

TEAM GREEN CHARTER



OVERVIEW

Team Green is a group of medical education employees in the UCSF School of Medicine working to *promote department policies and activities* aimed at reducing the environmental impact of our office spaces and work habits. This committee has representation across all medical education sites and *provides support and education* about ways we can reduce waste, recycle, save energy, and protect the environment.

FUNCTIONS OF TEAM GREEN

Specifically, Team Green will serve the following major functions:

- Recommend Medical Education green standards to be reviewed and endorsed by the Medical Education leadership
- Provide ongoing education, evaluation and support on green standards to all of Medical Education
- Celebrate and promote successes in “greening” our units
- Maintain a library of resources and articles on promoting green behavior
- Serve as champions (green ambassadors) within our units and on campus green initiatives
- Research answers to relevant questions from Medical Education staff and disseminate answers

KEY FINDINGS

In April 2009, Team Green surveyed Medical Education staff on their current green habits. Forty-two employees (70%) responded to the survey. The survey and full results are located on the Team Green wiki at

<https://wiki.library.ucsf.edu/display/MEFC/Team+Green+Survey>.

Key findings from the survey include:

- 66% are doing a lot of double-sided printing
- Electronic dissemination of materials >50% of the time
- Most reported printing 20-100 pages a week
- Vast majority (98%) almost always recycle
- Still quite a bit of waste after meetings (cups, napkins, plates, etc.)
- 27% turn off computer at night
- 61% turn off monitor at night
- 45% travel >6 miles to work
- >50% take public transit, carpool, or walk to work
- 20% drive alone to work
- >50% travel at least once to another campus each week

- 83% use the shuttle/mass transit when traveling to another campus

RECOMMENDATIONS FOR MEDICAL EDUCATION GREEN STANDARDS

Team Green recommends that the following standards be implemented across all Medical Education units. These standards should be endorsed by Medical Education leadership and adhered to by all Medical Education employees as much as possible.

1. For all meetings and events, opt for "low-waste" options when ordering food.
2. Order a water dispenser rather than water bottles/canned sodas for meetings.
3. Print double-sided when possible.
4. Select recycled paper products when possible.
5. Share documents (eg agenda) electronically rather than printing.
6. Recycle all cans, bottles, plastic, and paper in designated bins.
7. List surplus office supplies by unit so that other units can make use of them.
8. Turn off monitor and computer at night if possible*.
9. Unplug appliances when not in use (fans, space heaters, lamps, chargers)
10. Increase teleconferencing when possible.

* Computers do not need to be on for updates during the evenings. If there is an update, PatchLink will run in the morning when you turn on your computer.

NEXT STEPS

- Set timeline for implementation of policies, priorities, and goals
- Obtain endorsement of Medical Education green standards and distribute to all of Medical Education
- Determine what we can move forward with immediately, and what needs more research/information before implementing
- Assign committee members to steward specific goals

2010 PRIORITIES

Team Green will prioritize implementation of the following goals during 2010:

Promote Department Policies and Activities

- Continue to recognize "green superstars" across the units (Christy/Sara)
 - Recognize Green Superstars each quarter with plant trophy
 - Encourage nominations from staff and supervisors
- Monitoring/decreasing paper use (Sylvia)
 - Printing double sided
 - Research paper recommendations on brands (% content)
 - Collect data from printers/budget on paper use
- Create posters for Medical Education offices (Green tips or Green Goals) (Committee)

- Explore options for composting in the Parnassus Dean's Office kitchen (Patty/Josh CBL)
- Explore options for reducing use of overhead lighting (Diego)
- Get Medical Education to commit to green standards (Sylvia/Kristen)
- Determine best options for teleconferencing (web, video and/or phone) (Patty/Chandler)

Provide Support and Education

- Continue providing weekly Green Tips through Med Ed blog (Kristen/Sylvia)
- Investigating reducing ads coming from campus services (Josh)
 - Figure out how to opt out, send instructions to OME
 - Encourage businesses to send one mailing to each office
- Creation of guide on how to make your event more green (Kate)

Long Term Goals:

Provide Support and Education

- Green Tips for students in OSA

Promote Department Policies and Activities

- Explore the creation of an official role or position such as a sustainability officer within Medical Education
- Get School of Medicine to commit to green standards
- Implementation of Green event recommendations
- Reusable silverware