

DRAFT RECOMMENDATIONS ON REDUCING PAPER USAGE FOR BROOKLYN COLLEGE

Short-term goals

Goal: Reduce Paper Usage		
Timeline	Sept 2007 - Aug 2010	
Goal summary	Objective	
	Metrics for success	
	Baseline	
	Costs & Funding	
	Implementing agents	Purchasing Office ITS Communications NYPIRG Academic Information Technologies (Nicholas Irons, Howard Spivak) Campus Community PrintShop Campus Copy Center
Actions to be taken	<ul style="list-style-type: none"> • Distribute memos, reports, purchase orders and brochures electronically. Research electronic Purchase Orders for small amounts of money and “electronic signatures” for larger POs • Encourage re-use of scrap paper for printing and notetaking. Larger printers should have one dedicated tray for the reuse of scrap paper. • Print on letterhead paper only as needed; use electronic letterhead whenever possible. • Network all printing to shared copiers/printers and eliminate stand-alone printers where possible. • Discourage reckless printing and copying by requiring use of an account/password • Promote a ‘Think before you Print’ culture: <ul style="list-style-type: none"> - Desktop drafting and editing of documents - Reduce default margin settings - Use toner-saving fonts (eg. EcoFont) or smaller-sized fonts - Single-spaced formatting on all documents - Include the “think before you print” message in the “green” PR Campaign • Encourage increased use of Blackboard as a paper-free resource • Training and Adherence <ul style="list-style-type: none"> - Distribute (an) email(s) with detailed instructions, including “screen shots” on how to change settings on computers, copiers, faxes, printers. - Organize ITS trainings for faculty and staff on paper reduction methods and answer questions. - Work with ITS to ensure that all offices have changed settings on computers, copiers, faxes, printers, etc. reflecting paper reduction efforts. - Work with NYPIRG or ITS to conduct a survey as the paper reduction protocol rolls out. 	

Intermediate Goals

Goal: Reduce Paper Usage		
Timeline	Sept 2010 – August 2013	
Goal summary	Objective	
	Metrics for success	
	Baseline	
	Costs & Funding	May require purchasing new printers/copiers/faxes
	Implementing agents	Academic Departments; (e.g., electronic submittal of student assignments). ITS Center for the Study of Brooklyn BC Sustainability Council Academic Information Technologies (Nicholas Irons, Howard Spivak) Campus Community PrintShop Campus Copy Center
Actions to be taken	<ul style="list-style-type: none"> • Establish duplex (two-sided) copying and printing as standard • Phase out meeting handouts and distribute/project them electronically (this needs to be better defined). • Digitize forms and administrative processes. Continue replacing paper-based processes and administration. • Widespread adoption of print management / print-saving software (eg. GreenPrint). Identify volunteers (including Sustainability Council and VP for Finance and Admin) to participate in a 30 day trial to explore the benefits (savings, functionality and ease of use) of GreenPrint Software. Find ways to test this in student labs & other high-volume print areas • Double-sided student assignments as standard (with electronic submission, grading & return) • Faxes: phase out fax machines, utilize computer faxing, end use of fax cover pages (research applicable technology/software: Winfax? E-fax?) • Increase electronic archiving and record keeping (this needs to be better defined and targets identified; work with Purchasing, Personnel, Academic Depts and/or Student Records to be determined) 	