



October 25, 2007

To Whom It May Concern:

In September, Executive Vice President Michael Alfano sent a memo to the university community outlining NYU's next steps toward sustainability, including a comprehensive energy reduction campaign and a green purchasing policy.

In accordance with the strong support from the university leadership for these important priorities, the Sustainability Task Force endorses the following practices, which will yield immediate resource savings:

- Fully implement the 30% post-consumer recycled paper standard passed by the University Senate in 2003, and recommend the use of 100% post-consumer recycled paper in all computer labs and academic and administrative departments;
- Configure double-sided printing (duplexing) as the default setting on all feasible printers in computer labs and academic and administrative departments (for instructions, visit <http://www.nyu.edu/fcm/autoduplex.htm>);
- Configure computers to automatically "hibernate" when not in use throughout all academic and administrative departments and computer labs (for instructions, visit <http://www.nyu.edu/fcm/cesfaq.htm>);
- Implement at least 30% post-consumer recycled paper and duplex printing standards at NYU Copy Central.

If you have any questions or concerns, please contact Jeremy Friedman, Project Administrator for the Sustainability Task Force, at (212) 998-1073 or by email at jeremy.friedman@nyu.edu.

Sincerely,

A handwritten signature in black ink that reads 'Lynne P. Brown'.

Lynne P. Brown
Co-Chair, Sustainability Task Force;
Senior Vice President for
University Relations & Public Affairs

A handwritten signature in black ink that reads 'Alison Leary'.

Alison Leary
Co-Chair, Sustainability Task Force;
Vice President for
Facilities & Construction Management