

NYU SUSTAINABILITY OFFICE / 212-998-1073

DON'T MISS THE
"ACTION" ON PAGE
2!

PAPER AT NYU

NYU procures \$34,000, or 112 tons of office paper every year. Purchasing environmentally preferable alternatives to virgin paper can substantially improve NYU's environmental performance. Our goals are to reduce paper waste while eventually achieving procurement of 100% recycled paper by all NYU departments.

It is common practice for universities to have sustainable paper purchasing policies; many, such as Princeton University, Hampshire College, and the University of Vermont mandate purchasing of 100% recycled post-consumer content paper.

You may know that the university has already mandated the purchase of 30% recycled post-consumer content paper.* See the memo from Executive Vice President Michael Alfano here: <http://www.nyu.edu/sustainability/campus.projects/alfanomemo07.html>

Nevertheless, some NYU departments still use virgin paper, even though there is little to no difference between

30% recycled paper and virgin paper in terms of appearance or performance. TGI, which sells and services most copiers, fax machines, and printers on campus, has confirmed that all NYU machines will operate effectively using 30% recycled paper.

*This standard currently applies only to the university administration, not NYU's schools and colleges. The Purchasing Department and the Sustainability Office are developing a comprehensive environmental purchasing policy which applies to the entire university. In the fall, we hope to count on Advocates to take the lead and overcome barriers associated with changing departmental policies and habits.

The most important thing you can do is conserve paper in the first place.

Think before you print, and always print double-sided.



NYU SUSTAINABILITY
ADVOCATE PROGRAM

The primary recycled paper option offered by NYU Supply Central is the 30% and 100% recycled paper in the Staples brand green wrappers. NYU offices order paper and all other office supplies online using the StaplesLink section of the iBuy Marketplace, via the Purchasing services e-Req System. Staples recycled paper is featured in the Best Value section of the iBuy/StaplesLink site. Other recycled paper options and products are accessible using the search field on the site.

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Send an email to:
advocates.help@nyu.edu

Summer ACTION Item for Advocates

We would like to request your help in ensuring that all university departments are in compliance with the recycled paper directive. As part of your Advocate duties this month, please implement this short checklist:

1. Check printers, fax machines, and photocopiers in your area to make sure your department is using 30% post-consumer content recycled paper. If your department isn't doing this, try to find out why by asking colleagues. Sometimes there are cultural or informational barriers that have kept departments from using recycled paper. If you encounter resistance, share the information in this newsletter with your colleagues or contact us for help.
2. Check that all the printers and photocopiers in your area are set to default "auto duplex" (double-sided) mode. For a step-by-step guide to configuring the "auto-duplex" mode on printers and photocopiers, see this F&CM page: <http://www.nyu.edu/fcm/autoduplex.htm>
3. Next, check to see if your department is buying recycled toner cartridges. This may require a little sleuthing, such as getting in touch with your department's purchasing representative. Though it may seem small, this action has a big environmental impact. There is no difference in performance between regular and recycled toner cartridges.

If at any point you have trouble completing these actions, please contact us at advocate.help@nyu.edu or (212) 998-1074. We can provide more information, debunk myths, and generally support your efforts!

ADVOCATE SPOTLIGHT: NYU HOUSING OFFICE

CHRISTINA WALSH & EBEN ANDERSON

This month we recognize Christina Walsh and Eben Anderson for their great work in the NYU Housing Department. In addition to educating housing staff about environmental initiatives around campus, Ms. Walsh and Mr. Anderson have worked with Recycling Services to ensure that their department is equipped with enough recycling bins, and urged the department to purchase 100% recycled paper for general printing and Forest-Stewardship Council-certified paper for informational brochures sent to residents. Where possible, the Housing Department now uses electronic instead of paper means of maintaining student records. They have also worked to reduce HVAC use by making sure that all heating and cooling systems controlled by the office are turned off at night. Way to go!