

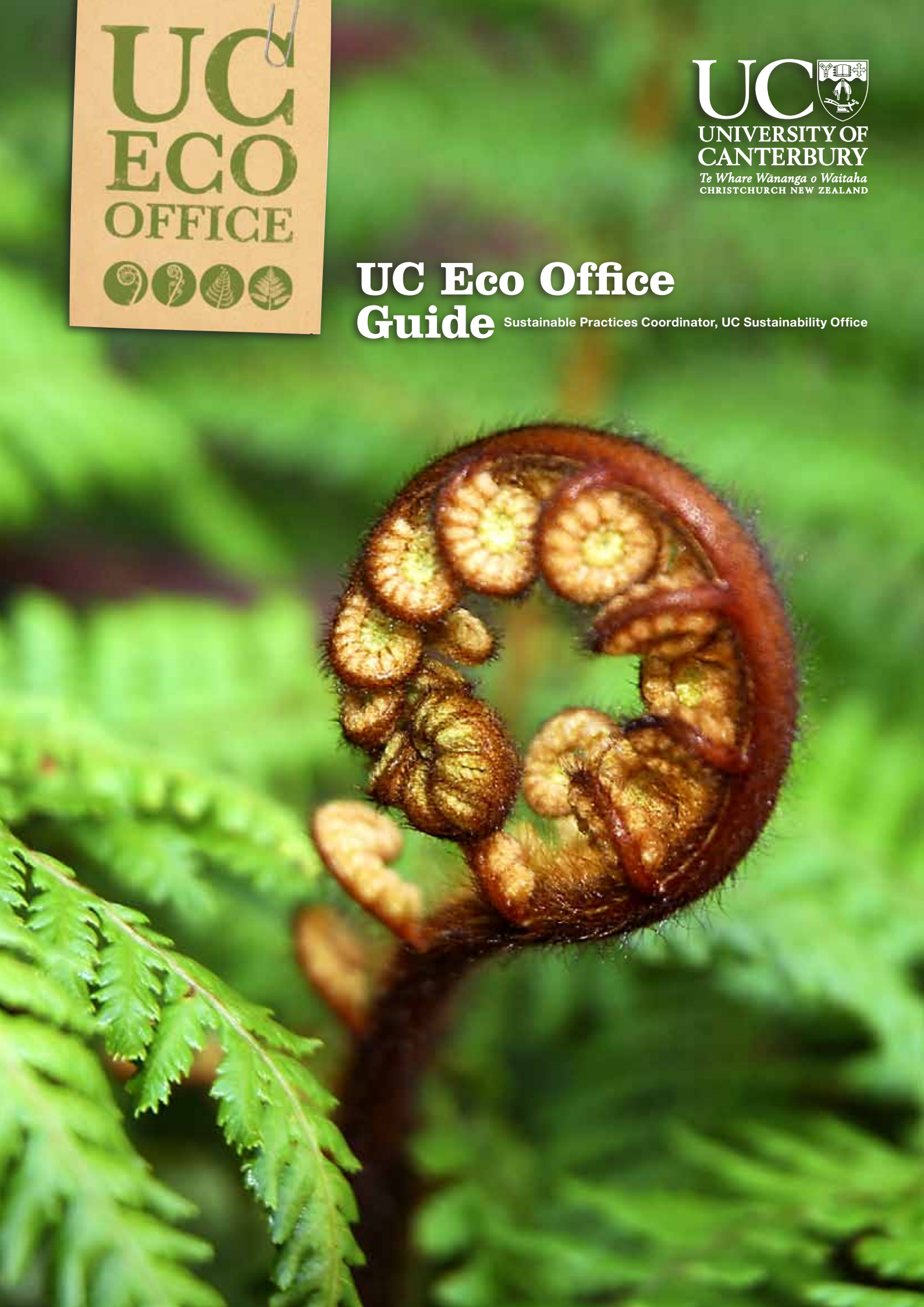
UC
ECO
OFFICE



UC 
UNIVERSITY OF
CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

UC Eco Office Guide

Sustainable Practices Coordinator, UC Sustainability Office



Introduction



This guide is designed to stimulate discussion amongst staff and students who use offices at the University of Canterbury.

The University has made a commitment to become a sustainable operation in its activities. Many staff and students are looking for ways that they can use their office environments more sustainably. Because of this, we are developing a UC Eco-Office Programme.

