



Secretariat

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29 March 1988

INFORMATION CIRCULAR

To: Members of the staff located in the Secretariat Building

From: The Under-Secretary-General for Administration and Management

Subject: OFFICE PAPER RECYCLING PROGRAMME IN THE
SECRETARIAT BUILDING

1. In the Secretariat Building each year, several hundred tons of paper are collected. A sizeable portion of the paper is discarded and ends up in local land fills, adding to a critical waste disposal problem for our host city.
2. The purpose of the present information circular is to announce the start of an office paper recycling programme in the Secretariat Building. The objective of the programme is to retrieve, sell and have the waste paper recycled so as to be made into new paper products.
3. An efficient and simple waste-paper recovery programme has been designed, with the assistance of the Council on the Environment of New York City, to fit into daily office routines. In order for it to operate effectively, staff members and others located in the Secretariat Building are requested to support the programme by following the procedures described in the brochure distributed together with the present circular.
4. The programme will begin on Monday, 4 April 1988. As of that day, staff members should place office waste paper and waste computer printout in the green plastic desk-top folders which are being distributed. Whenever convenient, the green folder should simply be emptied into the specially marked containers on each floor, usually located near the photocopying machines.
5. To facilitate introduction of the programme, an information desk will be located in the main lobby near the entrance to the cafeteria during the week of 4 April through 8 April 1988. Representatives of the Council on the Environment of New York City will be present to answer questions. In addition, a slide show lasting 10 minutes will run continuously from noon to 2 p.m. every day during that

week. Staff members are encouraged to set aside a few minutes to stop and find out more about the programme and its benefits. Those with questions about the programme may also call the programme co-ordinator, Mr. Gordon Tapper, at extension 32531.

6. The programme will help to conserve forests, save energy, reduce air and water pollution, resolve the waste disposal crisis in New York City and, furthermore, raise money to support the United Nations. Its success, however, depends upon the co-operation and participation of all staff members.

7. I thank you for your support.
