



sustainability coordinator program orientation

① SC program overview

Background

Launched in 1999, the award-winning Sustainability Coordinator (SC) Program fosters a culture of sustainability at UBC.

Over the years, the program has grown from a small, grassroots initiative to a well-established force for change at the University. There are now over 80 sustainability coordinators (SCs) across campus—UBC employees who dedicate two to four paid work hours per month to inform their departments about sustainable approaches, procedures and policies on campus.

SCs also encourage their peers to adopt sustainable behaviours in energy conservation, zero waste, green purchasing, greenhouse gas emission reduction, green event planning, sustainable food choices and transportation alternatives. The use of paid work time is approved by the UBC Board of Governors and is in place to integrate sustainability into an employee's job responsibilities.

Why an Employee-focused Sustainability Program?

UBC has long been a leader and innovator in sustainability.

Since the 1990s, the University has taken great strides and achieved many firsts in sustainability research and education, cutting-edge energy conservation projects, innovative waste reduction initiatives, and ambitious greenhouse gas emission reduction targets (see the Sustainability @ UBC Timeline on **pages 3–4** to learn more!)

Start Here!

YOUR NAME

DATE

ICON LEGEND

🔗 Website Reference Link

📄 Download Reference Link

✉ Email Contact Link

This document was designed to be used as an interactive PDF to avoid printing. Please contact sc.program@ubc.ca if you have any questions.



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SC PROGRAM GOALS

Goal #1: Create a network of staff sustainability coordinators across UBC who have the capacity to foster sustainable behaviours and practices in their departments.

Goal #2: Continually develop tools and resources to increase awareness, support and adoption of resource conservation practices in UBC departments.

Goal #3: Recognize and celebrate SC contributions to fostering a culture of sustainability across UBC.

UBC recognizes that if institutional culture changes were easy, the University would be fully sustainable by now. When it opened in 1998, UBC's Campus Sustainability Office (the first of its kind in a Canadian post-secondary institution) set a mission to build a culture of sustainability on campus. By engaging staff and faculty in sustainable workplace practices over the last 14 years, the SC Program has become a key part of UBC's ongoing efforts to make sustainability the norm across the University.

Today, SCs act as early adopters of the sustainability shift at UBC, facilitating positive change in their departments and increasing participation in, and support for, sustainability practices and behaviours in the workplace.

How the SC program works

The SC Program runs from October to May of each academic year.

Campus Sustainability (CS) offers resources, training and educational opportunities to give SCs the skills and knowledge needed to promote sustainability in the workplace.

Regular lunch and learns take place quarterly and focus on priority sustainability initiatives and hot topics on campus. During months with no lunch and learn, SCs are invited to attend brown-bag networking events. These networking sessions help SCs to get to know each other and exchange ideas on sustainability solutions, tips and success stories from their departments.

CS also recognizes SC contributions at an annual luncheon in May, as a thank you for their valuable contributions over the program year.

Finally, SCs have the support of the program coordinator at any point throughout the year if they have any questions, feedback and/or suggestions.

DID YOU KNOW?

In 2010, UBC adopted greenhouse gas reduction targets that are among the most ambitious of the world's top 40 universities. The university aims to:

- Reduce GHGs to 33 per cent by 2015 (below 2007 levels)
- Reduce GHGs to 67 per cent by 2020 (below 2007 levels)
- Reduce GHGs 100 per cent by 2050.

Visit the SC Toolkits to learn what your department can do to help UBC achieve these targets.

➔ [Online SC Toolkits](#)

NOTES

UBC's reputation as a leader in campus sustainability has been evolving since the early 1990s. Here is an overview of the steps UBC has taken over the years to position itself as a global leader and innovator in sustainability.



The CK Choi Building was the first green building at a public institution in BC. The building includes many innovative features. For instance, CK Choi is not connected to the sewer system. Instead, composting toilets save 1000 litres of water per day and the building's greywater is purified through a plant-based trench outside. To learn more, organize a tour for your department!