We believe there is now a much better understanding of the environmental challenges facing us as a University community and as inhabitants of planet Earth. For example, climate change is now understood to be severely affecting many parts of the globe, and most predictions point to a total collapse of weather systems capable of supporting human life. More significantly, we have begun to realise that human activity is causing this change. We need to make changes to the way we do our work, and we need to make those changes now.

The changes we make here at the University of Canterbury can have a massive positive impact.

First, we are a community of more than 20,000 people. The impact we currently have on the environment is, in and of itself, huge.

Second, we are training our nation's future leaders and the positive changes we make will generate further positive changes outside of UCan through them.

Third, we are looked to by those not at University as leaders and trend-setters. The example we set together sends a powerful signal out into our community.

This guide offers some practical examples of changes that we can make in our offices that will make a positive difference. We are grateful to Edith Cowan University for allowing us their guide as a starting point.

What's happening to our Planet?

At the root of our environmental problems lies the fact that most of our daily activities are just not sustainable. This means that they require the consumption of more resources than are ecologically available, produce waste and pollution, and compromise the ecological integrity of the natural systems on which we depend.

Here are a few reasons to stop and think about how we impact on these systems.

- New Zealand is the fifth worst emitter of greenhouse gasses per capita in the world (18 tonnes per capita)
- We emit 0.2% of global world emissions, even though our population is only 0.064 of the total world population
- New Zealand's ecological footprint per capita is the sixth largest in the world: if everyone in the world used resources like we do, we would need 3.5 planets to sustain our way of life
- Annually New Zealanders send about 3.2 million tonnes of waste to landfill, including 22 million plastic bags each week
- New Zealand is ranked the worst of 133 countries regarding threatened species

Sitting in an office environment, it's hard to visualise how our activities are impacting on the natural environment outside. Issues such as air pollution, global climate change, deforestation, landfills, water availability, biodiversity, chemical pollution, eutrophication and soil erosion, not to mention poverty and inequality, can seem very distant and unrelated to the activities we undertake at work.

However, we all make decisions everyday that contribute to these environmental problems and we all have a responsibility to ensure that our everyday decisions and operations contribute as little as possible to these broader environmental issues.

It is no longer acceptable to ignore our impacts – we must take responsibility for our own actions and strive to change the traditionally accepted ways of thinking and acting.

We can make the difference!

We all have an impact on our natural environment – from the energy we use to power lighting, air conditioning and office equipment, to how we travel to and from our place of work and even what we choose to buy in the way of office supplies.

However for this reason we can all make the difference, simply by making informed decisions and changing some of our office practices. For example, you could:

- Help implement initiatives in your area that support more sustainable behaviour,
- Point out activities in your work area that could be changed to be more environmentally friendly,
- Increase your own and fellow staff's awareness of current environmental issues,
- Increase your own and fellow staff's awareness of the impacts our University has on the environment and how they can help.

Why Go Green?

Most people are beginning to realise that the goods and services on which we rely come with an ecological impact – and that we cannot continue purely extractive practices indefinitely – we will simply run out of 'stuff'!

Additionally, addressing the environmental challenge can generate many benefits for an organisation.

It makes good business-sense

Minimising waste, increasing resource efficiency and developing information systems as part of improved environmental management often results in increased productivity and reduced waste. By implementing the simple Eco-Office initiatives outlined within this guide, you will be helping to reduce costs associated with resource consumption and operations.

For example, by ensuring that all copiers print duplex as default, you can expect to reduce your work area's paper consumption by nearly half!

It improves corporate image

Organisations that adopt environmentally sustainable practices have an 'edge' over those that don't and can derive significant marketing and leadership benefits.

For example, more than 70% of the world's largest 500 companies are now addressing global climate change in their corporate reporting.

It's our social responsibility

Organisations are increasingly being called upon by the community to not only adequately manage their environmental and social impacts but further, to add value to our society.

Universities can answer this call by providing appropriate environmental education to staff and students, ensuring that impacts from operations are minimised and engaging the broader community in its programs and environmental initiatives.

UC'S Eco-Office Programme



UC's Eco-Office Programme is a means of increasing staff awareness of the environmental impacts associated with daily work practices and to encourage and facilitate environmentally friendly alternatives. It is a great way for staff to learn more about environmental issues and what can be done at work to reduce our ecological impact.

It is also an excellent opportunity for staff and postgraduate students to engage in problem solving and work as part of a team to achieve change.

