the use of screensavers and encourages employees to turn off computers at the end of work days or before leaving the office		1	Submit an IT Support Ticket: https://it.uclahealth.org/support To default unit computers to not have screen savers	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office uses stickers to remind colleagues to turn off lights in conference rooms, kitchen common areas, and offices when not in use, when unnecessary, and at the end of the day is common practice		1	Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for informative energy conservation stickers	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office has all LED light fixtures (if applicable), or has submitted a request form to have them installed.		1	Submit a SSR form for Facilities to request LED light fixtures in your unit: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office's overhead lights are motion-sensor (if applicable), or has submitted a request form to have them installed.		1	Submit a SSR form for Facilities to request motion-sensor light switches in your unit: http://www.ssc.mednet.ucla.edu/ssc/service_request/020.aspx	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
The office does not have any prohibited devices that draw unnecessary power or cause a potential health risk		1	Prohibited devices draw unnecessary power or cause a potential health risk such as space heaters, personal fans, or appliances	Each location will implement energy efficiency actions in buildings and infrastructure systems to reduce the location's energy use intensity by an average of at least 2% annually.	https://policy.ucop.edu/doc/3100155/SustainablePractices
Telework / Telecommuting					
The office encourages and provides use of video conferencing over traveling to meetings.		1	Visit the UCLA Campus Human Resources visit https://hr.ucla.edu/hr-administration/compensation-and-classification/ucla-staff-employee-telecommuting-guidelines for more information	Recognizing that flexible work arrangements, including telecommuting, are a low-cost, effective way to reduce emissions and carbon footprint, each location should review and update local employee telecommute and flexible work policies, guidelines, procedures, and other applicable documents to normalize and promote telecommuting options and other flexible scheduling, as aligned appropriately based on business needs	https://policy.ucop.edu/doc/3100155/SustainablePractices
Sustainable Procurement					
The office ensures all packaged items meet the minimum UC sustainability requirements		2	Contact the unit buyer or the Procurement Department to ensure delivered packaging does not contain packaging foam, expanded polystrene, toxics as defined by the Toxics in Packaging Prevention Act. University requires that all packaging meet at least one of the criteria listed below: a. Uses bulk packaging b. Uses reusable packaging (e.g., totes reused by delivery service for next delivery) c. Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product d. Maximizes recycled content and/or meets or exceeds the minimum postconsumer content level for packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines e. Uses locally recyclable or certified compostable material.	Minimum Requirements a. In accordance with the UC Sustainable Practices Policy section III.F.3., the University does not allow the sale, procurement, or distribution of packaging foam other than that utilized for laboratory supply or medical packaging and products. For related policy implementation procedures, reference the Foam Ban Guidance below. b. The University requires that all packaging be compliant with the Toxics in Packaging Prevention Act (AB 455) as to be free of any intentionally introduced lead, cadmium, mercury or hexavalent chromium, and containing no incidental concentrations of these regulated metals greater than 100 parts per million (ppm) by weight.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
The office procures Appliances and IT equipment that meets the minimum UC sustainability requirement for EPEAT Bronze and Energy STAR certified		1	Contact unit buyer or Procurement Department to ensure procured Appliances and IT equipment are at least EPEAT Bronze and Energy STAR certified EPEAT Products: https://www.epeat.net/ Energy STAR Products: https://www.energystar.gov/products	Appliances includes all electronic product categories covered and defined by the current ENERGY STAR ® label. IT Hardware includes all electronic product categories covered and defined by the current EPEAT® ecolabel, including computers (desktop computers, notebook computers, integrated desktop computers, portable all-inone computers, slates/tablets, small-scale servers, thin clients, and workstations), displays (monitors and signage displays), servers, imaging equipment (copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines, and scanners), televisions, mobile phones, and photovoltaic modules and inverters.	https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf
The office makes an effort to purchase food from local, verified sustainable sources.		1	Ensure local food is procured within 250 miles and sustainable food must meet ASHEE STARS https://stars.aashe.org/ and Practice Greenhealth https://practicegreenhealth.org/ certifications	Procurement strategies include reducing GHG emissions, substituting carcinogenic building materials with less toxic ones, eliminating singleuse plastics, reducing waste to landfill with zerowaste commitments, or encouraging local economic development to reduce poverty.	https://practicegreenhealth.org/sites/default/files/2020-07/Sustainable%20procurement%20guide%20v 2BU.S.%20version%29.pdf https://stars.aashe.org/resources-support/help-center/operations/food-and-beverage-purchasing/
The office purchases furniture and equipment that does not contain the 5 chemicals of concern		1	Contact unit buyer or Procurement Department ensure furniture and equipment do not contain the 5 chemicals of concern: flame retardants, formaldehyde, per and poly-fluorinated compounds (PFAS), PVC (vinyl) and antimicrobials	By the end of 2021, the HCN will review the chemicals of concern criteria detailed in the Sustainable Procurement Guidelines and make recommendations for the inclusion of specific Policy targets	https://policy.ucop.edu/doc/3100155/SustainablePractices