➔ **UBC Green Building Tour**

② sustainability @ UBC timeline

1990 Talloires Declaration

In 1990, UBC signs the international Talloires Declaration, a 10-point action plan for incorporating sustainability into university teaching, research, operations, and outreach.

1996 CK Choi Building

UBC makes early contributions to the green building industry with the CK Choi building, the first green building at a public institution in BC, and one of Canada's most environmentally sound building projects at the time.

1997 UBC Policy on Sustainable Development ➔

UBC becomes Canada's first university to adopt a sustainable development policy.

1998 UBC Campus Sustainability Office

In 1998, UBC becomes Canada's first university to open a Campus Sustainability Office.

2001 ECOTrek ➔

UBC launches EcoTrek (2001-2008), the largest energy and water retrofit on a Canadian campus at the time.

2003 U-Pass Program

UBC pioneers the U-Pass Program, which has quadrupled transit to and from UBC since 1997.

2006 Inspirations and Aspirations: The Vancouver Campus Sustainability Strategy (2006-2010) ➔

UBC publishes Canada's first campus-wide sustainability strategy.

2008 Climate Change Statement of Action for Canada

UBC President Stephen Toope and five other BC university and college presidents are the first to sign the Climate Change Statement of Action for Canada.

2009 Sustainability Academic Strategy (SAS) ➔

UBC developed the Sustainability Academic Strategy, which recommended integration of sustainability across academics and operations.



DID YOU KNOW?

UBC is a leader in energy management. The 2001-2007 ECOTrek project was, during its time, the largest energy and water retrofit project ever to have taken place on a Canadian campus. The project saved the University over \$20 million and reduced non-renewable energy consumption by 23 per cent below 2000 levels.

Today, the Building Tune-Up Program builds upon this success. Between 2010 and 2014, UBC and BC Hydro are partnered to enhanced energy performance in 72 buildings across campus, with the aim of reducing energy and greenhouse gas emissions by 10 per cent (below 2007 levels) by 2015.

➔ **Building Tune-Up Program**



CIRS

Opened in 2011, the Centre for Interactive Research in Sustainability (CIRS) is the hub for sustainability innovation, research and demonstration on campus and is the new home of the UBC Sustainability Initiative (USI), Campus Sustainability (CS) and several other sustainability focused units. CIRS aims to meet both LEED Platinum and Living Building Challenge certifications and aims to enhance its surrounding environment.

Ground and solar energy, waste heat recovery, 100% daylighting, green roof and rainwater harvesting systems are some of the features that make CIRS one of the greenest buildings in North America.

➡ Request a CIRS tour

2009 **Place and Promise: The UBC Plan** ➡

In UBC's latest strategic plan, Place and Promise: The UBC Plan, sustainability is one of the University's nine top commitments: "The University explores and exemplifies all aspects of economic, social and environmental sustainability."

2010 **Climate Action Plan** ➡

In 2010, UBC set ambitious targets to reduce greenhouse gas (GHG) emissions at UBC over the next 40 years, and to meet provincially legislated GHG emission reduction requirements. The first target is a 33 per cent GHG reduction below 2007 levels by 2015. By 2050, UBC will have reduced its GHGs by 100 per cent below 2007 levels.

2010 **UBC Sustainability Initiative (USI)** ➡

Established in 2010, the USI helps integrate the University's operational and academic efforts in sustainability.

2011 **Centre for Interactive Research on Sustainability (CIRS)** ➡

UBC opens the Centre for Interactive Research on Sustainability, one of the greenest buildings in North America.

2011 **STARS Gold Rating**

UBC receives Canada's first Gold rating in STARS (Sustainability Tracking and Reporting System), a comprehensive university sustainability rating system.

2011 **Steam to Hot Water Conversion** ➡

UBC breaks ground on one of the largest steam to hot water conversion projects in North America, which will reduce GHG emissions by 22 per cent.

2012 **Bioenergy Research and Demonstration Facility** ➡

UBC and its partners open the Bioenergy Research and Demonstration Facility, which will reduce campus greenhouse gas (GHG) emissions by 9 per cent and prove clean energy technologies at a community scale.