- 1 Okeover Stream restoration materials
- 2 Fair Trade tea and coffee
- 3 Durable mugs for meetings, not disposable
- 4 Water from a tap, not bought in plastic bottles
- 5 Knitting from re-used wool
- 6 Recycling information clear
- 7 Eco My Flat information
- 8 Poster for eco-living workshops
- 9 Office plants
- 10 Seeds saved from the Okeover Community Garden
- 11 Herbs for tea grown in the Okeover Community Garden

How it works

- Eco-Office Gatherings. Become part of the Network and meet like-minded staff and students, and get up-skilled on how you can help with UC's sustainability efforts in your day-to-day work
- Eco-Office Guide. Refer to this guide book to see what others have done and what new tips you can try out
- Eco-Office Sustainability Assessment. Download the form and do an assessment of your workplace: www.sustain.canterbury.ac.nz/what_can_you_do/UC_Eco_Office_Assessment_form.pdf
- Become an Eco-Office Champion. Get active in your office to make it a greener workplace
- Encourage your office to get Eco Office certified: visit www.sustain.canterbury.ac.nz/ecoffice.shtml

Programme Aims

- Raise staff awareness of the environmental impacts that result from daily office activities and practices
- Provide sustainable alternatives to these practices
- Engage staff in environmental management and decision making
- Reduce the University's overall environmental impact through staff education and behavioural change

Programme Benefits

- Improve cooperation and communication between staff members
- Improve the public profile of the University
- Reduced costs associated with resource consumption
- Better performance through increased efficiency
- Reduced waste generated and sent to landfill
- Staff develop a broadened understanding of environmental issues
- Being part of the solution

This manual has been developed to help you to make the difference in your office environment by:

- Outlining what you should know about our current environmental management system,
- Providing hints and tips for what you and your department can do, and
- Providing useful statistics and where to go for further information.

energy



Energy at UC is partly produced from hydro but also from coal, and we use a lot of petroleum-derived energy to move us around. The earth is gifting us energy stored over millennia, but we are using it up at an incredible rate. As well as using it up, we are generating CO2 emissions that are creating climate change. We are all responsible.

Effectively harnessing the power of the sun is Isabelle's strongpoint.

Here, good use is made of natural light, but there's a conscious effort to keep down fossil fuel consumption as well. Windows are opened to circulate air rather than using air conditioning, people dress according to the weather, and electronic equipment is switched off when not in use. Eco bulbs are used in the toilets and heaters are always switched off overnight.

- 1 Computer screens are off when not in use
- 2 Dressing appropriately for the climate
- 3 Using open windows, instead of air conditioning
- 4 Good use of natural light, rather than electric lighting
- 5 UC Eco Office information available for coworkers
- 6 Utilising the UC waste system properly
- 7 Electronic equipment is switched off at wall when not in use

Using energy

MYTH: It's better to leave lighting on rather than turn it off and on again due to the current surge. This may have been the case in the past, but the newer starters are better.

FACT: The initial strike up current for new bulb types is very short in duration. Therefore it makes sense to turn off lighting when not in use, as it uses much less energy.

FACT: In 2009, UC burnt 5534 tonnes of coal for heating. Dovedale Campus uses a mixed heating system.

What you can do

1 If you want the window open, turn the radiator down first. Our radiators automatically adjust to their conditions, so if you send cold air from the window over them by opening the window, the radiators will simply work harder, using more energy and heating your office even more.

2 Use natural light where possible. Lighting can account for up to 40% of the energy used in our offices. By utilising natural light where possible, you can save a significant amount of energy and associated greenhouse gas emissions.

3 Turn lights and equipment off when not in use, unless advised not to by ICTS. This is a simple yet effective way to reduce your energy use. Generally, there should be no need to leave computers on over night. But see point 4 below.

4 Get your computer settings right – make sure your computer is set to switch off the monitor after 15 minutes, turn off the hard drive, system standby after 30 minutes and to hibernate after 2 hours. (Go to Start Menu/Control Panel/Display/Screen Saver and then click on 'Power' to find these settings.) Turn the screen off when you go to lunch to save further power. In addition to direct energy savings, power managed computers also generate less heat so the savings are multiplied!

See When Not to Switch Off for more information, or contact ICTS if you are unsure. www.sustain.canterbury.ac.nz/consenergy/when_not_to_switch_off.shtml

5 Deactivate your screensaver – these more frequently waste energy rather than save it! Do you run a slide-show of your own photographs as your screensaver? How about turning it off sometimes?

6 Read the ICTS recommendations for further power saving ideas. Visit www.icts.canterbury.ac.nz/help/recommendations

7 Dress appropriately for the season.

No rocket science here! Make sure that you adapt yourself to your environment, not the other way around Consider the virtues of cardigans and layers

8 Think about using natural ventilation for cooling in the summer. Don't use the air conditioning with any windows open as this makes the unit work significantly harder and less efficiently.

