

# Sustainability Steering Committee Meeting Minutes

Chancellor's Conference Room S-118

10:00am – 11:30am

September 19, 2018

**Present:** MH: Solomon Degu, Gail Lee, Eli Perszyk, Dean Shehu, Erick Villalobos **MU:** Daniel Chau, Natalie Mendezona, John Rosendo

**Videoconf:** Dan Henroid, Felipe Rubio, Jodie Soboll, Veronica Villalon **Meeting Support:** Rowena Eng, Isabel Jauregui, Carson Kerger

Agenda	Action Items	Person Responsible	Due Date
Introductions			
Agenda to focus on discussion & decision making	<ul style="list-style-type: none"> <li>• Bi-monthly meetings, focus on project updates and Q's about work groups and policy changes</li> <li>• Sharing minutes of UC system wide work groups on Box</li> <li>• Potential for system wide Toxic work groups focused on Health</li> </ul>		
FY18 annual report	<ul style="list-style-type: none"> <li>• OP Data was due Aug 15th, however goal not achieved due to Governor's Climate Action Summit events</li> <li>• All work group chairs have new templates to update data                             <ul style="list-style-type: none"> <li>○ 'Annual Report Data Collection Instructions' for UCOP</li> <li>○ Focus on top 2 achievements per group</li> <li>○ Data + narrative templates</li> <li>○ Gail + Dan → follow up on work groups: Waste, green building</li> </ul> </li> <li>• Weighted campus user number (water metric) - Paul Franke</li> <li>• Want both qualitative and quantitative data, and photos</li> <li>• Professional photoshoot for individual work group can be arranged                             <ul style="list-style-type: none"> <li>○ Marketing, facilities wants staged <i>action</i> photos</li> <li>○ Reach out to photographer (got referral during faculty development day)</li> <li>○ Parnassus &amp; Mission Bay</li> <li>○ 2hrs @ each location, set up date &amp; time</li> </ul> </li> </ul>	Paul Franke  All Chairs  Gail & Dan  Gail	9/21
New UC policy questions	<ul style="list-style-type: none"> <li>• Global Climate Summit announcement: UC committed to <a href="#">100% clean power by 2025</a></li> <li>• This will be managed by UCOP                             <ul style="list-style-type: none"> <li>○ PGE not 100% renewable, so may not count towards it</li> <li>○ UCOP power is 100% renewable</li> <li>○ CCSF Hetch Hetchy power is zero carbon but not considered renewable</li> </ul> </li> </ul>		
Budget 17-18 WG projects 17-18	<ul style="list-style-type: none"> <li>○ Gail working with new buildings for LEED credit coordination - occupant educational signage for 1 LEED pt</li> <li>○ Potential to re-purpose budget funds for other projects; Proposal needed (Eli will work on that)</li> <li>○ Climate Change - Building energy info/analytics set up by Gabe - Goal: display energy info in all buildings</li> <li>• Eli: Water conservation - outreach                             <ul style="list-style-type: none"> <li>○ Consistent signage and digital media - need to follow stds to avoid different sizes, colors, fonts, etc.</li> <li>○ Meeting with Jon and Clare to get status update</li> <li>○ Eli proposed use of re-purposed funds to hire programmers to collect/analyze energy meter data</li> <li>○ MU Zero Waste Pilot program for fellow to achieve zero waste thru active education, most waste from food court</li> </ul> </li> <li>• Goal: to spend all allocated funds so as not to risk future funding opportunities                             <ul style="list-style-type: none"> <li>○ Moving forward, money needs to be spent where allocated</li> <li>○ In the meantime, purchasing promo items to increase engagement (e.g. mugs, apple journals)</li> </ul> </li> <li>• Veronica - Toxics                             <ul style="list-style-type: none"> <li>○ Green Buildings - LEED Signage for all new buildings</li> </ul> </li> <li>• Gail - Procurement</li> </ul>	Eli	

