UD Printing & Design adds
GREEN to its color pallette

As outlined in The University Strategic Plan, we will "achieve greater efficiency through sustainable and environmentally sound practices throughout the institution." At **UD Printing & Design,** *we took a close look at what we could do to support the University Policy on Sustainability. We currently have three goals, two of which are well underway, and a third that is still being researched.*

Goal 1 **To establish an effective and streamlined departmental waste paper recycling program.**

Last summer, Denise Dobberstein of **UD Mailing Services,** identified a paper manufacturing source that provides us with large bins into which we place all recyclable paper waste, including cardboard and chipboard packaging materials. The company collects the waste, at no cost to the department, and takes it directly to the mill where it is recycled into paper that can be used and recycled again. ***Status:*** *Implemented and ongoing.*

Goal 2 **To link the department's recycling program with increased use of recycled paper**

We looked at the amount of letterhead the department produced for the University—a staggering 1.5 million sheets—in 2007 alone.

UD Printing & Design uses a mill that manufactures paper especially for us, and uses our "Dandy Roll" to apply UD's exclusive watermark to recycled paper. This mill offers us a "menu" of options, which gives us more control over what goes into the paper. Based on those options, we increased our paper's recycled content to 25 percent cotton fiber—a 100 percent renewable resource—and 30 percent post-consumer waste. The remaining 45 percent comes from managed tree farms—not from old growth or natural forests. ***Status:*** *Implemented and ongoing.*

Goal 3 **Implementing a Computer-To-Plate system**

Printing press plate making has historically been not so clean and somewhat wasteful resulting in photographic chemical waste and silver residue. We plan to eliminate the residue and waste from our plate-making process by implementing the latest technology in plate making, Computer-To-Plate (CTP). A CTP system produces a thermally-etched plate in one step, eliminating the need for a photographic negative, masking sheet and the associated chemistry. Systems such as these require a major investment of approximately $50,000. At first glance, it may seem like a pricey venture; however, this process actually reduces the cost in time and material by about 50 percent, resulting in a relatively short return on investment of about 18 months. ***Status:*** *Still on the wish list. Currently researching equipment specifications and final pricing. NO proposal has been submitted.*

An important reminder from UD Mailing Services

An important change for Nonprofit and Presorted Standard mailings will take place effective **November 23, 2008**:

Previously, only First-Class mailers had to comply, prior to an automation mailing, with move updates every six months. The requirement will be extended to include Presorted Standard and Nonprofit mail, and the time frame will be shortened to every 95 days. This will heavily impact your postal discounts if you do not comply.

The Alumni Database File maintained by Debbie Stoner's office is currently updated every six months. Beginning on November 23, 2008, the file will be automatically updated every 95 days to comply with the USPS requirements. However, if you prepare your own mailing list, you will be required to update it through an NCOA (National Change of Address) process.

Not to worry — UD Mailing Services has the software to perform this task for you. If there are changes, the NCOA process updates your file automatically so the recipient will receive the mailed piece at the correct address the first time. Your department will be charged only a penny a record to process your mailing list. You will be given a report of all changes so you can update your file for future mailings.

To obtain the best possible postage rates, please **call Denise Dobberstein at (937) 229-2087** to discuss your mailing needs.

NOTE: If you're still using Peel & Stick labels, please call Denise Dobberstein immediately!

University of Dayton Printing & Design and Mailing Services

College Park Center

300 College Park • Dayton, OH 45469-2913
Phone: (937) 229-4168 • FAX: (937) 229-3700

Hours of operation:

Monday–Friday: 8 a.m. to 4:30 p.m.

Visitor parking available

◀ **College Park Center** – Home of **UD Printing & Design** and **Mailing Services.**

Campus Copy Center

John F. Kennedy Memorial Union (KU)

300 College Park • Dayton, Ohio 45469-0612
Phone: (937) 229-4126 • FAX: (937) 229-4197

Hours of operation:

1st and 2nd terms (and when school is in session):
   Monday–Thursday: 8 a.m. – 7 p.m.
   Friday: 8 a.m. – 4:30 p.m.

Summer (and when school is not in session:)
   Monday–Friday: 8 a.m. – 4:30 p.m.

◀ **John F. Kennedy Memorial Union** – Home of the **Campus Copy Center**.

Visit us on the Web at **www.printing.udayton.edu**

Ordering Procedures: To order UD letterhead, envelopes and business cards, click on the OFFICIAL UD ORDER FORM. For all other orders to Printing & Design, Mailing Services or the Campus Copy Center, click on the University of Dayton Printing Work Order Worksheet link, and submit the completed form along with any artwork. You may email, fax or hand carry the information to the appropriate department.