	Please Explaing Here:
Do you feel like there are other sustainable measures you are taking that were not covered by this checklist?	

0

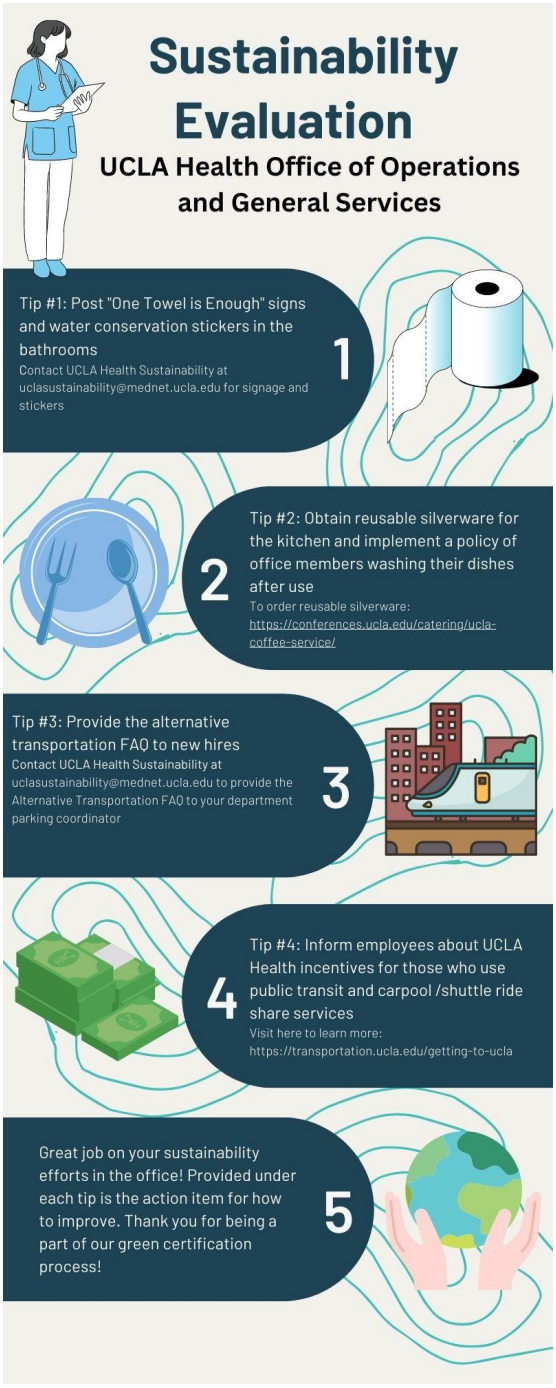
Your Score:

