

Save Time Save Money Save Trees

Conserve Your Limited Resources through Office Sustainability

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2008-2009 Sustainability Brown Bag Series
Campus Senate Committee on Sustainability

Defining Sustainability

- **What is Sustainability?**
 - Sustainability is insurance for the future through the stewardship of **Environmental Health**, **Economic Feasibility** and **Social Equality**.
- **How can small campus efforts make a difference?**
 - **Environmental Health** – *Reducing Use, Reusing and Recycling Paper* preserves forests.
 - **Economic Feasibility** – *Conserving Energy* reduces our reliance on shrinking resources including coal and oil.
 - **Social Equality** – Pollution and Climate Change are global problems. It is our responsibility as consumers to reduce the impact on more vulnerable human populations.

The Green Paradox:

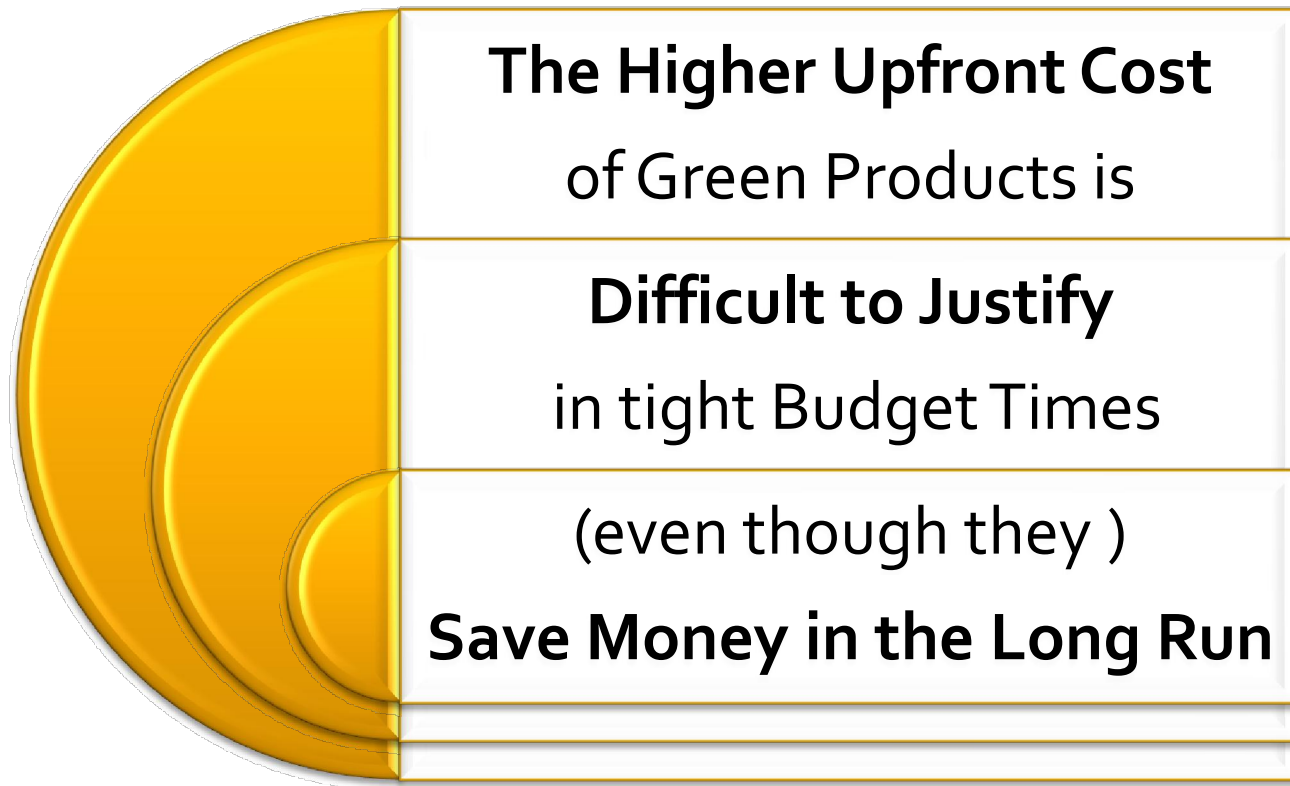
Sustainability = Purchasing Expensive Green Products?



