

Ingrid Trapp

From: owner-univmail@fiu.edu on behalf of Vivian Sanchez
Sent: Friday, February 01, 2008 4:37 PM
To: univmail@fiu.edu
Subject: [univmail] Copying Changes to Support the Environment

MEMORANDUM

TO: University Community

FROM: Vivian A. Sanchez, Senior Vice President, Finance
and Administration

DATE: January 28, 2008

SUBJECT: Copying Changes To Support The Environment

In an effort to support the President's Climate Commitment initiative, Business Services will begin the implementation of an "Automatic" double-sided copying system. The default for each administrative copy machine will be set to produce double-sided copies resulting in benefits for your department as well as the environment.

In addition to this system, we are requesting that each department, at a minimum, use 30 percent post consumer content recycled paper in all copier machines.

- Recycled papers deliver the same printability and brightness as non-recycled.
- Environmental Defense, a leading national non-profit organization, estimates that switching to 30 percent recycled paper will have the impact of 30 percent fewer trees used, 13 percent less energy used, 11 percent reduction in greenhouse gas emissions, 14 percent less water used, and 15 percent reduction in solid waste.
- The minimal cost difference of recycled paper will be absorbed through the benefits resulting from your efforts, such as savings on the amount of paper used and savings on amount of paper purchased.

In order to facilitate the transition to this new system, we will gradually reprogram copiers one building at a time. A representative from Ikon Office Solutions and Panther Print will be in your area to reprogram your copier beginning February 4, 2008. Signage will be posted to notify all users that the copier is double-sided and alternate signage to instruct users regarding single-sided copying. In regard to the paper, Office Max (www.officemaxsolutions.com) has stocked the Office Max and Boise brand 20-pound 30 percent, 50 percent, and 100 percent recycled paper to be prepared for next day delivery. To gain immediate benefits, Office Max will solely offer recycled paper. Please let us know if you would like to receive a sample of each option. Our goal is to have this project fully instituted in all administrative areas by February 28, 2008.

We are confident that our joint efforts will bring us a step closer to making the FIU sustainability goal a reality. For more details and information please call Aleida Romero @ 305-348-1728.