

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.
- I. Control of all intyerior 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