The Green Product Paradox

- **Green Products** have become the *trendy* face of Sustainability in the United States.
 - Hybrid Cars
 - Organic Produce, Free-Range Eggs
 - Bamboo Linens
 - Compact Fluorescent Light Bulbs
 - Energy Star Rated High Efficiency Washer/Dryer
 - Recycled Paper
- What do all of these products have in common?
 - Green Products Cost More

The Green Product Paradox



The Green Product Paradox

- **The Green Product Paradox** quickly stifles environmentally friendly ideas:
 - “Our Department can’t afford 100% recycled paper because it costs 15% more.”
 - “To cut costs in the construction of Brookens, we asked the Architect to nix the Thermal Pane glass.”
- Time to reframe Sustainability
 - Think about Sustainability as a basic commitment to **Using Less**, not **Buying More**. *Challenge “the way we’ve always done things.”*
 - Green Products are an important tool in the equation. They become affordable when this commitment is met.

Reframing Sustainability

Rethink and
Redesign Office
Processes

- Question **Conventional Paper Filing Systems**
- **Get Creative** to avoid printing and copying
- Use **Blackboard or eDocs** for Committees

Optional Step
Make an Investment
in Greener
Equipment

- **High Speed Scanner** – Archive Docs Quickly
- Automatic **Duplex Printer** – Saves Paper
- **Portable Hard Drive** for Emergency Backup

Use Money Saved to
Get a Little Greener

- **100% Recycled Paper** - now affordable
- **Empower your colleagues** to run more sustainable offices

Reframing Sustainability

- In December, 2008 sustainability is about Challenging the Status Quo
 - Economic Meltdown
 - Rising Energy Costs
 - UIS is not insulated from these global problems
- Sustainability in the Office
 - Examine and challenge your offices processes
 - Reinvent the way you look at every task
 - Streamlining saves money, time and trees
 - Insist on 100% Recycled Paper

Rethink and Redesign Office Processes



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Rethink and Redesign

Use Less Paper when Printing

- Always Print Double-Sided
 - Manual Duplex – Any Printer **(\$0)**
 - Automatic Duplex Printer
 - If printer has a “d” in the model number, it prints duplex 1022dn
 - Email Tech Services for help setting that up!
 - **Recommended Model:** Lexmark e250D **(\$200)**
 - Low cost, power saving features, high capacity (10,000 print) remanufactured toner cartridge available from Lexmark.

Rethink and Redesign

Save Reusable Paper (One Side Clean)

- One Side Clean (OSC) Paper is great for everyday printing.
- Create a Reusable Paper box in your office to keep the rescued paper flat and wrinkle free.
- Sources: Excessive meeting handouts. Raid the hall recycling bin for plenty of reusable paper.
- **Advanced:** Set up an extra "Draft" printer loaded with OSC and share it over the network with colleagues in your area. (Tech Support can set you up).
- **More Advanced:** Put an OSC box near recycle bins?

Rethink and Redesign



Rethink and Redesign

Use Less Paper for Committees

- Use Blackboard or eDocs to distribute meeting materials **(\$0)**
 - Minutes, Agendas, Attachments
 - *Example:* Scholarship Committee
 - *Example:* Search Committees
- Use the Smart Classroom projector for meeting agendas and documents **(\$0)**

Resources:
[eDocs Website](#)
[eDocs Training](#)
Blackboard

Rethink and Redesign

Stop Copying – Start Scanning

- Rethink your Paper Filing System
 - Scan Everything – Copy Nothing (As Business Allows)
 - A Quality Scanner with good software is the Key
 - Saves Time, Money and Paper
- Advantages to Scanning
 - No more filing!
 - Send Scanned Documents via Email
 - Scanned documents are Searchable

