Honorable Board of Trustees of the  
San Francisco Community College District  

Subject: Resolution No. 961121-P1  
Notice of intention to amend the San Francisco  
Community College District Policy Manual Section  
700 Facilities  

President and Members:  

San Francisco Community college District Policy Manual Section  
1.05 D reads in part as follows: “Adoption of Policies. Any policy may be adopted  
by the Board, be amended or repealed by an affirmative vote of four members at  
any meeting, providing notice of said intended action has been given at a  
previous meeting. . . .”  

The following resolution is recommended for adoption:  

RESOLVED: That notice is hereby given that the following proposed  
amendments to the San Francisco Community College District Policy  
Manual Section 700 Facilities shall be acted upon at the next meeting of  
the Board of Trustees on December 19, 1996. (NOTE: Additions or  
substitutions are indicated by redline and deletions are indicated by  
strikeout.)  

Recommended for adoption:  

Lawrence Wong  
Rodel Rodis  
Jim Mayo II
GENERAL POLICY STATEMENT

It is the expressed intent of the San Francisco Community College District (the District) to create a set of operating principles and practices that minimize negative environmental impacts of activities under its control and oversight. As an institution of higher learning, the District will act upon its obligation to create positive environmental impacts and maintain an atmosphere where students, faculty, and staff can develop the knowledge, skills, and values of environmental literacy.

To that end, the District adopts the following policies to govern the areas of Solid Waste Management, Hazardous Materials, Conservation and Air Quality, Purchasing, Transportation, Groundskeeping, Facilities, and Curriculum, Education and Staff Development.

A) SOLID WASTE MANAGEMENT

The San Francisco Community College District (the District) is committed to reducing and recycling solid waste.

The District shall,

1) Endorse the following approach to solid waste management (in order of priority).
   a) Source reduction/waste minimization
   b) Recycling and composting
   c) Environmentally safe transformation and environmentally safe land disposal.

2) Maintain recycling programs at all District-owned facilities to recover, at a minimum, the following materials: white paper, mixed paper, aluminum, glass, plastic, cardboard, and compostable waste.

3) Encourage all departments to participate in District recycling programs and to minimize the amount of solid waste they generate.

4) Establish appropriate designated storage area(s) for recyclable materials at each District-owned facility.

5) Conduct solid waste audits and solid waste characterization studies annually, to monitor reduction of waste.
6) Designate an individual as responsible for coordinating recycling programs throughout the District.

B) HAZARDOUS MATERIALS

It is the policy of the San Francisco Community College District (the District) to reduce the use of hazardous materials and to handle, store, and dispose of these materials in a manner that minimizes harm to the environment.

The District shall,

1) Reduce and/or replace hazardous materials with non-hazardous or less hazardous materials, whenever possible.

2) Establish a comprehensive system for the tracking of all hazardous materials acquired, handled, stored, and/or disposed.

3) Designate an individual as responsible for assuring proper handling, storage, and disposal of hazardous materials and waste.

4) Provide training for students, faculty, and staff who work with hazardous materials on the proper handling, storage, and disposal of said materials. Such training shall be appropriate to the individual’s needs.

5) Maintain an appropriate storage area(s) at each facility generating hazardous waste prior to pickup and disposal.

6) Encourage faculty and staff to employ micro-scale experiments in all appropriate lab sections to reduce the use of hazardous materials.

C) CONSERVATION AND AIR QUALITY

It shall be the policy of the San Francisco Community College District (the District) to conserve and protect natural resources.

The District shall,

1) Implement a District-wide educational campaign promoting energy and water conservation.
2) Explore and implement, where feasible, the use of reclaimed water for landscaping.

3) Incorporate renewable energy sources such as solar and wind power, whenever feasible, into the design and construction of new facilities.

4) Strive to make as energy efficient as possible, heating, ventilation, air conditioning (HVAC) and lighting systems within the District. Regular audits of these systems shall be conducted to ensure that they are operating efficiently.

5) Encourage the purchase of alternative fuel and electric vehicles.

6) Prohibit smoking inside buildings and within fifteen feet of District-owned facilities, to enhance indoor air quality.

D) TRANSPORTATION

The San Francisco Community College District (the District) is committed to promoting the use of alternatives to single-occupancy motor vehicle use by students, faculty, and staff.

The District shall,

1) Promote the use of public transportation systems to and from District facilities.

2) Explore and implement, if feasible, a partnership with San Francisco Municipal Railway (MUNI) to discount monthly transit passes for students.

3) Conduct an educational campaign at the beginning of each semester to promote the use of alternate modes of transportation, to reduce the use of single-occupancy motor vehicles.

4) Work with the San Francisco Unified School District (SFUSD) and San Francisco Municipal Railway (MUNI) to improve school and college transportation schedules.

5) Develop and implement an incentive-based ridesharing program.

6) Provide safe, secure, and sheltered bicycle parking at District facilities, based on demand.
7) Establish, if feasible, a non-polluting shuttle service between the Phelan Campus and the Balboa Park Bay Area Rapid Transit (BART) station.

8) Explore the feasibility of a non-polluting shuttle service between District sites.

9) Promote the use of alternative fuels for its fleet of vehicles.

