

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 103(R)

September 18, 2007

TO: All Departments, Boards, Agencies, and Commissions

FROM: Brenda G. Hatfield, Ph.D., Chief Administrative Officer

SUBJECT: ENVIRONMENTAL CONSERVATION

I. PURPOSE.

The New Orleans City government shall incorporate conservation based principles into its daily operations, its procurement, its planning process, and its development projects to the extent feasible.

II. PROCEDURE.

Departments shall also communicate environmental conservation goals periodically by electronic means. Departments shall decrease their impact on natural resources and avoid unnecessary resources in the following ways.

A. Reuse and Recycling.

1. Recharge fax machine and printer cartridges or return them to the supplier for re-manufacture.
2. The City will add recycling measures as resources permit.
3. Encourage staff to participate in special recycling days listed on the City's website.

B. Paper Conservation.

1. Utilize electronic mail in lieu of paper as often as possible (e.g. flyers, posters, announcements, etc.).
2. Use reusable envelopes for interoffice mail.
3. Use both sides of paper whenever possible.
4. Circulate single copies of memoranda, documents, periodicals, and reports.
5. Save documents on the computer instead of making paper copies.
6. Use central files to reduce the number of paper copies kept.
7. Proofread documents on the computer screen before printing.
8. Keep mailing lists current to avoid duplication and returned mail.

C. Energy Conservation.

1. Turn off lights when leaving a room.

2. Turn off computers at night.
3. Use energy efficient computers, office machines, and appliances.
4. Use power save mode on all electronic equipment (e.g., computers, copier, fax machines, etc.).

D. Conservation Based Purchasing.

1. Purchase with minimal packaging or in concentrated form.
2. Order high usage supplies in bulk to reduce packaging (e.g.) paper, trash bags, etc.).
3. Purchase recycled and recyclable paper and other office supplies whenever possible.
4. Request that deliveries be made in returnable or recyclable containers.
5. Rent or lease, rather than purchase, equipment that is used infrequently.
6. Establish a maintenance routine to prolong the life of equipment.
7. Reduce over-storage by purchasing infrequently used products as needed.
8. Create a centralized inventory/distribution system for office supplies used within departments.
9. Substitute nontoxic or less toxic alternatives for products such as cleaning solvents.
10. Purchase compact fluorescent light bulbs (CFL's) whenever possible.

III. INQUIRIES.

Questions concerning the City's conservation policy should be addressed to the Mayor's Office of Environmental Affairs at 658-4070. For assistance in procurement, contact the Bureau of Purchasing, Department of Finance 658-1550.