

Ulster County's

Quick Tips for Saving Energy, Resources and the Environment



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Energy Fact-

Ulster County has over 1,000 computers in use. And most computers have energy savings settings. Making sure these settings are turned on and optimized (see back for directions), could save the County up to \$20,000 per year in electricity costs. That's comparable to the emissions savings of taking 27 cars off the road!

Energy Fact-

Last year, Ulster County purchased 41,640 reams of paper. That's over 20 million sheets of paper! It took approximately 250 trees (or 222 cords of wood) to produce that much paper. Paper production doesn't use just trees but also requires chemicals, water, and energy. By applying the concepts of **Reduce** (use less), **Reuse** (use again or use for another purpose), **Recycle** (place in the proper bin) we can all help save significant money and resources.



Ulster County is Energy Smart!

If we all do a little, we can save a lot

Ulster County spends \$1.8 million per year to provide electricity, heating and cooling to our buildings. That is a lot of money! Experts agree that individual employee conservation measures are some of the easiest ways to save energy.

This newsletter is filled with simple ways we can all work together to save the County energy, resources, & budget dollars. Please adopt some of the practices contained in this newsletter and encourage co-workers to do the same.

One person or one office can make a real difference!

Energy Policy - Did you know that Ulster County is one of a handful of counties in NY that has an adopted energy policy? Our policy targets cost effective, energy efficient technologies along with practices that promote an energy conscious workplace. Learn more: www.co.ulster.ny.us/resources/environment.html

Comprehensive Energy Audits are currently in process and will be completed in late June. The results of the audits will be available this summer. Implementation of recommended audit measures could potentially save the County several hundred thousand dollars per year on energy costs. You may have noticed that various data logging sensors have been installed. Please do not disturb this important monitoring equipment.

Simple Ways to Use Less Paper

Before you print your next document, consider whether you can:

Use double-sided or duplex printing. Some County printers can print on both sides of a page. To set your printer for automatic duplex printing (if possible), follow the directions on the back of this newsletter. Make sure to use double-sided printing (and copying) settings whenever possible.

Share printed reports. Instead of printing out an individual copy for everyone, print out one or two and circulate them around the office.

Reduce the margins. When you print a document from your computer, the margins are often pre-set at 1.5 inches. Reduce your margins by following the directions on this newsletter (see back). This leaves plenty of room for hole punches, staples, etc. **For example this newsletter has 0.5" margins.**

Send an email instead. Do you really need a hard copy or will a digital version do? Many UC copiers can scan a document to email. Please use that feature whenever possible.

Use the back of preprinted paper for drafts or for scrap paper. Or, contact Central Services to turn your scrap paper into note pads.

Single space or 1.5 space rather than double space the document.

Choose a smaller font. Certain fonts use less space on the page and use less ink to print saving both paper and ink. See the back of this newsletter for more info.

Also, please use Central Services (CS) for all copy or print jobs in excess of 100 pages. Using the machine at CS costs the county on average half of what we pay per copy on individual office machines.

Have Five Minutes?

Follow these simple steps to change your 'default' settings



Energy Saving Settings- Follow these steps to make sure the energy efficiency features on your computer are enabled.

Click the START Menu, click CONTROL PANEL, and then click DISPLAY. Click the SCREEN SAVER tab, and then click the POWER button. At the POWER SCHEMES tab, change your settings and try these 'power down' timeframes:

- Turn off your monitor - 5 min
- Turn off your hard disks- 20 min
- System standby- 20 min
- System hibernates- 1 hr

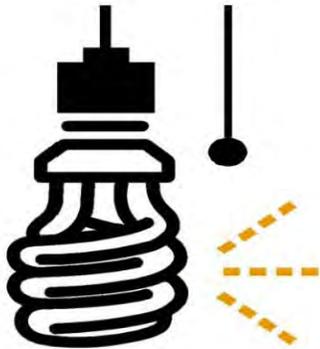
PLEASE NOTE: There are some County computers where you **shouldn't** enable these settings and others where you **can't**. You shouldn't enable these features if your computer needs to stay on all the time (e.g. Sheriff, 911). You can't enable these features if a specific series of setting has been pre-determined for your machine (like many at DSS). The good news is that most of the time these machines already have some power management settings established. Please ask your supervisor or IS if you have any questions about whether you should be enabling these features.

Default to Duplex when printing from your computer. From the START Menu, click on PRINTERS & FAXES. From the list, right click on your printer and select PROPERTIES from the menu. Under the GENERAL tab, click on PRINTING PREFERENCES, pick DUPLEX, and click OK. For some printers, you can also use this dialog box to default to grey scale printing and to default to 'draft' quality printing. This saves toner!

Change your margins-

If you use MS Word 2003 (most County computers do), follow these steps. Open a document in MS Word. Click on the FILE menu and go to PAGE SETUP. From PAGE SETUP dialog box, change the settings to a maximum of 0.75" for your right and left margins and 0.5" for the top and bottom margins. Then find the button on the bottom left that says DEFAULT... and click on that. New documents will now automatically have these smaller margins.

Need Help? Call Customer Support at 334-5381.



Energy Fact-

LCD monitors do not need screen savers. In fact, using a screen saver may actually use more energy since the power-down features on your computer may not work with your screen saver. Be an energy saver and skip the screen saver.

Energy Fact-

Ulster County offices use fluorescent lighting which burns much less energy than regular incandescent bulbs. But you can save even more energy by **turning the lights off** when they are not needed!

Here are some other great ideas...

Get rid of the Phantom...

A 'phantom load' is the electric current consumed by an appliance when it is switched to its labeled "off" position. Phantom electric loads can be compared to a dripping faucet. It may seem like a little but over time, the wasted resources really add up.

Use a power strip to turn off office equipment (printers, copiers, fax machines, etc) at the end of the workday. However, UCIS suggests that you don't use power strips to turn off your PCs, as they are remotely accessed during off hours to install updates. Also please do not use a power strip with a battery backup (UPS) device.

Need a power strip? Please submit a "Technology Related Equipment Request" from the Intranet E-FORM menu.

Change your font, Use less toner

There are significant environmental impacts associated with ink & toner. They also represent a major expense for the County. Just by changing your font, you can reduce the amount of toner or ink needed to print a document. For example, *Century Gothic* (like this newsletter) uses 30% less ink than *Arial*.

Change your font and font size to use less toner and paper. From an open MS Word document, go to the FORMAT menu, click on FONT. In the dialog box, specify your new font type and size. Then click on the DEFAULT... button in the lower left hand corner. Give it a try. Change your defaults to Century Gothic, 10pt.

Recycle @ Work

Did you know that garbage from County owned buildings- like most garbage in the County- is shipped over 250 miles to a landfill west of Syracuse NY? Or that the County actually makes money from recycling? And, we are required by law to recycle?

With the new recycling bins at the County Office Building (COB), recycling has increased substantially. Thank you COB staff for your participation. During the next year, we plan to install more recycling bins at other County facilities and continue to improve our recycling rate. Until then, please keep up the good work and keep recycling at work.