9 Use cold water where possible – when rinsing out your coffee cup.

What your department can do

1 Use efficient lighting. If you have a maintenance issue, please log a BEIMS request. Go to <http://beims.canterbury.ac.nz/login.asp> to log in.

2 Use the power down settings on your copier when not in use – our printers and copiers all come with power management options. Make sure your department activates this feature – and uses it! Contact the copier company for more information.



Isabel Milward, Team supervisor, Branch Libraries and Learning Hubs

"Our building is still hard to get right temperature-wise. But one thing I'm careful about is dressing for the climate. When it's cold we keep doors closed to keep heat in, and when it's hot we make the most of natural ventilation. We're supporting green building initiatives where possible."



Natural ventilation



Monitor turned off when not being used



Inventive non-disposable decorations!



Ecobulbs fitted wherever possible

transport



Being social creatures, we move around a lot. How we move is the issue. When we drive to work by ourselves, or go to overseas conferences, we could consider the fossil fuels we're burning more carefully. Can we work from home? Can we telecommute? Could we bike to work or use the Rideshare scheme?

Simon bikes to University from the other side of town, and reckons it's faster than driving in traffic.

This office has ready access to a shower, making it easier to be presentable in the office. But it is also possible for some staff to work from home, and again the technology we have makes accessing our files remotely possible, even if our work computers have been switched off to save energy. This means less travelling to and from work, which saves on our total carbon footprint – unless, like Simon, we're already using our bikes!

- 1 Bike for getting to work
- 2 Dressed normally and showered, even after biking to work
- 3 Computer with wake on LAN enabling easier working from home
- 4 Good organisational skills making it possible to work from home
- 5 Technology for teleconferencing
- 6 Information about UC's bike pumps in the secure cycle stands
- 7 Simple bike equipment, pump, helmet and gloves
- 8 Cycle advocacy materials
- 9 Cycling article in Canta: www.sustain.canterbury.ac.nz/canta.shtml

Using transport

FACT: In New Zealand one third of all car trips are under 2km, and two thirds of all car trips are under 6km. It takes about 4-5 minutes to cycle 2km.

FACT: For every litre of petrol used, 2.3 kilograms of carbon dioxide are released from a car's exhaust. Vehicle emissions are a major source of air pollution in Christchurch while carbon dioxide and other greenhouse gases are largely responsible for global warming. Yes, this sounds a lot, but it's actually true.

FACT: If you had just one carless day per week, you could reduce your greenhouse gas emissions by up to 20%!

FACT: In Christchurch, 60% of people drive to work. 96% of those cars driven to work have a single occupant. (www.greaterchristchurch.org.nz/TDM/GCTDMStrategy.pdf, p.9)

FACT: Our UC travel survey shows that 66% of UC staff and students use a sustainable form of transport to get to and from the University.

What you should know

1 UC has a great infrastructure for bussing, biking and walking. Visit this map to see what's available, including safe walking routes: http://www.sustain.canterbury.ac.nz/documents/campus_cycle_map.pdf

2 Maintain fuel efficiency – A poorly maintained car uses a lot more fuel than a well maintained car. So if you do drive, make sure you get your car regularly serviced.

3 Smaller is better – Small cars produce significantly less CO2 emissions than large cars and are good for commuting around town.

4 UC has a Rideshare system to help make carpooling easier. Visit www.sustain.canterbury.ac.nz/rideshare.shtml

What you can do

1 Walk, cycle, skateboard or catch public transport instead – even if you drive one less day per week, you'll significantly reduce your impact on the environment.

2 Carpool with a workmate – it's a great way to save money, reduce your emissions and get to know your workmates. Visit www.sustain.canterbury.ac.nz/rideshare.shtml

3 Plan your day effectively – Have a meeting? Plan it for the beginning or end of your day to reduce car trips.

4 If you need a car, buy a small car or a hybrid – keep it well maintained to increase fuel economy.

5 Try to avoid using your car for short journeys. Your car emits far more greenhouse gases in the first few minutes it takes to warm up than it does while running. Walk or ride a bike instead for those short journeys and enjoy the added benefits to your health.

6 Use air conditioning sparingly – running the air-con continuously while driving around town will increase fuel consumption by up to 10%.

7 Speed up slowly and stick to the speed limit. This alone can save you up to 30%.

8 Change your air filter and tune up your car. This can save you 10-20%.

9 Keep tyres correctly inflated and check wheel alignment. Underinflated tyres can increase your fuel consumption by up to 20%.

