Senior Office Operating Policies & Procedures

This policy is based on a number of other policies including the Campus Work/Production Policy, which states "The University at Buffalo...will constantly strive to promote and publicize the implementation of work/production processes which maximize the use of recycled products, minimize or eliminate waste, seek economies and efficiencies, and reduce the consumption of energy." This policy was developed for use by the offices of the University President and Vice Presidents.

• **100% Post-Consumer Recycled Content Paper**: Should be used for all draft documents, and for all copies of documents made for distribution on campus.

• **Paper recycling**: All paper that can be recycled (including shredded paper) should be recycled.

• **Building Conservation Contact (BCC) program**: A BCC contact should be identified for each office (if one has not already been appointed). The BCC should be empowered to perform his/her function, perhaps through office/departmental meetings regarding environmentally responsible office practices.

• **Green computing habits**: Departmental Building Conservation Contacts (BCCs) should be empowered to enforce the recommendations outlined in the Green Computing booklet. All computer equipment should be turned off when not in use for extended periods. Departments should purchase energy star computers whenever possible.

• **Recycled paper for publications**: Departments should explore the option of using recycled paper when designing and printing publications.

• **Reusable campus mailing envelopes**: A more conscious effort should be made to use interdepartmental envelopes whenever appropriate.

• **Double-sided copying**: Departments should use double-sided copying whenever appropriate.

• **Phone book minimization**: Employees should be encouraged to share phone books.

• **Toner cartridge recycling**: In all instances, departments should recycle toner cartridges whether through direct suppliers or separate contract with a vendor who recycles cartridges.

• **Newspaper Sharing**: Employees should be encouraged to pass copies along after reading, rather than each person receiving an individual copy.

• **Electronic Mail**: Whenever practical and possible, internal communications should be accomplished via electronic mail.

• **Environmental Friendly Products**: To the fullest extent possible, environmentally friendly products will be used.

• **Turning Off Lights**: Whenever possible, lights will be turned off in areas that will not be used for extended periods of time.
• Temperature policy: Use of individual heaters should be curtailed. If the heating temperature in the office falls below 68 degrees, 645-2025 in University Facilities should be notified so an immediate adjustment can be made to using the central heating system.

Policy was approved by the Administrative Group on November 28, 1995

SVP/nmk/November 28, 1995