



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

AP 8100.2 ENVIRONMENTAL SUSTAINABILITY

This procedure assigns responsibility at the operating levels and the coordination responsibility of the District Environmental Sustainability Program.

DEFINITIONS:

1. Recycling: Diversion of reusable materials from landfills.
2. Environmental Sustainability: Actions and practices that contribute to the quality of the environment on a long-term basis.
3. Energy/Utilities: Include electricity, gas, water and telecommunications.
4. Energy-using Equipment: Any device that converts, transmits, or consumes energy.
5. HVAC: Heating, ventilation and air conditioning.
6. Renewable Energy: Resource replaced through natural ecological cycles or through natural chemical or physical processes (e.g. solar, wind, geothermal, and biofuels.)

RESPONSIBILITIES

1. The Vice Chancellor of Facilities management is responsible for the Districtwide Environmental Sustainability Program.
2. The responsibility for coordination of sustainability efforts Districtwide will be in the District Office of Facilities Management.

Sustainability coordination shall include:

- a. Coordination of the Districtwide recycling program and sustainability effort.
- b. Monitoring total energy and water consumption as well as sources of stationary emissions.
- c. Reviewing, coordinating, and assisting, when necessary, in the development and implementation of the individual campus/site recycling and environmental sustainability plans, as well as creation of a greenhouse gas emissions inventory report.
- d. Identify, prioritize, and prepare proposed funding plans for projects to improve energy-using equipment and facilities.
- e. Provide technical advice and support to all District organizations concerning recycling and environmental sustainability.

- f. Implementation of sustainability educational programs at all District campuses.
 - g. Periodic publication of recycling data measures.
 - h. Maintenance, repair, alteration, and installation of energy-using equipment.
 - i. Operation of HVAC and energy-distribution equipment including electrical transformers and natural gas and water lines.
 - j. Maintenance of all interior lighting and exterior lighting.
 - k. Setting operational hours of all lighting timers/clocks.
 - l. Control of all interior lighting after hours of instruction.
3. Each campus/site will assist the District with the implementation of sustainability educational programs.
4. The campus/site administrators shall:
- a. Assign to a member of their staff, as an additional duty, the responsibility for recycling and environmental sustainability.
 - b. Develop a campus/site recycling and environmental sustainability plan.
 - c. Monitor recycling and environmental sustainability activities at their respective campuses.
5. District Employees shall.
- a. Regulate lighting and HVAC equipment in their work spaces to avoid excessive use.
 - b. Promptly report malfunctioning lighting and HVAC equipment to the Facilities Services Office.
 - c. Report waste or poor use of energy to the Facilities Services Call Center at Ext. 6422.

INTERFACE

1. The Management Services Council shall be the District shared governance committee responsible for implementation of this policy, as well as coordination of Districtwide projects and efforts.
2. The Vice Chancellor of Facilities Management shall be the interface between Facilities Services, the campuses and the Chancellor.

Supersedes: Procedure 8100.2 – 4/3/08