

USC Sustainability

USC WorkWell Center



Sustainability Toolkit

PUTTING SUSTAINABLE
PRACTICES INTO ACTION








DESCRIPTION:

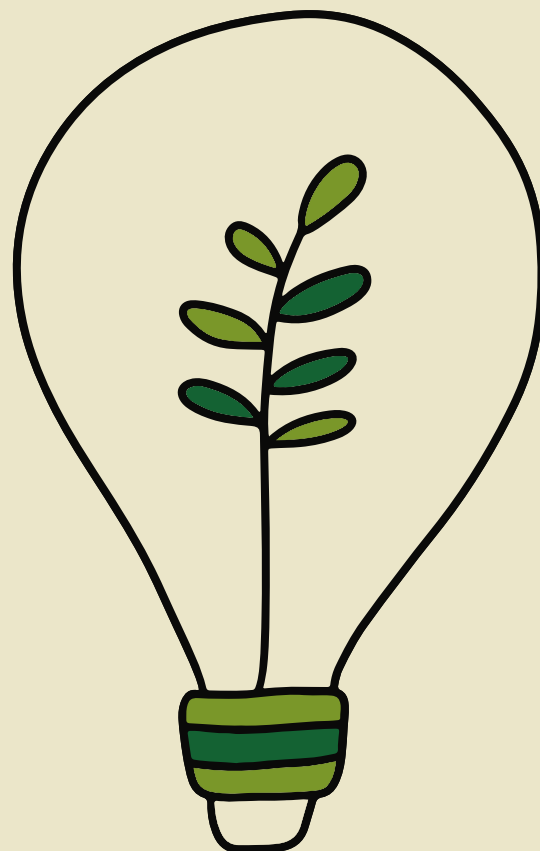
This toolkit supports the vision and goals of Assignment: Earth, USC's sustainability framework for a greener campus and planet. Assignment: Earth formalizes the university's commitment to addressing climate change, restoring our planet, and creating a more sustainable future. All of the resources in this guide have been purposefully designed to address this commitment by encouraging individuals to put sustainable practices into action within their daily lives. According to an article published by Health Promotion International, the health and well-being of an individual is inseparable from the health of their surrounding environment and one cannot be given precedence over the other (1). Making sustainable choices results in a positive impact to our health and our planet.

IN THIS TOOLKIT, YOU WILL FIND:

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SOME SUGGESTIONS FOR USE INCLUDE:

-  Present information and activities during team meetings.
-  Provide prizes for the completion of the BINGO component to encourage participation.
-  Send resource list in emails or include in newsletters.
-  Set aside time in your staff meetings to share and review resources.
-  Post information in visible office locations (breakroom, elevators, restrooms, bulletin boards).



Sustainability Eco-Bingo

Score a BINGO by completing 4 tasks horizontally, vertically, or diagonally. Try to get as many BINGOs as you can to increase your environmental knowledge and boost your renewable energy.

KNOWLEDGE IS POWER

Learn more about what USC is doing for a sustainable campus and planet.

UPCYCLE IN THE PRESENT, SAVE THE FUTURE

Give a new purpose to a recyclable item.

TAKE A RIDE ON THE GREEN SIDE

Use an alternative form of transportation.

GREEN SPACE

Purchase a plant for your home or office, or plant your own.

CHILL OUT

Adjust your thermostat set points to 78 degrees in the summer, and 68 degrees in the winter.

KNOW BEFORE YOU THROW

Research and learn about recycling and composting.

LESS IS MORE

Cut down your shower time by 5 minutes.

A PLUG FOR UNPLUGGING

Turn off all electronics and spend some time outdoors.

LESS PAPER, MORE TREES

Take notes electronically, and/or use recycled paper.

REFILL, NOT LANDFILL

Drink from a reusable water bottle.

FOOD FOR THOUGHT

Eat a sustainable lunch.

USE THIS, NOT THAT

Replace a single-use item for a reusable one (ex: utensils, straws, food containers, shopping bags).

KEEP UP WITH THE GREEN TEAM

Sign up for USC's Office of Sustainability newsletter.

WATER = LIFE

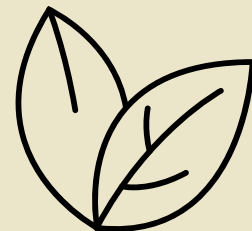
Wash a full load of dishes in the dishwasher. If washing by hand, turn off the faucet until you are ready to rinse all the dishes at once.

ERASE YOUR E-WASTE

Recycle batteries, printer, toner, and electronics at E-waste bins found on campus.

EVERY DROP COUNTS

Wash full cold water laundry loads and turn off the faucet when brushing your teeth.



Sustainability Resources for USC faculty and staff

Implementing sustainability in and around the workplace has been proven to boost output, lower the average number of sick days, and increase job satisfaction. There are many ways to be involved and to be more sustainable as a faculty or staff member. The following are a list of sustainability-related resources to help you go green!

LOCATE

USC environmental resources, sustainability services, and green points of interest on the UPC and HSC campuses with the [Sustainability Map](#).

UTILIZE YOUR REUSABLE WATER BOTTLES

and stay hydrated at any of many [hydration stations](#) available at UPC and HSC campuses.

LEARN

how to use the multi-stream waste bins popping up all over campus with this [short YouTube video](#).

READ AND LEARN MORE ABOUT BEST PRACTICES

for sustainable purchasing in your role as staff or faculty with the [“Buying Green” web page](#) from USC Procurement Services.

VISIT [SUSTAINABILITY.USC.EDU](https://sustainability.usc.edu)

for more resources and ways to get involved with the Office of Sustainability.

