

Green Purchasing: Recycled content in office paper products

As an evaluator, you should verify the percentage of post-consumer recycled content used in office paper products. The steps provided below will help you determine this percentage.

1. Look at the paper's packaging. Check the label for words that indicate the paper is made from post-consumer recycled materials. These words are usually next to the recycling symbol.



Note: The presence of the recycling symbol on the packaging does not mean the product is made up of post-consumer recycled content. The packaging must specifically state that it is made up of post-consumer recycled content.

2. Next to the recycling symbol will be a percentage. This percentage indicates how much of the paper is made up of post-consumer recycled content.



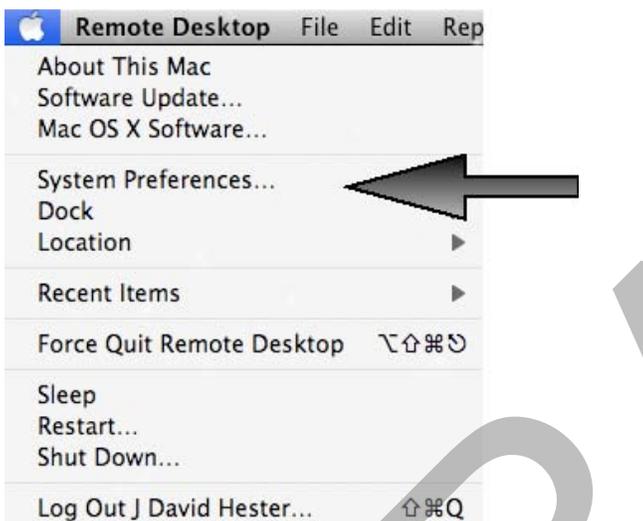
3. Look at the packaging on other office supplies (e.g. self-stick notes, notepads, folders, etc.) to determine whether they are made up of post-consumer recycled content. Check the office products packaging for the recycling symbol and the percentage of post-consumer recycled content.



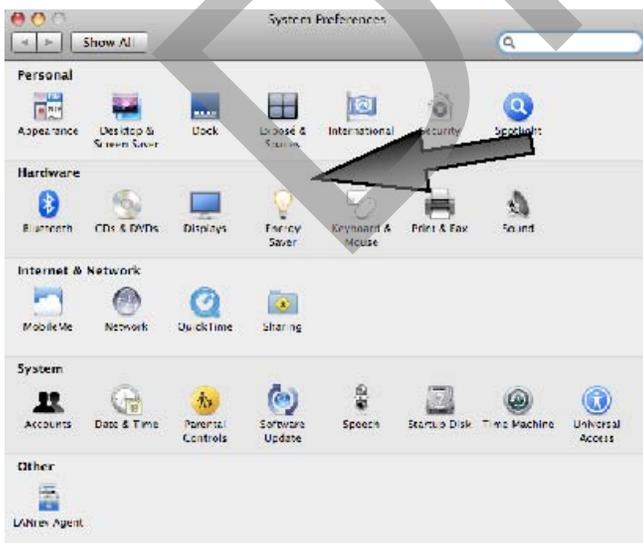
Energy Conservation: Are your Mac's Energy Star® power management features enabled?

As an evaluator, you should verify that the computer's power management settings are enabled to save energy. The steps provided below will determine if the Energy Star® power management features are enabled. These steps are specific to Mac OS X. You should ask the employee to complete the following steps.

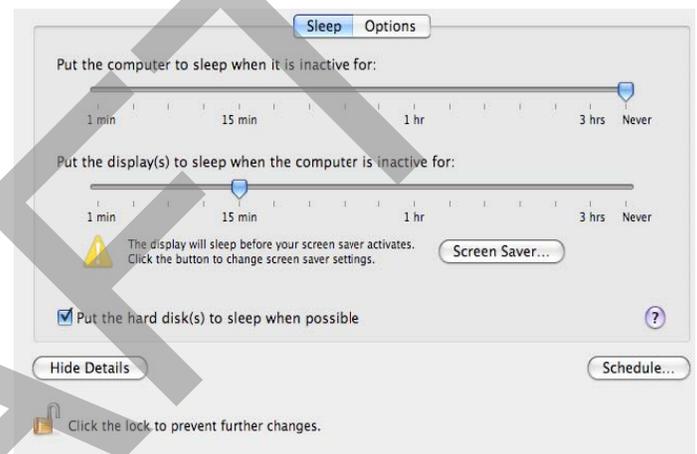
1. Click on the Apple Menu on the top left of your screen and select System Preferences.



