

Green Guide for paper use.



REDUCE

There are a number of ways to reduce paper consumption in your office. Refer to the tip sheets at every work station to remind yourself of the following points.

- Keep your memos and letters to one page. If they are longer, be sure to use the back of the page instead of a new sheet of paper.
- Circulate one copy of a memo with a routine slip attached or post one on a bulletin board instead of sending a separate one to every individual.
- Regularly check distribution lists. Remove the names of those who no longer need or want information. Also have your name removed from lists to avoid receiving memos you no longer want or need.
- Substitute telephone calls, face-to-face conversation or emails to avoid memos and letters whenever printed documentation is unnecessary.
- Reduce the subscription of frequent business publications to one and circulate it with a routing strip.
- Share popular magazines and donate them to charitable organizations, senior citizens homes and hospitals when you are finished.
- Eliminate unnecessary subscriptions to newspapers, newsletters and magazines.
- When subscribing to publications, include a note asking that your name not be traded to other mailing lists.
- Encourage the sharing of daily newspapers by having a convenient drop off spot for them (More than 40,000 trees are cut down every day for daily newspapers.)
- Share your phone books.
- If you use large volumes of a product, ensure that you buy in bulk to reduce packaging and reject products that are over packaged.
- Don't print computer document until all revisions have made on-screen.
- Make sure you understand the operation of all office equipment so that paper, envelopes, etc. are not wasted through the misuse of equipment.
- Use the reduction feature on your copier so that you can fit more on one page of paper.

Reuse

- Use the backs of old letters or on-sided copies for note tacking or cut them into four pieces and use them for phone messages.
- Reuse large envelopes received in the mail for filing of internal distribution.
- Turn file folders inside out or cover previous file name with a label and reuse.
- Internal distribution should be done using envelopes with a string closures and reused rather than wasting envelopes for inter office memos.
- Reuse large envelopes for mailing by using labels to readdress them; Don't advertise on envelopes so that they are more suitable for reuse. A simple return address will suffice.

Recycling

- After reducing the amount of paper being used and reusing as much paper as possible, the next step is recycling the waste paper that remains.
- Of all materials used in the workplace, paper is the one most readily recycled.
- Make sure you are using your paper-recycling program properly. Do not contaminate the process by putting non-recyclable materials in the paper recycling bins. Post reminder notices above each recycling bin to ensure that everyone is aware of how to use them.
- Explain to new employees how the paper-recycling program works. Consider refresher sessions or staff meetings or invite a speaker to talk about recycling.
- Order and use only recycled paper products. Remember that issues of post consumer content, deinking and bleaching must be considered. Bear in mind that if you are collecting paper to be recycled and not buying post consumer recycled paper, you are not recycling.