REQUEST FREE-OF-CHARGE E-WASTE PICK-UP SERVICE

for electronics and other universal waste items from USC Environmental Health and Safety. E-waste that is not damaged should be reused/recycled.

Get started by filling out the [Universal Waste Pickup Request Form](#). For questions or more information, email hazmat@usc.edu or call (323) 442-2200.

SUPPORT LOCAL NEIGHBORHOOD SMALL BUSINESS

with Trojan Shop Local. Trojan Shop Local retail establishments include everything from coffee houses to restaurants; gift shops to designer ateliers; chic boutiques, bookstores, salons, barber shops, home décor and more.

Visit the [website](#) for more information.

PLAN A ZERO WASTE EVENT

Check out FPM’s [Event Checklist recommendations](#), as well as all the service offerings and requirements needed for a successful zero waste event for your office or department.

SAVE ON TRANSPORTATION COSTS

with the USC Transit Subsidy Program. USC employees – both faculty and staff – are eligible for a 50% subsidy on the cost of transit passes purchased through USC Transportation. More information is available on USC Transportation’s [website](#).

Looking for ways to reduce your environmental impact while staying active on the road? Check out [USC Credit Union’s E-bike loan](#).

TAKE A BREAK FROM THE OFFICE

and enjoy some fresh air by stopping by the UPC or HSC Farmers Markets!

The [UPC Farmers Market](#) takes place most Wednesdays during the Fall and Spring semesters in McCarthy Quad, 11 a.m. - 3 p.m.

For most updated information regarding dates and location for the [Keck Farmers Market](#) at HSC, contact benefitandoutreach@med.usc.edu

Please note that details may change due to public health guidelines.

EXPLORE

the [Assignment: Earth webpage](#), to learn more about the university’s commitment to a greener campus and planet.

Take the Pledge

Mother Earth is our home!

Let's commit to taking care of her by practicing sustainable habits on a daily basis.

Luckily, there are many ways to practice sustainability, whether in the workplace or at home.

Offered by the Office of Sustainability, [take the pledge](#) today and receive a 10% off coupon for a reusable water bottle at the USC Bookstore!



Credit to the USC Office of Sustainability



USC Sustainability

TAKE THE PLEDGE

LITTLE BEHAVIOR CHANGES CAN ADD UP TO A BIG ENVIRONMENTAL IMPACT. PLEDGE TO MAKE THESE CHANGES IN YOUR DAILY ROUTINE.

CHILL OUT - Adjust your thermostat set points to 78° in the summer and 68° in the winter.

A PLUG FOR UNPLUGGING - Power down game consoles, TVs, and computers, and disconnect electronics when fully charged. Turn off lights and electronics when you leave the room.

LESS IS MORE - Take short showers, wash full col-water laundry loads, run a full dishwasher instead of hand-washing dishes, and report/repair leaky fixtures.

REFILL - NO LANDFILL - Refill your water bottle at the many hydration stations across campus.

STOP TRASH BEFORE IT STARTS - Eliminate single-use items by re-using utensils, straws, food containers, and shopping bags.

KNOW BEFORE YOU THROW - Look for recycling and composting bins on campus. Make it a habit to properly sort your waste.

ERASE YOUR E-WASTE - Recycle old batteries, printer toner, and electronics at e-waste bins around campus.

FOOD FOR THOUGHT - Reduce your carbon footprint by eating a more sustainable diet with USC Hospitality's Eco-Mondays menu in dining halls.

TAKE A RIDE ON THE GREEN SIDE - Get out of the car and find convenient alternative transportation solutions with Traveler, USC's mobility hub.

LESS PAPER, MORE TREES - Take class notes electronically, use recycled paper, and print double-sided.

GREEN TROJANS, ASSEMBLE! - Join one of USC's sustainability-minded student organizations.

YOU'VE BEEN GREEN LIT - Find out how to make your campus events more sustainable.


KNOW IT ALL - Become familiar with Assignment: Earth, USC's commitment to addressing climate change and creating a more sustainable future.

KEEP UP WITH THE GREEN TEAM - Sign up for the USC Office of Sustainability's monthly newsletter.

SIGN NOW

TO RECEIVE A 10% OFF COUPON FOR REUSABLE WATER BOTTLES AT THE USC BOOKSTORE!

By entering your email address below, you are making a personal commitment to sustainable living by incorporating these tips into your everyday routine.

 [green.usc](https://www.instagram.com/green.usc)



[green.usc.edu](https://www.green.usc.edu)

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At USC, sustainability is a shared responsibility that touches all facets of our community. Since 2008, the university is focused on integrating sustainability as a core value in USC's strategic planning, and implementing impactful sustainability initiatives.

USC's sustainability vision is executed by teams and committees comprised of students, staff, faculty, and senior administrators working in close partnership with key vendors and City managers.

References:

1. Bente Kjaergard, Birgit Land, Kirsten Bransholm Pedersen, Health and sustainability, Health Promotion International, Volume 29, Issue 3, September 2014, Pages 558–568, <https://doi.org/10.1093/heapro/das071>
2. The Little Green Guide to Living Sustainably at USC: <https://customsitesmedia.usc.edu/wp-content/uploads/sites/467/2021/11/30115454/Little-Green-Guide.pdf>
3. Take the Pledge: <https://mailchi.mp/d4ded27f9209/uscsustainability>
4. USC Office of Sustainability: <https://sustainability.usc.edu/>

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The USC WorkWell Center empowers USC faculty and staff to thrive in mind, body, and spirit, so that our people are engaged, productive, and happy.

WorkWell provides programs and resources for USC-benefited employees that help them thrive in all areas of work-life wellness.

We do this through cost-free and confidential counseling, coaching, consultations, critical incident/stress management, and health and wellness promotion and education programs.