E) PURCHASING

The San Francisco Community College District (the District) will exercise purchasing practices that reduce negative environmental impacts and promote the use of reusable and recycled products.

The District shall,

1) Establish a standard for paper purchased of at least 20% recycled content, with the maximum post-consumer content possible. Whenever feasible and cost-effective, products made from 100% recycled content shall be purchased.

2) Reduce the use of disposable products to the maximum extent feasible.

3) Purchase appliances, lighting supplies and lighting equipment that promote energy efficiency.

4) Purchase cleaning supplies and solvents that are non-toxic and biodegradable, whenever possible.

5) Reduce the purchase of overly-packaged or individually-packaged products to the maximum extent feasible.

6) Utilize producer “life-cycle costs” (initial purchase cost, use, durability, reparability, and ultimate disposal costs), as a purchasing criteria, when purchasing equipment and supplies.

7) Encourage the Office of Purchasing to seek out and work with vendors that offer products made from sustainable materials.

F) GROUNDSKEEPING

11/21/96  P1  Page 5
It is the policy of the San Francisco Community College District (the District) to ensure that all District campuses are clean and attractive, and maintained in an environmentally responsible manner.

The District shall,

1) Utilize appropriate recovery programs to recycle compostable waste generated by groundskeeping activities.

2) Establish an ongoing, District-wide program to reduce litter.

3) Modify irrigation systems, whenever feasible, to minimize water usage and/or use recycled water.

4) Use native and drought resistant plants in new landscaping projects, whenever possible.

5) Develop and implement an Integrated Pest Management Program.

6) Plan and maintain landscape projects and groundskeeping activities to avoid destruction of, and whenever possible, enhance wildlife habitats.

7) Establish partnerships between the Office of Buildings and Grounds, Environmental Horticulture, and the Hotel and Restaurant Department to maximize expertise and resources, whenever possible.

G) FACILITIES

The San Francisco Community College District (the District) shall employ resource efficient practices when constructing, demolishing, renovating, and/or maintaining district facilities.

The District shall,

1) Require contractors to separate construction and demolition debris materials by type and to arrange for pick-up or drop off of said materials for recycling or reuse. Such materials shall include, but not be limited to: wood, ferrous and non-ferrous metals, concrete, asphalt, cardboard, excavation soil, and other such materials, as appropriate, given the nature of the project.

2) Shall promote the use of non-polluting, recycled and/or renewable materials in construction, demolition, renovation and/or maintenance projects. To that end, the following requirements shall be included in District specifications:
a) The use of hazardous materials and solvents in construction, renovation, and/or maintenance of District facilities will be minimized to the maximum extent feasible.

b) Buildings shall incorporate passive solar lighting in their design and construction, whenever appropriate.

c) All construction and renovation projects will promote energy and water efficiency.

3) Require that construction and renovation projects allocate sufficient green and open space.

H) CURRICULUM, EDUCATION AND STAFF DEVELOPMENT

The San Francisco Community College District (the District) is committed to creating and maintaining an atmosphere where students, faculty, and staff can develop the knowledge, skills and values of environmental literacy.

The District shall,

1) Encourage faculty to incorporate relevant environmental issues and concerns into course curricula.

2) Promote existing course offerings related to the environment and consider expanding course offerings for students interested in Environmental Studies.

3) Include environmental education in staff development activities on an annual basis.

4) Provide information about District environmental policies, activities and programs in student orientation processes and appropriate District publications.

5) Provide information about Environmental Studies programs at other institutions to interested students, staff, and faculty.

GLOSSARY

alternative fuel: any fuel other than the currently used petroleum based fuel.
**campus:** 1 of 12 permanent facilities designated by the District.

**compostable:** materials that break down organically to produce soil enrichment (i.e., mulch).

**environmental literacy:** knowledge of the impacts of personal behavior on the natural world.

**environmentally safe land disposal:** the disposal of non-reusable materials in a manner that does not harm the environment (i.e., sanitary landfill).

**environmentally safe transformation:** incineration/waste to energy facilities.

**facility:** any District-owned/leased site.

**ferrous:** a metal made from iron.

**hazardous:** the property of some materials to pose a health risk.

**hazardous waste:** a by-product of the use of hazardous substances.

**HVAC:** heating, ventilation, and air conditioning systems.

**Integrated Pest Management:** the use of a variety of methods to eradicate pests with chemical products used as a last resort.

**micro-scale:** experiments with small quantities of materials.

**non-ferrous:** metal that does not contain iron.

**post-consumer:** recovered materials that have already been used by the public.

**reclaimed:** a process by which waste water is treated and reused for other than potable purposes.

**recovery programs:** any process by which, that which would have been waste, is converted into something useful (i.e., composting).

**recycle:** a process by which materials are recovered and then reused.

**renewable:** a resource that can be replenished.

**site:** any location where the District offers classes.

**solid waste:** non-liquid materials that the District disposes as a result of its operations.

**solid waste audits:** a quantification of garbage volume.

**solid waste characterization:** an analysis of garbage composition.

**source reduction:** conservation of resources by minimizing initial usage.

**sustainability:** the concept of using natural resources in a way that does not compromise the availability of natural resources for future generations.

**waste minimization:** reducing volume of discarded materials.