10 Remove roof racks, close windows and sunroofs when travelling at open-road speeds and remove unnecessary luggage.



Simon White, Print Copy Team Leader, CEPS

"I bike to work from Cashmere and find that it's faster than driving. And sometimes I work from home making use of our new IT technology. All of this helps save on my carbon emissions."

11 Can you work from home? Some departments allow staff to work from home, which saves on vehicle emissions.

12 If there are new people in your department, talk to them about cycling. When people start a new job or move house they are more likely to create new habits.

13 Make comments on proposed transport plans.

14 Do you really need to fly to that conference?



Puncture repair kits, available from Security



Cycling gear



Recycled bottle for combating dehydration



Useful info for cyclists, available from the Sustainability Office

paper



Forests are the lungs of our earth. So why would we want to waste paper made from ever-dwindling rainforests, from unsustainably harvested timber? We can use our paper more sensibly, and make sure that what we do use has recycled content or is made from sustainable forest projects.

Paper use here is pretty sustainable.

Manja uses recycled content paper for printing, and binds single-sided used paper into new notebooks. Cellulose wrapping for hard copy mail-outs is composted in the Dovedale Community Garden, and the mail-outs themselves are sometimes used to tell key sustainability stories. Posters on her wall are re-used for planning sessions, or for children to draw on.

- 1 Ream of recycled paper for printing
- 2 Ecomax catalogue for purchasing eco-friendly office supplies
- 3 College newsletter: a great place to place information about upcoming sustainability events
- 4 Recycled paper post it notes
- 5 Books and notepads made from paper that has been only used once
- 6 Any of these posters when finished with, can be used for planning or for children to draw on
- 7 Cellulose packaging used for wrapping mailouts is ready to be taken to the community garden for composting

Using paper

FACT: One tonne of virgin office paper (400 reams) requires the equivalent of 24 trees to produce!

FACT: Each tonne of paper dumped into landfill occupies approximately one cubic metre of increasingly valuable space. There are environmental impacts associated with paper at each stage of its life cycle including:

- Production of raw materials (ie: logging the timber)
- Production of the paper itself (ie: energy and chemicals used in the processing and the waste produced)
- Disposal (ie: greenhouse gas production from paper sitting in landfills, loss of biodiversity to create landfills)

MYTH: That the process of recycling paper is more polluting than creating virgin paper. See www.foe.co.uk/resource/briefings/paper_recycling.html for discussion.

FACT: Much of the office paper collected for recycling is processed in Korea. See www.sustainability.govt.nz/rubbish/what-happens-household-recycling for more details.

FACT: It's best to use less paper. Sometimes this has been contested, but not by us.

What you can do

1 Print duplex or booklet duplex to save paper – always print double sided. For meeting notes, you can even print 4 pages per sheet! Visit www.icts.canterbury.ac.nz/training/selfHelpInstructions/printing/pc/duplex.shtml and www.icts.canterbury.ac.nz/training/selfHelpInstructions/printing/pc/great1pagepersheet.shtml for instructions on how to do these things.

2 Resize page layouts, line spacing and font sizes to maximise words per page.

3 Think before you print – do you REALLY need to print that email or draft?

4 Try to file electronically as much as possible: file your emails electronically instead of printing them out.

5 Adjust the text size on your browser – this will help you to read documents online more easily. Use the 'zoom' function in the 'view' menu in your browser to do this.

6 Collect and reuse paper that's printed on one side for notes. Make your own note pads! CEPS offer a free service making note pads from your supplied recycled paper. For more information email ceps@canterbury.ac.nz

7 Check your print properties: are they set up how you want them?

8 Undertake an office assessment of paper use – this will help to identify how much paper your office uses and where you can save. This is included in the UC Eco-Office Sustainability Assessment, downloadable from the sustain website at www.sustain.canterbury.ac.nz/what_can_you_do/office.shtml.

What your department can do

1 Circulate one copy of memos or reports rather than printing off one for each staff member.

2 Default duplex – ensure that all printers and work stations are set to print duplex as default.

3 Purchase recycled copy paper.

4 Review office filing and information systems to ascertain whether data can be stored electronically in some cases.

5 Ensure that recycling bins are accessible – ensure staff have ready access to, and know the location of the recycling bins, and *use them*.

6 Electronic equipment for meetings such as data projectors and laptops can negate the need to print minutes and agendas.