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③ the SC role

SCs help UBC to achieve its sustainability goals and targets by promoting sustainable behaviours in their departments. All SC contributions are helpful, big or small.

The complete SC position description is outlined below. Please read through it to ensure you have a clear understanding of what the position entails.

POSITION TITLE	Sustainability Coordinator (SC)
RESPONSIBILITIES	<ul style="list-style-type: none"> SCs act as a liaison between Campus Sustainability, their departments, and others in the campus community SCs encourage staff, faculty members and students in their departments to: <ul style="list-style-type: none"> » Reduce energy use » Consider alternatives to single occupant vehicle (SOV) trips » Reduce material waste, and re-use supplies and resources whenever practical and possible » Promote sustainable procurement principles and practices (e.g. catering, office supplies, event planning, furniture, business travel) » Promote and foster engagement in UBC's recycling and composting programs Email sustainability updates and event invitations to unit members Promote and engage peers in sustainability campaigns (e.g. Bike to Work Week, Earth Hour, etc.) Identify unique opportunities to implement sustainable changes within a unit Orient new UBC employees in their departments to UBC's sustainability policies and practices Attend scheduled SC lunch and learns Bring concerns and suggestions to the attention of the SC Program Coordinator Notify Campus Sustainability if unable to continue in the position for any reason, and assist in identifying a replacement SC within their unit

All new SCs are required to attend a training session within their first year of joining the program.

The following items can be recycled at UBC:

- Batteries
- Plastic containers and bottles
- Paper products
- E-waste
- Special Items (e.g. lightbulbs)

Reusable low-value departmental items can be found or listed online at

➔ www.reuseitubc.ca

TIME COMMITMENT: 2-4 HOURS PER MONTH

Your contribution to the program can be straight-forward or more involved—it's your choice!

Level 1

- Encourage your peers to conserve resources whenever possible
- Identify and implement new sustainability practices
- Communicate key sustainability messages
- Promote sustainability updates and events to your unit

Level 2

- Apply for a Xerox Workplace Sustainability Fund
- Implement a pilot project or unique initiative in your department
- Participate in campus wide consultation events
- Embed sustainability principles into your unit's core mandate



DID YOU KNOW?

Launched in 2010, The Xerox Workplace Sustainability Fund has awarded funding to 12 departmental sustainability projects. Projects include a pilot Styrofoam reduction and recycling pilot at the Brain Research Centre and an innovative composting partnership between UBC Robson Square and in house caterer, Peake of Catering. For more information, see [page 8](#).

TIME COMMITMENT

- An average of two to four paid work hours per month (with supervisor permission)

QUALIFICATIONS

- Passion for sustainability and a desire to make a difference in the workplace
- Excellent communication, listening and interpersonal skills
- Confidence to model sustainable behaviours and take leadership in implementing more sustainable practices in the workplace
- Ability to engage peers in more sustainable practices
- Creative thinker—ability to problem solve is a definite asset
- Patient and flexible
- Willingness to learn, help and have fun!

REPORTS TO

- SC Program Coordinator

BENEFITS

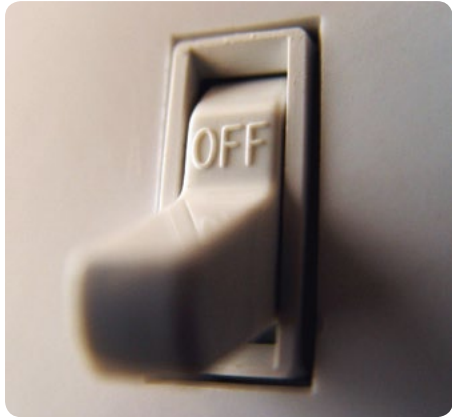
- Opportunities to:
 - » Learn about sustainability, and work toward a more sustainable future
 - » Network with peers with similar interests
 - » Access UBC-specific tools, tips and resources on a variety of environmental sustainability topics including energy, water, waste and food
 - » Apply for funding through the Xerox Workplace Sustainability Fund for unit-specific sustainability initiatives
 - » Feel good about making a difference
 - » Help the University, staff and faculty save resources and money
 - » Have fun
- Quarterly SC lunch meetings and networking sessions
- Orientation and training in sustainability
- Annual sustainability appreciation lunch



INSPIRING CHANGE

The Sustainability Coordinator at Student Housing and Hospitality Services, implemented a battery recycling program for Acadia Park student and family housing residences in 2001. Since the program's inception, over 1 ton of batteries have been recycled.