2. Select the Energy Saver preference pane.



3. Click on the Apple Menu on the top left of your screen and select System Preferences.



The setting should be set to sleep "Never", display(s) to sleep to 15 minutes and hard disk(s) to sleep when possible.

4. You can also go to Desktop & Screen Saver preference pane and make sure the screensaver is also set to ≤ 15 minutes.



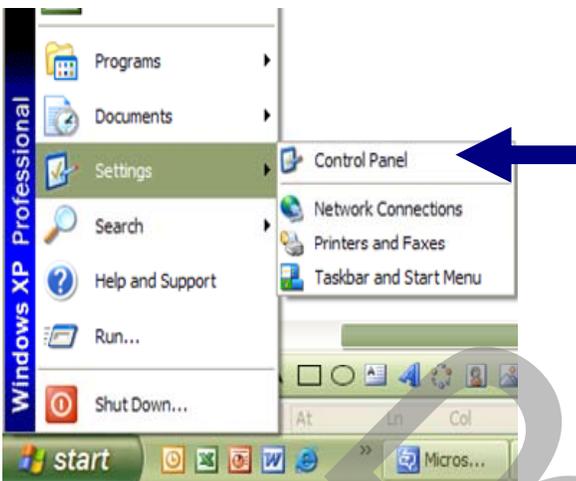
The above times are recommended and should be considered the minimum for a "YES" finding in this evaluation. The employee may enable the computer and monitor to turn off after less time.

Energy Conservation: Are your computer's Energy Star® power management features enabled?

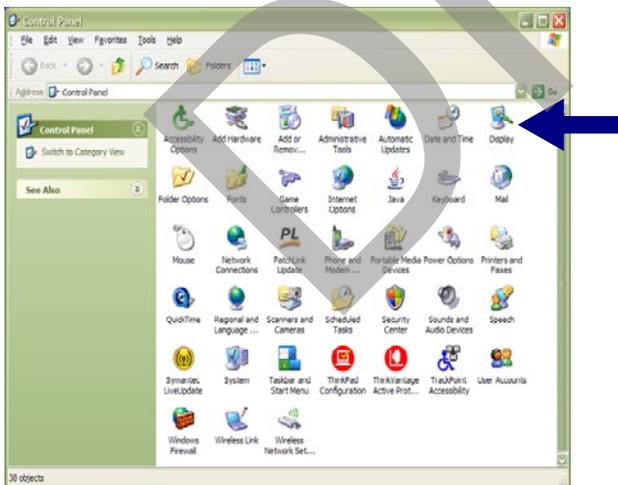
As an evaluator, you should verify that the computer's power management settings are enabled to save energy. The steps provided below will determine if the Energy Star® power management features are enabled. These steps are specific to Windows XP; however, Windows 95, 98, 2000, and 2003 have similar instructions. You should ask the employee to complete the following steps.

1. Click  at the bottom of the screen.

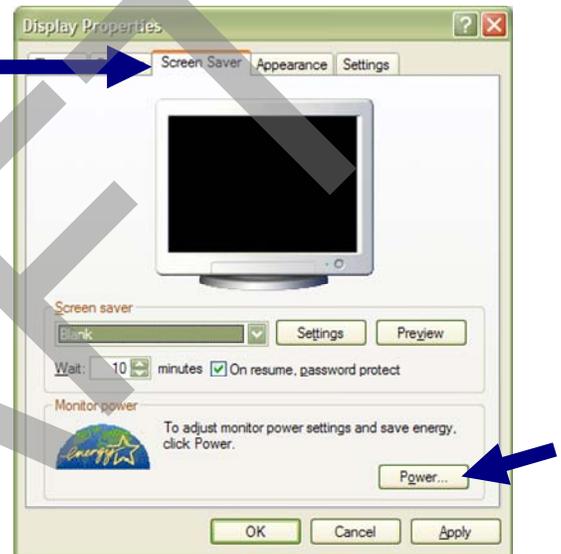
2. Go to "Settings" and click on "Control Panel"



3. Double-click on "Display"



4. Click on "Screen Saver" and Click on "Power"



5. Check to see that the following times have been selected:

- ✓ Turn off monitor: After 15 minutes
- ✓ Turn off hard disks: After 15 minutes
- ✓ System standby: Never