This is an especially useful tool where this equipment is already in use for the meeting – and saves a lot of paper. The meeting minutes can be taken down at the same time!



Manja Pieters, Student Advisor, College of Education

"I collect up scrap paper from the MFD and bind it into writing paper pads. It's easy, they're fine, and it means we're not wasting as much paper. But I'm also getting the message out that we need to print less stuff."

7 Only purchase one subscription of any magazine for your department, and circulate it. Multiple copies of the same document create a lot of unnecessary waste. If you notice this happening, see if you can cancel the multiple subscriptions. If the publication can be received electronically, opt for that instead of hardcopy.

8 In some situations dual screens may help. Some staff print out emails so they can read them while working in an other programme. Check to see if dual screens would help reduce paper waste.



Ecomax catalogue



Paper scraps from MFD bound into writing paper pads



Chopped up re-used paper for notes



Recycled copy paper

reduce, reuse, recycle



In nature there is no such thing as waste. Imagine a forest, where growth and decay involve the cycling of energy and nutrients in a robust system. Waste is material that we produce at a rate faster than it can be absorbed by the earth. Let's use less of some resources, and get more out of them by using our recycling systems better.

Overlooking the treetops outside Registry, this office is a haven of eco office activity.

Juliet and Anita have set up a Freecycling system for their building, putting old stationery to new use. They are also careful to use the University's waste and recycling systems properly – they even take their food scraps to the Okeover Community Garden for composting! In her breaks, Juliet crochets old clothes into new ones, while Anita convinces colleagues to join their eco office initiatives.

- 1 Unneeded office supplies prepared for freecycling
- 2 Using crockery cups instead of getting takeaway cups
- 3 Water kept in reusable flasks rather than bought bottled water
- 4 Banana skin kept out to be put into organics collection, or walked over to the community gardens
- 5 Rubbish bin for waste to landfill used only for landfill, and emptied by Anita rather than by a cleaner
- 6 Recycled artworks used on the walls
- 7 Opshopped clothes
- 8 Crocheting new clothes out of old clothes

Waste

FACT: The University of Canterbury sent **1062 tonnes of solid waste to landfill** in 2008.

MYTH: Recycling, and the transportation involved, uses so much energy that it's actually worse to recycle than not.

FACT: Most of our recycled materials are shipped off-shore.

What you should know

1 Every desk should have a paper recycling tray. All paper types can be recycled through this system. These are emptied by cleaning staff. If you don't have a paper recycling tray, contact Cleaning Services (x 6481).

2 Cardboard is recycled – Please flatten all boxes, remove any inside packaging (e.g. polystyrene), and leave the cardboard beside the nearest paper recycling wheelie bin or rubbish bin, or beside four-bin stacks for offices which have them. Cleaning staff will remove any flattened cardboard and keep it separated for recycling. In outdoor bin stations, small amounts of cardboard can be placed in the paper recycling bin.

3 Toner cartridges can be recycled. All toner cartridges from photocopiers, printers (including laser, and inkjet), and fax machines can be reused or recycled. Simply put them in one of the Ricoh toner cartridge collection boxes (any brand accepted, not just Ricoh). Your department's collection box is usually in the resource room and/or computer technician area.

4 Avoid, reduce, reuse and then recycle. Recycling is important, but avoiding the use of a product in favour of one that has a lower environmental impact is better. Where you can, avoid buying a product you don't need, then reduce, reuse or recycle. For example, the university has plenty of used lever arch folders available for re-use. If you need any, please contact the Sustainable Practices Co-ordinator.

5 Rubbish 'ice cream' containers must be emptied by office users and not by cleaning staff. If your bin is emptied by a cleaner, please let the Sustainable Practices Co-ordinator know.

6 The University has an e-waste collection. If you have any e-waste, contact ICTS to have it assessed and removed to the best home.

7 Bulldog clips should not go into the document destruct facility. Please remove them first.

8 You can take your own coffee cup to the cafes to be filled.

9 There is no on-site composting facility at UC, except for the small bins in the community gardens. Our organics is composted off site by the Christchurch City Council.

What you can do

1 Reduce, Reuse and Recycle paper! Paper comprises over half of our waste, so by reducing, reusing and recycling paper products, we can significantly reduce our waste to landfill! And . . . it's easy to do. Go to www.sustain.canterbury.ac.nz/waste/recycle.shtml for more information.

