

# Northeast Ohio Regional Sewer District

## Sustainability Policy for Information Technology

Company Name: Northeast Ohio Regional Sewer District  
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Document: SMH-IT Sustainability Policy\_v2.0  
Draft.docx

# Revision Record

Effective Date	Author	Version	Approver	Change Reference
2021	Sustainability and Special Projects Manager	0.0	IT Manager and Sustainability and Special Projects Manager	Initial Policy Developed
2022	Sustainability and Special Projects Manager	1.0	IT Manager and Sustainability and Special Projects Manager	Policy updated

Revision Record - Table 1

Role	Responsibilities
Chief Operating Officer (COO)	<ul style="list-style-type: none"> <li>As owner of the control network, the COO is the final decision maker for technical and operational aspects of the control network</li> </ul>
Manager of Process Control & Auto	<ul style="list-style-type: none"> <li>When procuring equipment prioritize ENERGY STAR and EPEAT certified equipment, when applicable.</li> <li>Share yearly hardware procurement lists with the sustainability team.</li> <li>Share yearly recycling and reuse totals with the sustainability team.</li> </ul>
Sustainability & Special Projects Manager & Sustainability & Special Projects Specialist	<ul style="list-style-type: none"> <li>Report on the amount of new annual equipment purchased that is ENERGY STAR or EPEAT certified in the sustainability report.</li> <li>When a State Term Contract is not used, assist in developing bid specifications and provide any revisions or additions prior to release.</li> <li>Partner with IT and Communications Department to increase awareness of sustainability efforts and educate employees about how they can promote environmental stewardship through IT usage.</li> </ul>
Employees and non-employees (e.g., contractors)	<ul style="list-style-type: none"> <li>Comply with the policy</li> </ul>

## 4. Policy

Sewer District Information Technology assets will be procured in a manner that optimizes efficiency, employees will be informed about how their efforts can conserve electricity, and whenever possible, information technology will be reused or recycled at the end of its life.

Please reference **Saving Power Guidelines** document in Appendix A for recommendations to users for sustainability best practices.

- Turn off lights in unoccupied computer rooms, MDFs and IDF.
- Unused equipment must be powered off.

## 4.2. Recycling Hardware and Packaging

### 4.2.1. End of Life

- Recycle or reuse Sewer District Information Technology assets. Per Resolution No. 21-21, adopted by the Board of Trustees on January 7, 2021, the Chief Executive Officer has the authority to dispose of certain personal property that is no longer necessary or needed for the operation or purposes of the Sewer District, either by sale, as trash or by donation. See appendix C.

### 4.2.2. Certifications for Recyclers

- Information Technology Recyclers must be R2 (Responsible Recycling Practices), and RIOS (Recycling Industry Operating Standard) certified to ensure electronic equipment is being recycled or reused with the highest standards for environmental protection, worker health and safety, data privacy, and facility security.

## 5. Related Documents

- Appendix A – Conservation Guidelines
- Appendix B – Electronics Recycling Guidelines
- Appendix C – Resolution 21-21

## 6. Definitions

- **Conservation:** Any behavior that results in using less energy.
- **Efficiency:** Using technology that requires less energy to perform the same function.
- **ENERGY STAR:** U.S. EPA backed symbol for energy efficiency. Each product that earns the symbol is independently certified to deliver efficiency performance and savings. ENERGY STAR performance specification cover desktops, integrated desktops, notebooks, slate/tablets, portable all-in-ones, thin clients, and workstations, tailoring the criteria to each product type. It provides a base allowance per product type, which limits the amount of energy the product can

# Appendix A – Conservation Guidelines

- Use Collaboration Technology to Reduce Travel Mileage
  - When appropriate, the Sewer District encourages the use of video conferencing for Sewer District-led meetings to reduce the amount of business travel between Sewer District sites, and to maximize employee schedules.
  - The IT Department Help Desk can support employees in their use of video conferencing tools such as Microsoft Teams.
- Use Networked Multi-Function Printers
  - Networked Multi-Function Sewer District printers are more efficient than non-shared personal printers, so it is preferable to print to a network printer, even if you have a personal printer.
  - The secure printing setting further enhances privacy on a shared networked multi-function printer, by requiring a password to print.