Rethink and Redesign

Stop Copying – Start Scanning

- Product Recommendation
 - Fujitsu Scansnap S510 (**\$400**)
 - Available on Zones/iBuy
 - Scans 20 pages/minute, double sided
 - Comes with excellent software for saving and manipulating scanned PDF files

Rethink and Redesign

Stop Copying – Start Scanning

- Create a “Virtual File Cabinet”
 - Individual or eDocs or Shared Drive for Office
 - Make a folder for all PDF Files – “FILE CABINET”
 - Scan Documents
 - Give a Descriptive File Name
 - 12-04-08 Travel Voucher – Schweikhart.pdf
 - Fujitsu Scanner “index” files - you can Search the FILE CABINET folder for any phrase within the file

Rethink and Redesign

Think Before You Print

- Archive all documents in Virtual Filing Cabinet
- “Print to PDF” before you Print to Paper
 - Instead of printing a document to file, use a PDF “Printer” to create PDF files out of them – Send them to your FILE CABINET
 - Common software, you may already have Adobe Flashpaper. If not, ask Tech Support to help you install CutePDF (**\$0**)

Rethink and Redesign

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Rethink and Redesign

Advantage - Data Contingency

- Use a portable hard drive to back up all files in your Virtual Filing Cabinet
 - CPAA saves all files in a central directory, accessible to all staff members in our office. We also have private folders for personal storage.
 - Every Friday, files are automatically backed up to an external hard drive **(\$99)**
 - In case of Evacuation we can grab the Hard Drive. If you use eDocs, it is also accessible from a remote connection.
 - Ask Tech Support to help you establish a backup system

Rethink and Redesign

The Next Steps

- Sustainability is Saving you Time and Money, Now What?
- Make Environmentally Preferable Office Supply Purchases
 - Green Purchasing Guide
- Encourage Friends and Colleagues to be more Sustainable too!

Rethink and Redesign

Green Purchasing Guide

- GPG is a list of environmentally preferable products available from our iBuy /OfficeMax purchasing system. Includes item numbers.
- Green Purchasing Guide Pilot Test
 - Will be distributed to departments across campus
 - Asking for feedback about most commonly purchased products
 - <http://www.uis.edu/cpaa> > Sustainability

Rethink and Redesign

Why is Green Purchasing Important

- Green Purchasing is the buying of products that contain a high percentage of recycled materials including paper and folders or products that have been remanufactured including toner cartridges.
- The Recycling Loop
 - Recycling reduces the amount of energy and materials used in manufacturing.
 - The full benefit of recycling occurs when the recycled product is purchased and used again.

The Recycling Loop

Office Recycling	Remanufacturing	Green Purchase
<p>Unwanted papers discarded in office recycling bin. Campus wide recycling is sent off to recycling plant.</p>	<p>Recycled content is used to manufacturer new copy paper. Ideally, this paper contains 100% recycled content.</p>	<p>UIS Department purchases 100% recycled copy paper.</p> <p>Repeat cycle.</p>

Rethink and Redesign

Buying Recycled Paper

- **Myth Buster:** Recycled paper does not contain more dust that can be damaging to printers and copiers. Recycled paper is manufactured to the same high standards as virgin fiber paper. Excessive dust is a feature of low quality paper (recycled or not) that has been poorly finished. Always buy high quality paper intended for your specific purpose.
- **Fact: One ton** of 100% recycled paper saves 17 trees, 7000 gallons of water, enough energy to power the average home for 6 months, 60 pounds of air pollution and 2.5 cubic yards of landfill space! Source: Department of Conservation

Rethink and Redesign

Encourage Others to be Sustainable

- Sustainability Committee Green Stars
 - A Peer Education Sustainability program
 - Email List
 - Projects
 - Please send ideas!
- Sustainability Pledge
 - Keep an eye out for an online Sustainability Pledge

Contact Me:

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