2 Reduce packaging – buy products with reduced or no packaging.

3 Only request stationery when you actually need it, rather than ordering bulk amounts in advance.

4 Go to www.sustain.canterbury.ac.nz/waste/recycle.shtml for more ideas on how you can help to reduce office waste.

5 Refill your toner cartridges – don't throw away your old cartridges, have them refilled. Let those responsible for purchasing know about the service provided by our Preferred Suppliers.

6 Replacement bins are available from Cleaning Services (x 6481).

7 Find alternatives to cling film for your lunches. What about using a reusable container instead?



Anita Kerr and Juliet Hamill
Information and Records Advisors
Information and Records Management

"We were coming across lots of old stationery some of which was unusable. We worked out how to recycle the unusable stuff and redistributed to staff and students the remaining items. We found this to be popular, environmentally friendly and money saving."

What your department can do

1 Provide re-useable and refillable cutlery and crockery for staff – paper cups, plastic spoons, popsicle sticks and individually packaged sugar, milk and coffee sachets should be replaced by re-useable items to avoid unnecessary waste.

2 Create a 'free table/area' where re-useable items can be placed. Some departments have these already and report that they've been working very well. Perhaps you could join in with another department's 'free area'.



Set up a freecycling system in your office



Organics collected for composting in the Okeover Community Garden



Durable drinking vessels



Cool crafts made from unused clothes

water



We all know that water is precious. It's the source of life on this blue planet. In our offices we have the choice to use water more carefully, or to pollute it and use it wastefully.

In this tea-nook, Leigh has developed many eco features.

Water left over from meetings is used to water office plants, and most dishes are washed in an energy efficient dishwasher, rather than by individuals one cup at a time. A simple velcroed sign on the dishwasher lets people know whether the dishes are dirty or have been cleaned. Where dishes are washed by hand, a phosphate-free detergent is used.

You'll also see that Leigh uses fair trade tea and coffee, and that tea bags and coffee grounds go into the organics collection. A prominent sign reminds others to do the same.

- 1 sign letting people know that teabags go in the organics bin
- 2 eco-friendly detergent
- 3 using left-over water from a meeting for potplants
- 4 leaky tap fixed
- 5 Fair Trade tea and coffee
- 6 notice on dishwasher to let people know if the contents are dirty or clean
- 7 energy star rated dishwasher
- 8 napkin dispenser with recycled paper napkins
- 9 bin stacks well maintained

Using water

FACT: Water covers 2/3 of the Earth's surface. However only 2.5 per cent of the water on Earth is fresh and most of that is in the polar ice caps. This means that we depend upon just 0.075 per cent of the Earth's total water!

FACT: Reducing water usage conserves energy – both through heating of water, and the energy used to pump water around Christchurch.

FACT: In 2009 UC used 336,526,000 litres of cold water on the Ilam Campus. That's 134.61 Olympic sized swimming pools.

MYTH: We have an endless supply of water.

FACT: Christchurch sits on at least four large aquifers, but the City Council is already investigating whether additional drinking water should be taken from the Waimakiriri River or Lake Ellesmere.

MYTH: The UC boiler is heating the water anyway, so we might as well use it.

FACT: Our 'hot water' is heated by electricity. Only our radiators are heated by the boiler.

What you can do

1 Treat water as if it were gold! Water is not expensive and so we tend to treat it as if it were plentiful. Remember that you may not be paying with your hip pocket for wasteful practices, but the environment is. Costs for water use and disposal are likely to have greater impact on UC in the near future.

2 Report leaks – a dripping tap can waste up to, and sometimes more than, four litres of water a day! Report leaking taps, toilets, urinals or pipes by logging a BEIMS request. Go to <http://beims.canterbury.ac.nz/login.asp> to log in. If you are a student or otherwise cannot log a BEIMS request, please report the leak to the departmental administrator. If you notice that nothing has happened, please advise the Sustainability Office: www.sustain.canterbury.ac.nz/contact.shtml

3 Dishwashing – We don't have an endless supply of water. Reduce your water use when washing up, use a plug and don't leave the water running. A tap left running uses approximately 10 litres of water a minute (about a bucket). If you have a dishwasher, wait til it's full before switching on. If you are concerned about stuff drying on to your dishes, consider getting a container where dishes can be left soaking until it's time to do a load.

4 Use the half flush option – on dual-flush toilets this uses only 3 litres instead of 6-9 litres for a full flush.

5 Share your knowledge about water with fellow office users and/or contact the Sustainability Office for advice and support.

What your department can do

1 Request that your department has water-efficient fixtures and fittings – have low-flow showers or flow restrictors fitted to your area's kitchenettes and showers when they are due for refit or repair. If your department is getting a re-fit, see what opportunities there are for greywater use. Did you know that toilets in the Biology Building are flushed using rainwater?

