

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95****REVISED: 3/23/18****SUBJECT: Energy and Water Conservation and
Recycling of Supplies and Materials****PAGE: 1 of 4**

The County Superintendent of Schools recognizes the value of conserving and protecting our society's natural resources, and encourages the use of sustainable practices including reduction of energy and water use and the recycling of supplies and materials at the San Diego County Office of Education, schools, and off-site facilities.

The County Superintendent of Schools or his/her designee(s) will promote sustainable practices at all levels of the County Office of Education (COE) and will model these same practices for San Diego school districts. The primary means of insuring proactive and ongoing sustainability is through the COE's Sustainability or "Green" Team.

The COE Green Team will develop a sustainability action plan (SAP) and will meet routinely to develop timelines and strategies associated with implementing sustainable actions.

The SAP will consider environmentally friendly activities such as the following:

1. Under the adage "reduce before produce" instruct and as appropriate train COE employees, faculty and student to conserve in their day-to-day work activities.
2. Reduce energy usage through employee conservation efforts and by investing in proven clean energy technologies.
3. Reduce water consumption through employee conservation and by installing water efficiency technologies, efficient fixtures and water saving devices wherever possible.
4. Consider stormwater containment, collection and/ or water recycling.
5. Institute purchasing policies that emphasize environmentally friendly products and services that:
 - a. Minimize the impact on the environment as it relates to, toxins, pollutants, odors, and hazards
 - b. Are manufactured utilizing postconsumer recycled content
 - c. Are durable and re-usable

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED: 3/23/18

**SUBJECT: Energy and Water Conservation and
Recycling of Supplies and Materials**

PAGE: 2 of 4

- d. Conserve energy and water
 - e. Produce a low amount of waste including organic waste
6. Establish a recycling program across all COE facilities that encourages recycling of various equipment and materials.
 7. Reduce the consumption of disposable materials, by purchasing reusable and/or recyclable products when feasible.
 8. Utilize electronic rather than paper communications when feasible (e.g. resist making paper copies unless absolutely necessary – go electronic when possible).
 9. Provide for web-based conferencing alternatives to allow participation without having to travel to meetings.
 10. Ensure proper handling, collection and recycling of all site generated organic waste including food services bi-products.
 11. Use least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals.
 12. Provide professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies.
 13. Employ Integrated Pest Management strategies to mitigate the amount of toxic chemicals at COE facilities.
 14. Employ appropriate stormwater management practices to reduce the accumulation of pollutants at COE facilities and prevent their migration off site.
 15. Utilize green building standards, sustainability, and a focus on the teaching and learning environment in facilities construction and modernization projects,

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED: 3/23/18

**SUBJECT: Energy and Water Conservation and
Recycling of Supplies and Materials**

PAGE: 3 of 4

including decisions about site selection, building design, and landscaping and grounds.

16. Employ Division of State Architect Model Water Efficient Landscape Ordinance (MWELO) guidelines for planning, designing, installing, maintaining and managing water-efficient landscapes in new construction and rehabilitation projects.
17. Reduce private vehicle traffic by encouraging staff, faculty and students to car pool, walk or bicycle to school or use public transportation.
18. Provide instruction to students under the control of the County Superintendent of Schools on the importance of the environment and involving students in the implementation and evaluation of green school activities and projects as appropriate.
19. Monitor and control energy usage to minimize consumption while ensuring a safe and comfortable environment.
20. Implement sound facilities maintenance and operations strategies to extend the life of facilities systems while maintaining a safe, healthy educational and operational environment.
21. Encouraging employees, students, and visitors to conserve and recycle resources.

The County Superintendent of Schools shall comply with related state and federal regulations.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3511**

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED: 3/23/18

**SUBJECT: Energy and Water Conservation and
Recycling of Supplies and Materials**

PAGE: 4 of 4

Legal Reference:

Education Code

8700-8707, 17072.35, 32370-32376, 33541

Water Code

13383.5

Public Resources Code

25410-25421, 40050-40063, 41780, 42620-42622, 42649-42649.7

Public Contract Code

12400-12404

Public Resource Code

25410-25421, 40050-40063, 42630-42647