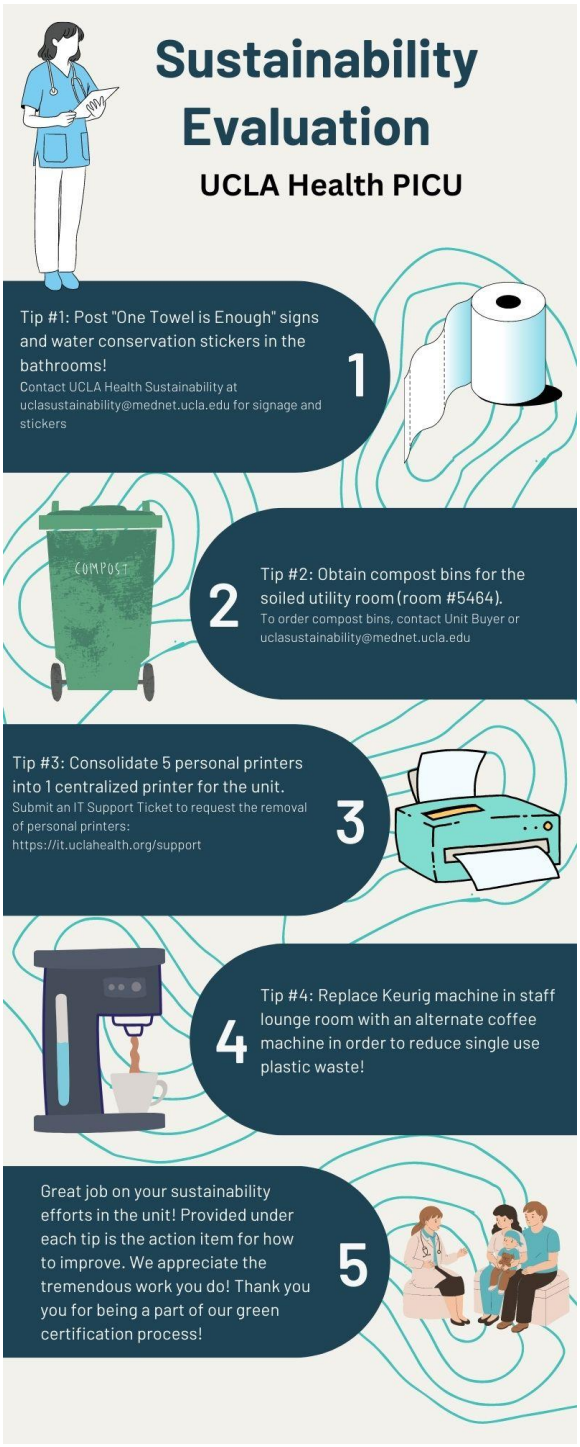
Your Level of Certification:

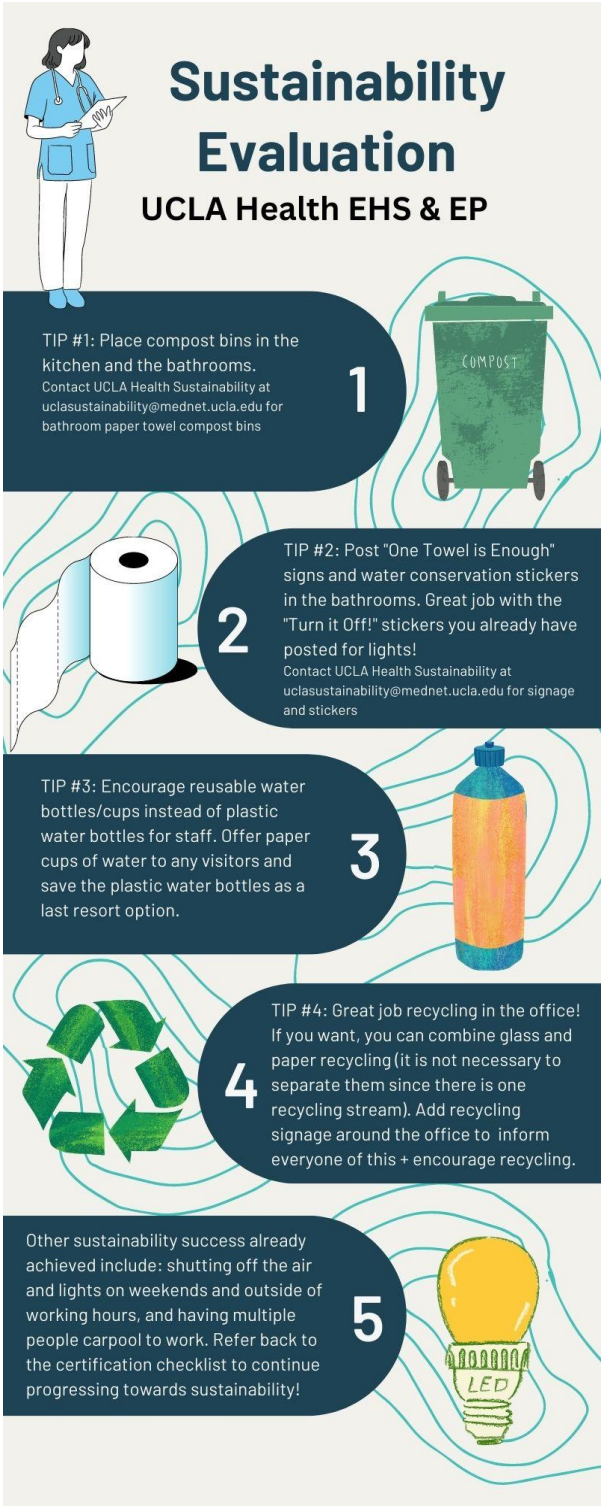
Appendix C: Survey Questions

1. On a scale of 1-10, please rate your level of knowledge about sustainability policies in the UC system prior to beginning this certification process (0 = not at all likely, 10 = extremely likely)
2. On a scale of 1-10, how useful was our checklist in helping your department assess its sustainability efforts? (0 = not at all likely, 10 = extremely likely)
3. Do you think that all of the sustainability points listed in the checklist were in your control to achieve? Please specify why/which ones felt unattainable. (Y/N)
4. Did you find the checklist to be comprehensive enough that it covered all aspects of sustainability relevant to your department? Please specify if any aspects were missing. (Y/N)
5. Did you identify any specific areas for improvement in your department's sustainability efforts through the checklist? Please specify. (Y/N)
6. Do you have any comments regarding the certification process? (ie. Completing the checklist, the walkthrough, results presentation) (free response)
7. Do you have any comments on the checklist? (ie. the delivery, content of the questions, etc.)
8. Would you recommend this certification process to another department? (Y/N)
9. Do you have any additional feedback or suggestions to improve the checklist and its delivery for future use? (free response)

Appendix D: Infographic Presentations




Sustainability Evaluation
UCLA Health PICU
Tip #1: Post "One Towel is Enough" signs and water conservation stickers in the bathrooms!
Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for signage and stickers
1
COMPOST
2
Tip #2: Obtain compost bins for the soiled utility room (room #5464).
To order compost bins, contact Unit Buyer or uclasustainability@mednet.ucla.edu
Tip #3: Consolidate 5 personal printers into 1 centralized printer for the unit.
Submit an IT Support Ticket to request the removal of personal printers: https://it.uclahealth.org/support
3
4
Tip #4: Replace Keurig machine in staff lounge room with an alternate coffee machine in order to reduce single use plastic waste!
Great job on your sustainability efforts in the unit! Provided under each tip is the action item for how to improve. We appreciate the tremendous work you do! Thank you you for being a part of our green certification process!
5


Sustainability Evaluation
UCLA Health EHS & EP
TIP #1: Place compost bins in the kitchen and the bathrooms.
Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for bathroom paper towel compost bins
1
COMPOST
2
TIP #2: Post "One Towel is Enough" signs and water conservation stickers in the bathrooms. Great job with the "Turn it Off!" stickers you already have posted for lights!
Contact UCLA Health Sustainability at uclasustainability@mednet.ucla.edu for signage and stickers
TIP #3: Encourage reusable water bottles/cups instead of plastic water bottles for staff. Offer paper cups of water to any visitors and save the plastic water bottles as a last resort option.
3
4
TIP #4: Great job recycling in the office! If you want, you can combine glass and paper recycling (it is not necessary to separate them since there is one recycling stream). Add recycling signage around the office to inform everyone of this + encourage recycling.
Other sustainability success already achieved include: shutting off the air and lights on weekends and outside of working hours, and having multiple people carpool to work. Refer back to the certification checklist to continue progressing towards sustainability!
5
LED