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④ program resources

As an SC, you have access to a number of resources to help you promote sustainable behaviours in your department, including the Online SC Toolkits, the Xerox Workplace Sustainability Fund and regular sustainability updates and event invitations. Learn more about the many resources available to you:

Sustainability Coordinator Toolkits

The SC Program provides a series of online tools in energy conservation, greenhouse gas emissions (GHG) reduction, green event planning, sustainable purchasing, transportation choices and waste reduction, to give you up-to-date information, tips, and step-by-step actions on how to implement sustainable solutions in your department.

The Sustainability Coordinator Toolkit provides you with UBC-specific resources to encourage sustainable behaviours in the workplace.

Each toolkit provides a quick topic overview, simple step-by-step instructions, ideas for feedback and recognition and links to other resources, to keep you and your colleagues informed, inspired and motivated.

There are 12 toolkits to choose from, on topics ranging from paper reduction and battery recycling to energy conservation and green event planning.

Email Updates

You will receive regular email updates full of timely and interesting resources.

- **Gain access to resources and tools** about energy, zero waste and transportation themes, and more
- **Find out about upcoming sustainability-related events** at UBC and across Metro Vancouver
- **Please forward email updates** to individuals in your department (faculty, staff and students)

GET STARTED!

The online tools are also your go-to place for a deeper understanding of the sustainability practices encouraged at UBC, and the barriers preventing people from engaging in these behaviours.

To access the online tools, visit:

➔ **Online SC Toolkits**





Xerox Workplace Sustainability Fund

The Xerox Workplace Sustainability Fund is available to registered SCs at UBC to pursue sustainability projects, up to \$1,000, that address a minimum of one of the following areas of focus:

- **Energy Conservation and Efficiency**
- **Zero Waste** (can range from waste reduction initiatives to sustainable purchasing projects)
- **Water Conservation**
- **Sustainable Food Systems**
- **Sustainable Transportation**

A committee evaluates each application based on set criteria and preferences. Successful funding recipients have up to one year to implement their projects, and need to submit short mid-term and year-end reports. Examples of successful SC-led projects include:

- **A Styrofoam reduction and recycling pilot project** at the Brain Research Centre
- **A study on the effects of telecommuting** on GHG emissions and employee satisfaction at Supply Management
- **A chemical and equipment exchange database** through the Department of Chemical and Biological Engineering
- **A “Sustainability Coordinators Skills Enhancement Series”** which educated UBC community members on the latest thinking in behaviour and social change

Employee Sustainability Guide

This guide is designed as a tool you can use to orient new employees to UBC's sustainability actions, policies and engagement opportunities. The guide provides an overview of the simple actions all employees can take, and behaviours they can adopt, to help UBC exemplify sustainability.

One of an SC's core responsibilities is to orient new staff and faculty members, graduate students or student employees to sustainability actions, priorities and initiatives at UBC. Contact the SC Program Coordinator to obtain a copy of the Employee Sustainability Guide.

✉ sc.program@ubc.ca

XEROX WORKPLACE SUSTAINABILITY FUND

The call for funding applications goes out in January of every year, and recipients are announced in April.

For more information:

➔ **Xerox Workplace Sustainability Fund**

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UBC Sustainability Website, Events Page and Twitter Feed

Website

Here, you will find information on sustainability news, initiatives, programs and events related to campus sustainability, teaching and learning and research and partnerships and hubs such as the Centre for Interactive Research on Sustainability (CIRS).

