



Version 1.0, Feb 2008

## Key Points for a Paper Saving Campaign

About 70% of office waste is paper. Tackling this is a major step in any waste reduction programme. It can save your organisation money in purchasing and waste disposal costs. Many of the ideas for reducing your paper consumption aren't new but more people need to do them!

### REDUCE

- Have an 'Ideas' box for suggestions on cutting your organisation's waste Call for paper-saving ideas on your website (and maybe offer a small prize to the best or most unusual suggestion)
- Cut down on your use of Post-It notes by using scrap paper and paperclips
- Encourage double-sided printing and photocopying – people may need training on this. Reminders above the photocopier help.
- Set up printers and copiers for double-sided printing
- Encourage people to use 'printer-friendly' options on web pages.
- Show computer users how to remove 'banners' and other unnecessary information when printing from websites
- Proof documents onscreen before printing out
- Print only what you really need (cut out the 'just in case' spare copy)
- Make the most of electronic communication and storage (people might need training)
- Use of electronic formats for newsletters, bulletins and internal communication
- Use email for sending out reports (especially drafts) and put a copy on your website (if you have one)
- Don't over-order printed brochures and reports – put a PDF on website
- Reduce packaging waste – buy frequently purchased items in bulk.
- Receiving direct mail/junk mail you don't want? Contact the sender directly to get name taken off mailing lists (Note that the Mailing Preference Service only covers UK residential addresses, not businesses or PO Box addresses. [www.mpsonline.org.uk](http://www.mpsonline.org.uk))
- Encourage people to use both sides of flip chart paper
- Check you are not wasting paper unnecessarily. Paper comes in different weights. A lower weight (e.g. 80gsm or 100gsm) is fine for internal functions, copying etc.

### RE-USE

- Use scrap paper for notes not new sheets of copier or letterhead
- Keep a box by the photocopier (if you have one) for paper re-use

- Moving offices or rebranding leaves outdated stationery. Use it for internal memos or draft reports
- Reuse envelopes whenever possible
- Reuse paper folders, filing cards and other office items as much as possible
- Ask people to pass on unwanted reports or recycle
- Shredded scrap paper makes a cheap packaging material
- Reuse paper and cardboard packaging (including jiffy bags, plastic 'peanuts' and cardboard tubes)
- Donate paper to resource centres, scrap stores or schools for creative use.

## RECYCLE

- Run a stationery 'amnesty' – ask people to return unused items to stationery store etc
- Close the Recycling Loop by buying recycled paper (see 'Recycled Paper', <http://eaclink.info/?QQJGY>)
- Set up an office recycling collection (see 'Starting a paper recycling scheme', <http://eaclink.info/?JHUED>)
- Sending out Christmas cards? Support a charity and encourage people to reuse/recycle them. Major retailers and charities run annual promotions. Or you could send an electronic card?
- If you need to use paper napkins or cups at an events, make sure they are recycled (see *Greener Events*)
- Toilet paper – encourage your group to buy recycled
- Include telephone directories and junk mail in your recycling efforts
- Recycle ideas – share ideas on what works or how you overcame stumbling blocks. Use newsletters, your website or ebulletins.

Is your office doing something not in this list and worth sharing? Let EAC know.