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	<ul style="list-style-type: none"> <li>○ Furniture contract available for all new construction projects</li> <li>○ Red List compliant criteria built into contract for all furniture selections</li> <li>○ \$40-million to be used by 7 new buildings and other projects</li> <li>○ Heather Perry from UCSB expressed interest in using same criteria UC-wide</li> <li>○ 1000s of printers to be phased out</li> <li>○ Dan - Medical Center: re-processing buy-back program is saving a half million dollars per year</li> <li>● Dan - Sustainable Food: Smart Choice <ul style="list-style-type: none"> <li>○ Healthier food choices,</li> <li>○ Proposal to expand farmers market on 4th street on hold</li> <li>○ UCSFH Cool Food pledge: scope 3 - reduce by travel emissions by 25% from 2015-2030</li> </ul> </li> <li>● Culture Shift <ul style="list-style-type: none"> <li>○ Teleconferencing + work from home</li> <li>○ CLS is not promoting this at this time</li> <li>○ Sustainability is promoting this via re-purposing monitors for remote work from home</li> <li>○ Develop messaging and branding regarding “Teleconferencing Etiquette” and “Managing teleworkers”</li> </ul> </li> <li>● Climate Change WG: Skyspark platform to monitor building energy usage <ul style="list-style-type: none"> <li>○ Speed dependent</li> </ul> </li> <li>● Some projects can be moved to next FY if necessary</li> </ul>		
FY18-19 Budget Ask	<p>Budget request for \$50k/year for next 3 years was approved</p> <ul style="list-style-type: none"> <li>● Need to spend and determine benefits</li> <li>● Toxic Reduction (\$6000 + \$3000) <ul style="list-style-type: none"> <li>○ UC Chemical Database Waste collection <ul style="list-style-type: none"> <li>▪ Pharmaceutical waste location: Walgreens @ Parnassus completed; Pending Mt. Zion &amp; Mission Bay</li> </ul> </li> </ul> </li> <li>● Climate Change (\$3000) <ul style="list-style-type: none"> <li>○ temp set point education (Jodi) <ul style="list-style-type: none"> <li>▪ There are thousands of thermostats</li> <li>▪ Goal: educate people NOT to change set points by facilities w/ Signs, stickers, etc.</li> <li>▪ Prefer to use the \$\$ for other projects</li> </ul> </li> <li>○ Culture Shift (\$5000 + \$8000) - Need updated UCSF Sustainability video</li> </ul> </li> <li>● Zero Waste: (\$6000 + \$6000 + \$13,000) <ul style="list-style-type: none"> <li>○ Gail: Dan Henroid had talked about doing more education for waste sorting for MC</li> <li>○ Money designed for events, training, collateral educational materials</li> <li>○ Daniel Chau: wants to update their outdated (2011) waste sorting video</li> <li>○ Changes in policy staff, Recology’s accepted items</li> <li>○ Want to create new video rather than update because there are quite a few changes</li> <li>○ Susan will take lead on this when she returns in a few weeks</li> <li>○ Might have extra money, plan to move forward with plan</li> </ul> </li> <li>● Freezer Clean Up Service (Dean’s Proposal, Sustainable Operations WG?) <ul style="list-style-type: none"> <li>○ Background needed</li> <li>○ Focus on UL freezers</li> <li>○ Issues interconnected, space is a premium on campus</li> <li>○ Customers needed inventory system, lab manager, education (maintenance), empty UL</li> <li>○ Proposal: UCSF takes over cleaning freezers annually and provide maintenance-- similar to cold rooms <ul style="list-style-type: none"> <li>▪ Analogous to Hotel room cleaning service (opt-in) services</li> <li>▪ Technician does preventive maintenance</li> <li>▪ May be able to meter empty freezers eventually</li> </ul> </li> </ul> </li> </ul>	Susan	