➔ [UBC Sustainability website](#)

Twitter

For short, timely updates on the latest sustainability news and resources on and off campus, sign up to the ➔ [UBC Sustain Twitter Feed](#)

Events

To view sustainability related events, visit: ➔ [Events](#)

UBC Sustainability Case Studies

UBC has five case studies that provide a detailed overview of its campus operational and institutional sustainability experience. The Sustainability Coordinator and Residence Sustainability Coordinator Case Study will be of most interest to you—it explores the history, theoretical foundation and development of the SC Program.

➔ [Sustainability Coordinator and Residence Sustainability Coordinator Case Study](#)

You can also find detailed information on other key initiatives and programs in four other case studies:

➔ [Social, Ecological and Economic Development Studies \(SEEDS\)](#)

➔ [Green Buildings](#)

➔ [Energy and Climate Management](#)

➔ [Institutionalizing Sustainability](#)

➔ [Planning for Climate Action](#)

UBC Sustainable Campus Food Guide

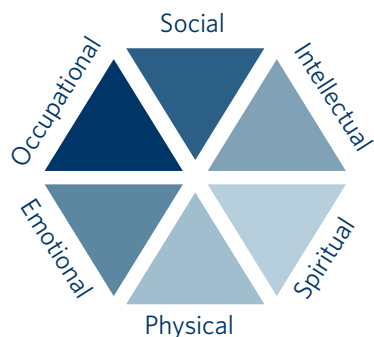
Whether you're curious what food scraps you can compost, where to find sustainable food choices on campus, what's in season, or how you can get involved in the campus food system, this guide is for you! ➔ [UBC Sustainable Campus Food Guide](#)



HAVE A SUSTAINABILITY RELATED EVENT TO PROMOTE?

Post it on the ➔ [UBC Events website](#) under sustainability. By doing this, your UBC Events sustainability listing will also automatically appear on the ➔ [UBC Sustainability events page](#). Or contact ☎ [Jeffrey Preiss](#), Communications Coordinator for UBC Sustainability and he can Tweet your event to our Twitter followers.





The Six Dimensions of Wellness

⑤ other useful resources for SCs

In addition to the resources developed and provided by Campus Sustainability, here are some other pertinent sustainability-focused resources offered by, or in collaboration with, our sustainability partners at UBC.

UBC Sustainability Course List

If you work in an academic department, you should be aware of the UBC Sustainability Course List. Over 480 undergraduate and graduate courses are listed and categorized that address social, environmental and techno-economic aspects of sustainability.

Explore the [➔ UBC Sustainability Course List](#)

Find a Sustainability Expert List

UBC's Sustainability website also has a list of UBC researchers with interests in sustainability. For more information, explore [➔ Find a Sustainability Expert](#)

Green Research Program

If you work in a lab, the Green Research Program is for you. A joint partnership between Risk Management Services, Campus Sustainability, UBC Supply Management and UBC-O Health, Safety and Environment, the Green Research Program provides lab sustainability champions with access to the Fisher Scientific Fund to facilitate the reduction of UBC's research footprint on the environment, a monthly green research e-newsletter, the annual green research workshop and information on pollution prevention and hazardous waste management. For more information, visit:

[➔ Green Research Program](#)

Healthy UBC Initiatives

Run by UBC's Human Resources and offered to staff and faculty, Healthy UBC Initiatives are free, ongoing University-wide programs, as well as a series of smaller workshops and seminars, that cover all six dimensions of health: emotional, physical, intellectual, spiritual, social and occupational.

Healthy UBC Initiatives are designed to increase awareness in both personal and community health issues at UBC. For more information, visit:

[➔ Healthy Promotion Programs](#)

DID YOU KNOW?

UBC has a virtual Green Lab—a website which aims to educate researchers about the environmental impact of research activities. Researchers and lab employees can tour a typical lab at UBC and find ways to reduce energy, water and waste.

[➔ Virtual Green Lab](#)

DID YOU KNOW?

