



30 March 2016

Memorandum

To: Trialists

Fr: Curtis Meinert

Re: Going green?

I live in a green building. Each morning I place a cup of ice under the thermostat to stay warm. I have an "adjustable" thermostat but, as near as I can determine, it is a placebo thermostat.

But more irritating is the "light problem". The room goes dark if you don't move. One of Watson's jobs is as a "waver" to keep the lights on when I am working on my computer.

In the old days there was just one trash can in hallways. Now there are three: Red, green, and yellow. The red can is for "styrofoam, chip bags, candy wrappers and condiment packs, plastic wraps, and food storage bags". The yellow can is for "food, biodegradable containers and utensils, soiled paper products, coffee cups, and accessories". The green can is for "paper, plastic #1-7, bottles and cans, trays and foil, and cardboard". I never know which can to use so I toss everything in the center can.

Some months back at a faculty meeting, we were told we would have to bring our own cups to school events where food was served to reduce our carbon footprint and that only water would be served. Only in schools of public health!

Being a suspicious sort, I cannot help but believe the ban on soft drinks was in keeping with Michael Bloomberg's ban on big soda drinks when he was mayor of New York City. After all we are in the BLOOMBERG School of Public Health.

The meeting prompted my neighbor to give me a 36 oz styrofoam cup with a 12 oz "coke line" should I be tempted to use it for soda instead of water.

Almost daily I get pleas to go paperless. Vendors go paperless and I do the printing. Doesn't sound like a good deal to me.

E-mails I get reminds me to think of trees before printing. It is not clear how thinking saves our forests but I always do as I am told before pressing the print button.

People today are "two-sided". But the world is one-sided when it comes to documents. Thank God, or we would have half a constitution.

One of the functions of coordinating centers is to produce documents, such as:
Meeting agendas

Manuals of operations and study handbooks
Study protocols
Data collection forms
Performance monitoring reports
Data and safety monitoring reports
and
Drafts of study manuscripts

Below are some basic document preparation and distribution rules of thumb

- 1 The default is one-sided print; do not print two-sided unless specifically ordered two-sided
- 2 Date; typically part of the footer on last page of a document; date should be when document was created; not print date
- 3 Use day month year format, e.g., as in 3 Jan 2016; avoid numeric format, e.g., as with 1/3/16; meaning depends on where date was recorded; means 3 Jan 2016 in the US and 1 Mar 2016 in Europe.
- 4 Multipage documents should be page numbered; display in the upper right hand corner; avoid other locations; placement in the lower center or right hand corner leads to "ping pong" neck; top left increases the chance of page numbers being obscured if document is stapled.
- 5 Use arabic numerals
- 6 Number continuously; do not number by section
- 7 Reference type documents such as data monitoring reports, protocols, handbooks, and manuscripts should be produced to have generated table of contents (ToC) with page numbers
- 8 Produce reference type documents with headers allowing readers to know where they are in the document; akin to guide words in headers of dictionaries
- 9 Target and reference citation numbers in reference type documents so citation numbers changes if ordering of document changes