

R 209-2013

**RESOLUTION OF THE BOROUGH OF MADISON SUPPORTING THE  
ADOPTION OF A RESOURCE-SAVING BEST PRACTICES POLICY**

**WHEREAS**, it is valuable to establish workplace practices and procedures that benefit and support the environment, the health of our workers and citizens, and minimize negative environmental impacts; and

**WHEREAS**, the attached list suggestions for Resource Saving Best Practices will help encourage employees to adopt practices in order to reduce costs and support the environment.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Borough of Madison, in the County of Morris and State of New Jersey, that the Borough of Madison support the adoption of a Resource Saving Policy that encourages and increases the use of environmentally-preferable methods and procedures, to promote practices that are beneficial to our lands, public and worker health and natural resource conservation.

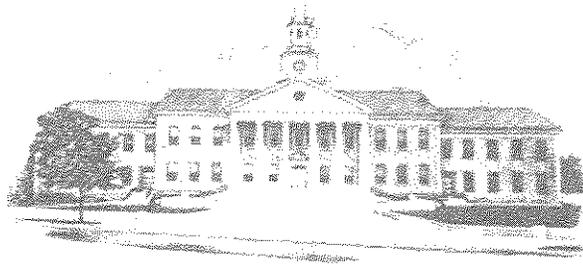
ADOPTED AND APPROVED  
June 10, 2013



ROBERT H. CONLEY, Mayor

Attest:

  
ELIZABETH OSBORNE, Borough Clerk



## Resource-Saving Best Practices

Borough staff members are encouraged to adopt the following workplace practices in order to reduce costs and support the environment. These policies are intended to be guidelines (not mandates) and adopted whenever practicable. As such, consider the words 'if possible' or 'as feasible' added to each of the below statements.

### Computers, Printers & Copiers

- Turn off your computer monitor whenever you step away from your computer.
- Print as little as possible and minimize the use of hard copy documents and instead distribute information via electronic format or post to the website and email a link to the appropriate recipients.
- Learn to read and edit on a screen instead of on paper.
- Print black & white instead of color. Reserve color printing for situations where color increases the information that is shared, not merely the impression that is made.
- Use double-sided copying whenever possible.
- Use Times New Roman 11 pt font instead of 12 pt Arial. This alone can save 30% on ink and 10% on paper.
- Reduce margins on documents to .5" to save paper.

### Lighting, Heating, Cooling.

Excluding traffic & street lights, the Borough spends nearly \$700,000 a year on electric, heating & cooling.

- Keep lights off whenever a room is not in use.
- For evenings and weekends, turn off all lights when staff leave the building at the end of the work day.
- Notify the maintenance department of heating and cooling issues and thermostat problems. Make saving energy usage a priority of your day.

### Other Best Practices

- Gas Consumption. Do not excessively idle and drive within the speed limit. Turn off vehicles and equipment whenever possible. The Borough spends nearly \$300,000 a year on fuel.
- Green Purchasing. Work with purchasing department to make green purchasing decisions whenever possible.
- Recycling. All buildings should be recycling paper, junk mail and cardboard to the fullest extent possible.
- Employees are encouraged to contact their Department Head or Administration with any sustainable or resource-saving suggestions.

Attention Department Heads: The action items in this document should be adhered to whenever possible effective immediately. Please post this document in a location that is visible to all employees.

(last updated June 7, 2013)