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	<ul style="list-style-type: none"> <li>▪ Pilot in Parnassus (10 labs) for study, data collection</li> <li>▪ Benefit: cycle all -80 freezers annually (assuming this becomes a campus wide initiative)</li> <li>▪ Need to build business plan-- follows a product development plan</li> </ul> <p>No Cost Projects - Sustainable Operations WG</p> <ul style="list-style-type: none"> <li>• Big Fix - Is it working to save energy? <ul style="list-style-type: none"> <li>○ Originally Jamie Hand received money from Strategic Energy Innovations</li> <li>○ Tool was repurposed and didn't complete goal because it would push software updates</li> <li>○ IT takes on energy feature due to complaints</li> <li>○ Look into what value does this feature have now</li> <li>○ Fume Hood Dashboard (CVRB) - Lobby digital display</li> </ul> </li> <li>• Plug Load Study: energy metering of high energy demand equipment, started by Lyandra <ul style="list-style-type: none"> <li>○ Now moved to renewal project at Genentech</li> <li>○ Metering freezers</li> <li>○ Purpose: can older freezer have a higher payback</li> <li>○ Approx. 5 freezers with data</li> </ul> </li> <li>• Shared Equipment <ul style="list-style-type: none"> <li>○ Point of contact: Ron Campbell, project manager</li> <li>○ Build out capabilities to view available sharing equipment system wide to reduce purchase of expensive equipment</li> </ul> </li> </ul> <p>No Cost Projects - Toxics Reduction WG</p> <ul style="list-style-type: none"> <li>• Fragrance Free Policy - can defer if not able to address</li> </ul> <p>No Cost Projects - Green building WG</p> <ul style="list-style-type: none"> <li>• LEED Building signage</li> <li>• Update TPC for Real Estate</li> <li>• Develop a green building supplies library</li> </ul> <p>No Cost Projects - Sustainable Food WG</p> <ul style="list-style-type: none"> <li>• Large overlap between Waste and food component <ul style="list-style-type: none"> <li>○ Food 4 UCSF Student <a href="https://saa.ucsf.edu/food">https://saa.ucsf.edu/food</a> - To prevent food waste &amp; deal with food insecurity</li> </ul> </li> </ul> <p>No Cost Projects - Climate Change</p> <ul style="list-style-type: none"> <li>○ Gail: Paul said we could do Research on carbon capture</li> <li>○ (Presidio) Graduate students interested?</li> <li>○ Occupancy Hours for lighting audit <ul style="list-style-type: none"> <li>▪ Could adjust timing for building</li> <li>▪ Eli/ John/ Jamie? Who is point of contact?</li> </ul> </li> <li>○ Occupancy sensor to tie to lighting controls <ul style="list-style-type: none"> <li>▪ Motion sensors, depends on building</li> <li>▪ John working on lighting systems and occupancy schedules at Byers</li> <li>▪ FY 17-18 fellows working with SkySpark</li> </ul> </li> </ul> <p>No Cost Projects - Zero waste</p> <ul style="list-style-type: none"> <li>• SoD CNI fellow 2nd year <ul style="list-style-type: none"> <li>○ Dan Chau + 2 fellows will wait until April to re-evaluate due to upcoming accreditation</li> <li>○ Pablo looking into color schemes/ messaging for merging with other groups - We have funding to provide</li> </ul> </li> </ul> <p>No Cost Projects - Water Conservation - 36% reduction already achieved</p>	Rowena	
Needs from the members	<p>How can we help the groups?</p> <ul style="list-style-type: none"> <li>• John: Climate Change working group</li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Time lag, keep goals updated</li> <li>○ Talk about the WG-specific projects during each WG meeting, since they haven't been in months</li> <li>○ Wants to touch base on their own WG projects more frequently</li> </ul>		
New UCSF Health enter Structure	<ul style="list-style-type: none"> <li>● Originally planned to have UCSF Health represented at SSC, work groups, and UACS</li> <li>● MC not participating in working group, dominantly Campus staff</li> <li>● Felipe: working on campus wide policy that affects MC regarding toxic reduction projects</li> <li>● Will have UCSF Health reporting back to either Sheila/ Dan with progress</li> </ul>	Dan Henroid, Sheila	
UCSF Health E-waste contract?	<ul style="list-style-type: none"> <li>● Campus contract is available to UCSF Health if they want it</li> <li>● Goal: have e-waste pick up as needed, built in parallel with Daniel's current program through a service ticketing system <ul style="list-style-type: none"> <li>○ Pick up and store until an event is held since there's currently no onsite storage</li> </ul> </li> <li>● Daniel: combine pick-ups at Parnassus and MB + UCSFH through one of two options <ul style="list-style-type: none"> <li>○ Daniel + his team</li> <li>○ AmeriCorps (would need someone to manage, could be from our team as well)</li> </ul> </li> <li>● Alvin + Veronica working on <ul style="list-style-type: none"> <li>○ Veronica offers 1 event every 4 months at Mt. Zion <ul style="list-style-type: none"> <li>▪ UCSFH issued computers need to ensure confidentiality/data destruction</li> </ul> </li> <li>○ Clinical research also has PHI on computers so need to look at contract for e-waste <ul style="list-style-type: none"> <li>▪ UCSF requires vendors certify data destruction for electronics</li> </ul> </li> </ul> </li> </ul>	Daniel Chau, Alvin	
Toxics Reduction WG Goals	<ul style="list-style-type: none"> <li>● Felipe: Giving new policy updates to obtain feedback from all stakeholders. Once received, will pass info to facilities managers for final review and submitted to LEED reviewers</li> <li>● Black bin to collect hazardous waste + inhaler medication</li> <li>● Veronica: Pest control and pest management not standardized across hospital <ul style="list-style-type: none"> <li>○ Site specific: Older buildings have more vermin (?) than newer buildings, etc.</li> <li>○ She wants to review and comment</li> </ul> </li> </ul>	Veronica	
Wrap Up 11:45pm	<ul style="list-style-type: none"> <li>● Journal distribution for-in person members</li> <li>● Mail journal distribution for those attending remotely</li> <li>● Eli can spend requested funds to <ul style="list-style-type: none"> <li>○ Trying to hire off-campus student's due to paperwork</li> <li>○ In contact with Jerry Lopez</li> <li>○ Can Eli use that money to pay interns instead of work-study?</li> <li>○ Work study only costs us 25% of total wages</li> <li>○ \$9,000 work study funding, potential for \$18k <ul style="list-style-type: none"> <li>▪ 2 students to perform SkySpark analytics</li> </ul> </li> <li>○ Can Eli use SkySpark funding to build analytics? Yes as long as it is used for the intended purpose</li> </ul> </li> </ul>	Eli	
Next Meeting			

Members Not Attending: Susan Bluestone, Jennifer Dowd, Paul Franke, Joy Glasier, Jamie Hand, Monica Mapa, Ellen Owens, Ted Sakauye