The Healthy Workplace Initiatives Program fund is available to UBC departments, units and operational committees to support healthy workplace initiatives and share examples of good practice. Initiatives funded include:

- Healthy cooking classes
- Yoga at work programs
- Aboriginal community kitchens
- Workshops on physical and mental health

[➔ Healthy Workplace Initiatives Fund](#)



⑥ program activities

As an SC, you can expect regular program activities between October and May every year. These activities are in place to inspire and enable you to be a sustainable change agent in your department. Regular program activities include:

Training

All new SCs must attend the SC training session within one year of joining the program. The training session equips you with relevant knowledge and skills to advance sustainable practices in your department. The five core topics covered in the training session are:

- **Sustainability @ UBC Overview**
- **Energy Conservation in the Workplace**
- **Waste Reduction in the Workplace**
- **Sustainable Purchasing**
- **Engagement and Behaviour Change Strategies for Sustainability**

Lunch and Learns

Regular lunch and learns kick off each theme, and guest experts give presentations to keep you inspired and up to date on the latest initiatives in sustainability on campus. Lunch and Learns are usually held in:

- **October**
- **January**
- **April**

We encourage you to attend these regular lunch and learns—they are an excellent way to meet your fellow SCs and other sustainability champions across campus, and enjoy a complimentary lunch!

Networking

SCs are invited to brown bag lunch networking sessions, which offers SCs a chance to get to know one another better, build community and share best practices. Tea, coffee and cookies are served.

We also have a LinkedIn group called 'UBC Sustainability Coordinators' where SCs can post discussions, articles or events.



SUSTAINABILITY APPRECIATION LUNCHEON

To recognize and celebrate SC contributions and achievements throughout the year, Campus Sustainability hosts a delicious appreciation luncheon each year in May. SCs, their supervisors and other sustainability champions across campus attend this well received event. Keep an eye peeled for your invitation.

DID YOU KNOW?

Topics at the SC Lunch and Learn have included:

- Sustainable Purchasing Guide launch
- Reuse-it! UBC Launch
- UBC Waste Audit results
- Bicycle Planning Tool overview
- Intro to the USI and CIRS

DID YOU KNOW?

The following UBC units offer public lectures on sustainability topics:

- ➔ Institute for Resources, Environment and Sustainability
- ➔ Liu Institute for Global Issues
- ➔ UBC Botanical Garden
- ➔ Pacific Institute for Climate Solutions
- ➔ UBC Farm
- ➔ School of Community and Regional Planning
- ➔ School of Architecture and Landscape Architecture

For more sustainability related events, please visit:

- ➔ UBC Sustainability Events

Educational and Public Engagement Opportunities

You will be notified of any opportunities at UBC that will enhance your knowledge and understanding of sustainability at UBC.

These opportunities include:

- **Sustainability Tours:** past tours included tours of green buildings on campus, a tour of the UBC In-Vessel composting facility and UBC's biodiesel production facility.
- **Public Consultation Events:** past events included the Transportation Consultation and UBC Land Use Plan.
- **Campus Lectures and Seminars on Sustainability:** ongoing events include the IRES speakers series, USI Sustainability Symposium and more.

We encourage you and your peers to attend these events on a regular basis.

⑦ next steps and ongoing support

You now know the basics about the SC Program and are likely wondering what steps you can take next in your new role.

Here are some recommendations and tips:

- **Set up your in-person orientation session** with the SC Program coordinator.
- **Discuss and select two or three priority actions** to implement in your department, with the SC Program Coordinator.
- **Start implementing your priority actions.** Once they are implemented, look for new opportunities to make your workplace more sustainable!

Sustainability is a process and a journey. Start with 'low hanging fruit'—easily achievable goals or targets that will help build momentum and support for more complex sustainable practices and behaviours. Along the way, the SC Program Coordinator is your direct contact to Campus Sustainability. The SC Program Coordinator's role is to support and advise you in your position as an SC, so feel free to email or call with your questions, feedback, input and suggestions.

SC Program Coordinator Contact Details

Charlene Ponto ☎ sc.program@ubc.ca

Thank
You!



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Thanks to all our SCs for your ongoing commitment and dedicated support!

for more information, visit ☎ www.sustain.ubc.ca