

ARTS. PARKS. HISTORY.

Wyoming State Parks & Cultural Resources

Director's Office
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8/19/09

Dear Arts, Parks & History Cheyenne Employees,

Regarding our efforts to be a more efficient and sustainable agency, the "green team" has been doing a lot of research about recycling and other practices we can put in place. Following are updates and suggestions for more efficient work practices.

Recycling:

The Wyoming Department of Administration and Information (A & I) manages recycling of paper, cans, and cardboard at state owned and leased buildings in Cheyenne.

- Paper and aluminum cans may be deposited in recycling bins that are placed in your work areas and break rooms. The instructions on the bins provide information on what can be recycled. The General Services Division from A & I will also pick up cardboard.
- All cardboard boxes need to be completely broken down and flattened (this includes lids, pizza boxes, keyboard boxes, etc...) and placed next to or behind the paper recycling bins so the cardboard can be recycled. If you have a large volume of cardboard or if the collection of cardboard by the paper recycling bins needs attention contact Lisa Koenig.
- We are no longer treating cardboard as trash so please understand that it is your individual responsibility to follow the above recycling process and take care of your own cardboard. Please don't leave it for Michael and his crew.
- The Department of A & I will soon be adding bins for recycling plastic containers. This should be in place within 6 months.
- Currently, the state is not addressing recycling glass or batteries. We would like to encourage employees to take glass and plastics (until A & I expands services to include plastics) to local recycling centers. In the Barrett Building containers for batteries are in place near can recycling bins.

If you would like to learn more about where to recycle in Wyoming please refer to the 2009-2010 Wyoming Recycling Directory at:

http://www.wyomingbusiness.org/pdf/energy/recycling_directory.pdf

FYI...Between 2003 and 2008 156 Tons of Paper was recycled by the State of Wyoming...saving 2652 trees and 515 cubic yards of landfill!



Dave Freudenthal, Governor
Milward Simpson, Director

Electrical Outlets and “phantom power”:

We’ve consulted with our IT section and, based on those conversations I’d like to request that we all adopt the following practices:

- Shut down your computers every night before you leave work! Back in the day when computers used mechanical switches, it used to be a common practice to leave computers on 24/7. However, this is not the case anymore and leaving them on just constitutes a huge waste of energy. Please shut your computers off as a matter of routine if you’re not doing it now.
- Unplug all electrical devices, except your computer, at the end of the day. Fans, cell phone charges, radios, etc. all draw electricity when plugged in, even if they are switched off! Please unplug these devices at the end of each day or plug them into a power strip and shut the power strip off.

Saving paper:

- When our agency puts on a conference, workshop or any other meeting that involves generating text materials, I’d like you to consider putting the documents on flash drives to give to conference participants rather than making reams of paper copies. 4 gigabyte flashdrives are relatively inexpensive and the IT section is looking into flash drive duplicators that can copy materials to several flash drives at once.
- Please only print out paper versions of electronic records that absolutely have to be saved in hard copy form. I, for one, have been lazy about this and have not thought twice about printing out e-mails, attachments, etc. and tons of this paper has ended up either needlessly cluttering my office or has been tossed away or recycled.

I realize these processes I’m asking you follow entail changing our normal habits, which is sometimes hard (for me too - believe me!). Still, these are small things we can do that can produce big results and I appreciate your willingness to pitch in and adopt better habits going forward so we can all have a stake in being good stewards of our resources.

Thank you for your attention and cooperation.

Respectfully,

Milward



Dave Freudenthal, Governor
Milward Simpson, Director