

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

---

**AR 6012 Sustainable Practices**

**Reference(s):**

AB 939 Waste Management Reduction Act  
Title 8, Section 340 et seq.  
Executive Order B-18-12  
California Code of Regulations, Title 24, Part 11  
California 2010 Green Building Standards Code

**ENVIRONMENTALLY PREFERABLE PURCHASES**

The Rancho Santiago Community College District, including Santa Ana College and Santiago Canyon College, shall, whenever possible, use recycled products and recycled materials to meet their needs. This regulation is enacted to demonstrate compliance with the Waste Management Reduction Act and to foster market development for recycled products.

**PURCHASING PRACTICES**

- A. The District, colleges and departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. The District may require procurement of designated recycled products or recycled products above the levels required by this regulation.
- C. The District shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The District and colleges shall promote the use of recycled products publicizing its procurement regulation whenever practicable.
- E. The District will purchase Energy Star certified appliances, machines, and computers whenever available.

**MANAGEMENT RESPONSIBILITIES FOR RECYCLED PRODUCTS**

The Director of Purchasing shall coordinate the implementation of this regulation. He/she will establish a list of recycled products that shall be purchased by all departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available and make available to departments specifications on the new product along with a list of suggested uses. The Director of Purchasing will also work with departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition.

## **WASTE MANAGEMENT AND RECYCLING WASTE**

The District is committed to reducing the amount of solid waste that enters landfills. Toward that end, the District will conduct annual audits of solid waste to monitor the reduction of waste. To reduce waste, the District will establish a recycling program at all District-owned facilities to recover materials, such as: white paper, colored paper, cardboard, aluminum, glass, plastic, and compostable waste. Designated storage areas will be established to store recyclable materials.

The District and colleges will act to make resource conservation an integral part of its waste reduction and recycling programs.

- A. The District and colleges will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
- B. The District and colleges will decrease the amount of waste of consumable materials by: a) reduction of the consumption of consumable materials wherever possible; b) full utilization of all materials prior to disposal; and c) minimization of the use of non-biodegradable products whenever possible.
- C. The District and colleges will cooperate with, and participate in, recycling efforts of service area cities and the county. As systems for the recovering of waste and recycling are developed within service area cities and the county, the District will participate by appropriately separating and allowing recovery of recyclable waste products.
- D. The District will purchase, where financially viable, recycled products. The District will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
- E. Representatives of the District and colleges will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

## **HAZARDOUS MATERIALS**

The District must post at least one CAL/OSHA Notice related to hazardous materials in each location where business is conducted and in a conspicuous place where notices to employees are customarily posted. Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day. Where employees do not usually work at, or report to, a single location the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities. The District shall take steps to insure that such notices are not altered, defaced or covered by other material.

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely. The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician. The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or

employees or their representative, prior to commencement of the date, time and place of the testing, monitoring or measuring of employee exposure.

The District must provide an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Hazardous materials and items with hazardous materials within them, such as solvents, used motor and lubricant oils, chemical fertilizers, pesticides, herbicides, tires, light bulbs, lithium-based batteries, wet cell batteries, used vegetable oils, print toner cartridges, etc., must be disposed of properly and whenever possible they should be recycled.

## **ENERGY**

The District recognizes the necessity and urgency of reducing energy consumption, conserving energy, and developing alternative sources of energy that are renewable. Fossil fuels, from which nearly all the nation's energy is currently produced, are non-renewable resources which are becoming increasingly scarce and expensive. Executive Order B-18-12, by the Governor of California, orders that state agencies take measures to reduce greenhouse gas emissions, to reduce grid-based energy consumption, and that any planned new construction or major renovation project over 10,000 square feet use clean, on-site power generation such as solar photovoltaic, solar thermal, wind power generation, or other clean power generation methods.

The District will benchmark its energy consumption and strive to continuously improve its energy efficiency on an annual basis. This includes: the review and replacement, if necessary, of HVAC systems for optimal heating and cooling performance; the establishment of appropriate set points for heating and cooling of college and district facilities; the replacement of light bulbs with energy efficient LED or other long-lasting bulbs; and the appropriate scheduling of facilities to reduce the number of buildings operating with partial or low occupancy.

The District will explore and implement, whenever feasible, energy generation technology for existing buildings or as standalone projects.

## **RESOURCE CONSERVATION**

The District is committed to protecting and conserving natural resources. The District will raise awareness about environmental issues and sustainable practices through both one-time and ongoing activities. The District will produce a newsletter to all employees on a regular basis and incorporate environmental and sustainability issues into professional development programs. The Colleges will be encouraged to celebrate Earth Day and to involve student groups in such events and to undertake other projects that promote sustainable practices.

## **ENVIRONMENTAL EDUCATION AND TRAINING**

The District will advance understanding of environmental issues and sustainable practices by encouraging and supporting college faculty in creating and implementing curriculum and developing academic programs. Toward that end, the faculty of Santa Ana College and Santiago Canyon College are encouraged to include environmental issues and concerns in existing curriculum and to develop new curriculum in Environmental Studies or related areas. The District will foster environmental awareness by incorporating environmental and

sustainability issues into professional development workshops and materials for faculty and staff.

### **FACILITIES AND CONSTRUCTION**

The District will model environmental stewardship by following principles of sustainable design and construction. On all District/College demolition and building projects, contractors shall be required to separate demolition and construction debris by type of material, e.g., concrete, asphalt, wood, metal (ferrous and non-ferrous), excavation soil, and other such materials. All new buildings shall be designed to achieve the U.S. Green Building Council's Leadership in Energy and Environmental Design's New Construction (LEED NC) Silver rating. All major capital projects, whether new construction or renovation projects, shall meet the California Code of Regulations Green Building Standards Code (CALGreen) Tier 2.

### **GROUNDS AND LANDSCAPING**

The District recognizes that due to long-term concerns for drought conditions in California and the necessity to conserve water, it is imperative that water consumption be reduced districtwide. One of the major sources of water consumption is the use of sprinklers to water landscaped areas and athletic fields. To reduce water consumption, the District will use automated control systems for sprinklers to allow the ability to turn off sprinklers in the event of rain or to make other necessary adjustments. Landscaping for new buildings or renovation of landscaped areas will use drip irrigation systems and/or xeriscaping to take advantage of native and drought tolerant plants that do not require irrigation. Mulch will be used whenever possible to assist with retaining moisture in landscaped areas.

The use of chemical fertilizers, insecticides, and herbicides for grounds and landscape activities shall be discontinued unless there is no viable replacement product. Alternative methods of managing insect populations, weed control, and plant nutrition shall be explored and adopted when feasible.

### **TRANSPORTATION AND AIR QUALITY**

The workforce at the District Office and at both Santa Ana College and Santiago Canyon College commute to work as does the student population at both colleges. To promote carpooling, the District and the Colleges shall develop plans for expanded bicycle racks or storage facilities, reserve preferential parking spaces for carpools and users of hybrid or electric vehicles, and encourage employees and students to use mass transportation options. When purchasing vehicles for the District/College fleets, only hybrid or electronic vehicles shall be considered.

### **COMMUNITY PARTNERSHIPS**

The District and Colleges shall seek partnerships that are focused on sustainability with community organizations.

**Responsible Managers:** Chancellor; Presidents; Vice Presidents of Administrative Services; Director of Purchasing

**Revised: February 16, 2016 (Previously AR3406)**