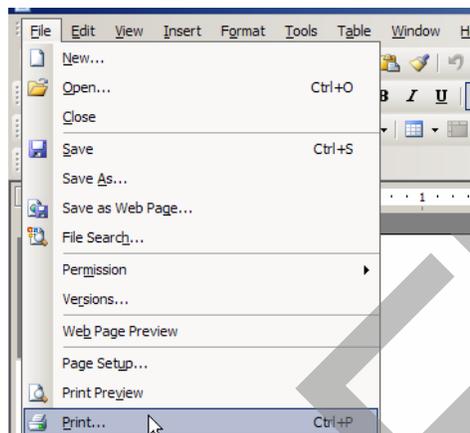


The above times are recommended and should be considered the minimum for a "YES" finding in this evaluation. The employee may enable the computer and monitor to turn off after less time.

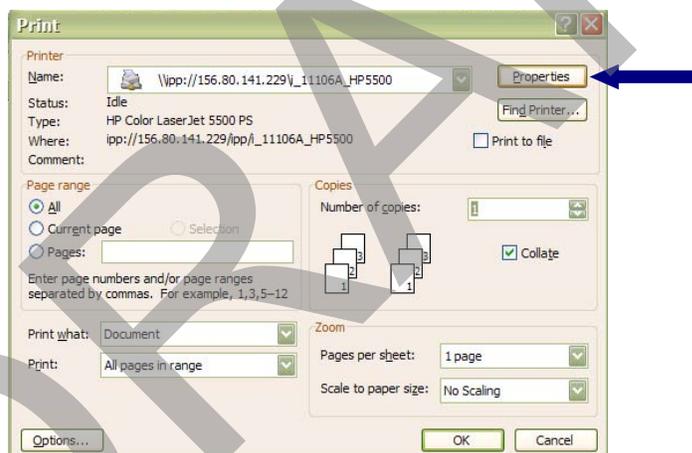
Paper Use: When printing, do you print double-sided documents?

As an evaluator, you should verify that the computer's double-sided settings are enabled for printing. To do this, ask the employee to complete the steps outlined below to determine if a computer's double-sided settings are enabled.

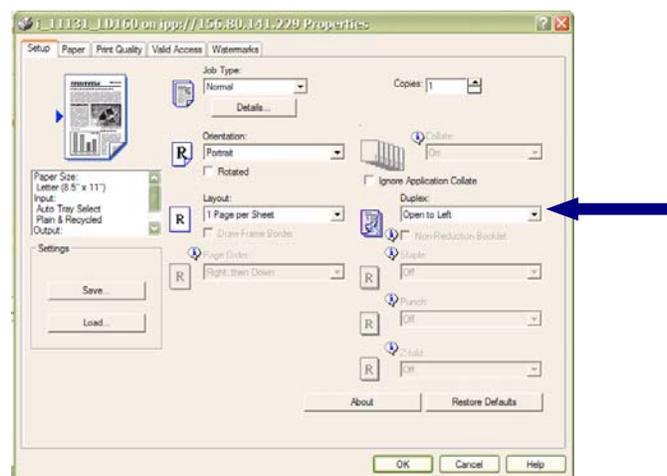
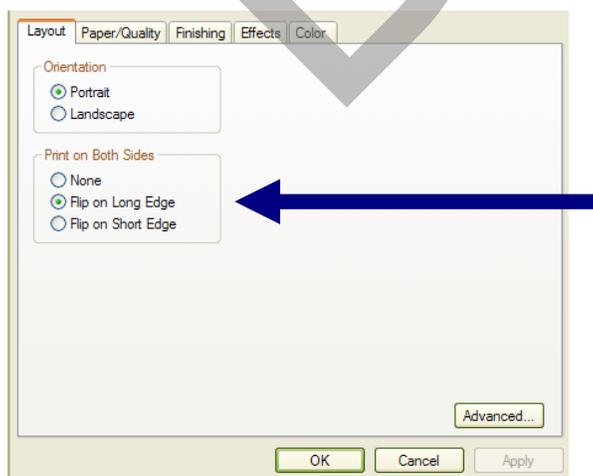
1. Open any Word document, click "File" from the menu bar, and select "Print"



2. Click on the "Properties" box.



3. The location of the double-sided (duplex) setting features within the printer's **Properties** may vary. Common locations of the duplex features are illustrated below.



To score a "YES" finding for this question, the employee must demonstrate knowledge of the duplex (double-sided) feature and its use.