- After the IT Manager receives the spreadsheet from the recycler with the inventoried equipment, the IT Department will prepare and submit a Board resolution request for authorization from the Board to donate these items to a recycler for reuse or recycling.
  - Upon Board approval, the IT Manager contacts recycler to schedule the pickup of the equipment.
  - Recycler will provide a report of the hard drives that they have securely wiped.
- Process for recycling electronic personal assets. The Sewer District's Sustainability Employee Resource Group (SERG) may offer employee electronics recycling programs through an R2 and RIOS certified recycler.

Key considerations:

- This event is hosted by SERG and is dependent upon adequate employee resources and interest.
- Employees schedules vary and to ensure access, a week-long drop-off program is preferred.
- A non-Board meeting week is preferred for the drop-off program.
- The drop-off location must be indoors, to protect equipment from damage and theft.
- Security must approve the drop-off location.
- Large heavy items should be recycled outside of the employee electronics recycling program.
- Donations must be made during off-work hours.
- Donations must be non-Sewer District equipment.
- Partner with recycler to provide a list of personal electronics, which can be recycled or reused, and safely placed into the donation boxes.

NORTHEAST OHIO REGIONAL SEWER DISTRICT  
RESOLUTION NO. 21-21

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REVOKING RESOLUTION NO. 367-01 AND REPLACING IT WITH RESOLUTION NO. 21-21  
TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO DISPOSE OF CERTAIN PERSONAL  
PROPERTY THAT IS NO LONGER NECESSARY OR NEEDED FOR THE OPERATION OR  
PURPOSES OF THE DISTRICT, EITHER BY SALE, AS TRASH, OR BY DONATION.  
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**WHEREAS**, Resolution No. 367-01, adopted December 13, 2001, granted the Chief Executive Officer (CEO) standing authority to dispose of, by public or private sale, property determined by the Board of Trustees to be no longer necessary for the operation or purpose of the District; and

**WHEREAS**, it is necessary to revoke Resolution No. 367-01 promote the efficient and effective administration of the District's operations by disposing of personal property that is used or surplus or otherwise no longer necessary or needed for the operation of the District; and


**WHEREAS**, it is necessary to revoke Resolution 367-01 and replaced with authorization granting the District's CEO amended standing authority to dispose of, by sale pursuant to Ohio Revised Code Section 6119.06(L), any District personal property that is no longer necessary or needed for the operation or purposes of the District, and pursuant to Ohio Revised Code Section 6119.06(K), to dispose as trash, any personal property that is used or surplus or otherwise no longer necessary or needed for the operation or purposes of the District when such property is of no value to the District and the District is unable to sell such property, or to dispose by donation, any personal property that is used or surplus or otherwise no longer necessary or needed for the operation or purposes of the District when such property is of no value to the District, and the District is unable to sell such property, and the property may be repurposed; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHEAST OHIO REGIONAL SEWER DISTRICT:


**Section 1.** That this Board hereby finds that providing the CEO standing authority to dispose of personal property that is used or surplus or otherwise no longer necessary or needed for the operation of the District provides a public purpose as it promotes the efficient and effective administration of the District's operations.

**Section 2.** That this Board hereby revokes Resolution No. 367-01 and hereby grants the District's CEO amended standing authority to: dispose of, by sale, any District personal property that is no longer necessary or needed for the operation or purposes of the District; and to dispose as trash, any personal property that is used or surplus or otherwise no longer necessary or needed for the operation or purposes of the District

**Approved:**

  
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Kyle Dreyfuss-Wells  
Chief Executive Officer

10/5/2022  
Date

  
\_\_\_\_\_  
Eric J. Luckage  
Chief Legal Officer

10/05/2022  
Date

  
\_\_\_\_\_  
Kenneth J. Duplay  
Chief Financial Officer

10/5/22  
Date

  
\_\_\_\_\_  
James Bunsey  
Chief Operating Officer

10/5/22  
Date

  
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Constance T. Haqq  
Chief Administrative Officer

10-5-2022  
Date