2 Get leaks fixed – cisterns that leak constantly day and night waste an enormous amount of water! If you notice a constantly running toilet or urinal, please log a BEIMS request. Go to <http://beims.canterbury.ac.nz/login.asp> to log in.

3 Do the Eco-Office Sustainability Assessment. Download the audit from the sustainability website and see how your department is doing. Send the results to the Sustainable Practices Coordinator: matthew.morris@canterbury.ac.nz.



Leigh Davidson
MBA Programme Administrator
Commerce

"I did the Eco Office Sustainability Assessment and discovered a leaky tap. I got the facilities people to fix it because we were probably wasting four litres of water per day".



Appliances have good energy rating



Sign letting people know if dishes have been cleaned or not



Proactive communications: teabags in the organic bin!



Eco-friendly detergent

buying green



When we buy things for the office, we are purchasing the earth, its water, its forests, its climate, its stored energy, and we are creating pollution. How important are these things to you, and to the children of our generation?

The UC Sustainability Office is a treasure-trove – both on-line and on recycled content hardcopy – of information on being sustainable.

Buying new stationery is kept to a minimum, but what there is always has sustainability credentials. Furniture is all re-used, even down to the rug. Food is often made at home, or grown in the community garden, and teas, coffees and sugar are always organic and fair trade.

- 1 Fair Trade coffee and Fair Trade sugar
- 2 Home made cake
- 3 The organic carrots used in the cake
- 4 Diary made of handmade paper
- 5 Flax kete for holding paper pencils
- 6 Crockery mug, never disposable
- 7 Report on UC's waste: www.sustain.canterbury.ac.nz/research/catalogue.shtml
- 8 UC Waste Reduction Educator
- 9 UC Sustainability Advocate
- 10 UCSA Exec member for sustainability
- 11 Buy-local guru

Buying green

FACT: Paper forms one quarter of the office supplies spend at UC.

FACT: Buyers have a lot of discretion over what they purchase for their departments.

What is Buying Green?

Green purchasing is the purchase of products and services that have a minimal or reduced environment and human health impact. In addition to improved environmental performance, many environmentally preferred products work as well or better than traditional products and can even save you money.

At UC, we're encouraging departmental purchasers to BUY LESS as a first step, rather than necessarily switching to the eco-option. We don't need as much stuff as we're currently using. Can you see opportunities to save on material use in your sphere of influence?

Why buy Green?

Environmental impacts occur at all stages of a product's life cycle, from extraction of raw materials to their transportation, manufacture, use and disposal or reuse. Buying 'Green' products helps to reduce the environmental impacts associated with these stages.

Some things to consider:

1. **Do you really need it?** The best way of conserving our natural resources is not to use them in the first place!
2. **Is it made of recycled material, and can it be recycled?** Buying recycled helps reduce your own environmental impacts as well as encourages suppliers to supply recycled products.
3. **How was the product manufactured?** Could you buy something that does the same job but that carries less of an environmental impact?

4. What are the labour conditions under which this product was manufactured?

Can you rest assured that the people involved in making this product were treated fairly? If you're not sure, try looking on Google for some answers.

5. Does it contain harmful chemicals or toxins? Many office products contain chemicals that are quite toxic and that can leach into our waterways once dumped into landfill.

What your department can do

1 Make a commitment to reducing paper use. Paper is UC's major office consumable. The first step has to be to use less of it.

2 Consider buying Earth-friendly stationery – OfficeMax offers a package of EcoMax environmentally-friendly products, available on the OfficeMax website.

3 Consider buying recycled paper. UC spent well over \$300,000 on copy paper in 2009, but as little as 2% of the paper we buy contains recycled content. Recycled content paper can be ordered through OfficeMax.

4 Consider buying Fair Trade products.

5 Request recycled or recyclable products from suppliers – if a supplier does not offer recycled products, request them. This will let them know that their customers see this as being important and encourage them to offer more of these products.



Sharon McIver, Waste Reduction Educator
Matt Morris, Sustainability Advocate
David Holliday, UCSA Exec Member for Sustainability
Sarah Campagnolo
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"We do everything we can to keep our purchasing down, and we often use reused materials. We're particularly hot on food; sometimes we self-cater and we always use reusable plates, cups and cutlery and choose in-season, fair trade and organic wherever we can."



Ethical coffee



Carrots sourced from our community garden



Reusable shopping bag to assist buying reusable office items



Decorative, and reused, floor covering

