

B.7. ...“Energy Smart” Office Procedures

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Following this procedure will save significant energy, material and financial resources. This procedure must be followed except where legal requirements dictate otherwise.

1. Use less paper, printer ink and copy machine toner.

- a. Print when needed and for County purposes only.
 - i. Send an email instead of printing or copying.
 - ii. Use the scanning feature available on many office copy machines to scan and email a document, instead of printing and sending it.
 - iii. Print one copy of a report for employees to share instead of printing multiple copies.
- b. Use paper, ink and toner efficiently.
 - i. Use double-sided or duplex printing when printing from the computer or using the copy machine.
 - ii. Reduce the margins to a maximum of 0.75" on the left and right; and to 0.5" top & bottom.
 - iii. Single space or 1.5 space rather than double space the document.
 - iv. Choose a smaller font and font size (e.g. Century Gothic 11pt) which can result in less toner, ink and paper use.
 - v. Print using Draft mode.
- c. Reuse paper whenever possible. Use the back of preprinted paper for drafts or for scrap paper.
- d. Recycle paper when no longer usable.

2. Turn off lighting and office equipment when not in use.

- a. Turn off all lights when not needed or when leaving the area.
- b. Turn off computers when not in use or at the end of the day.
- c. Enable the standard energy efficiency features to “power-down” individual computers after periods of inactivity. Standard energy efficiency features can be found on the home page of the Intranet in the Frequently Used Documents section under “Energy Smart Office Procedures.”
- d. Use a ‘power strip’ to turn off office equipment (printers, copiers, fax machines, etc) at the end of the workday and when not in use for extended periods.

3. **Recycle at work.** Recycling is required by law. The Ulster County Mandatory Source Separation and Recycling Law bans regulated recyclable materials from inclusion in the regular trash. In Ulster County buildings, employees must separate recyclables into the following categories:
 - a. Paper, including all office paper, newsprint, magazines, thin board (like tissue or cereal boxes) and paper packaging.
 - b. Commingled recyclables, including glass, metals, and plastic food, beverage and other types of containers.
 - c. Cardboard, including corrugated cardboard must be broken down and set out for recycling.

4. **Dispose of materials appropriately.**
 - a. Computer equipment must be disposed of in an environmentally safe manner. Request Information Services to dispose of all computer equipment.
 - b. Toner must be handled according to packing/manufacture's directions.
 - c. For other materials like paint, consult with Department of Public Works, Division of Buildings & Grounds.