

# Painless Paper Cuts: Office Paper Reduction Through EPP



“By consuming and throwing away less, you will reduce the need to handle, treat, and dispose of waste.”

# Key Questions

- How is reduction different from recycling?
- Why target office paper?
- How can I use EPP to help with office paper reduction?
- How do I conduct an Office Paper Reduction campaign?
- What resources are there to help me?

# “But we already recycle office paper!”

- Office paper *reduction* is different from *recycling*.
  - *Reduction* means using less of something in the first place; reduction *prevents* the creation of waste.
  - *Recycling* means using waste, instead of virgin materials, to make something else; recycling *diverts* waste.

- Aim at the top of the Waste Hierarchy



Reduction & Reuse

Recycling

Composting yard & food waste

Incineration

Landfill (with & without methane recovery)

- Example

# Why reduce office paper?



- Despite the promise of paperless offices, we continue to use more and more paper

- 700 trillion sheets of office paper used annually by U.S. office workers



# The E's of Office Paper Reduction

Economical



Environmental

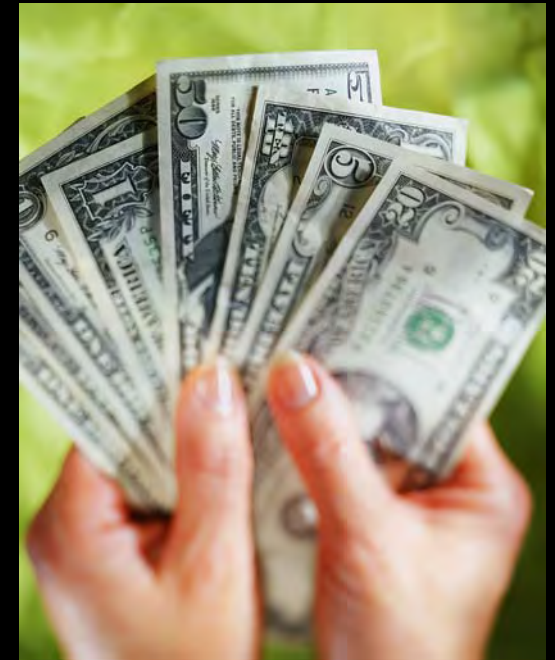


Efficient



# Economical

- A ream of paper is inexpensive *but ...* using it can tack on another 30 times its purchase cost
- Cutting paper use reduces, mailing, copying, storage and disposal costs

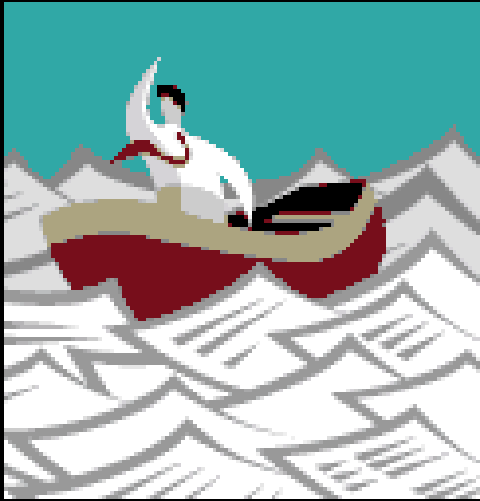


# Environmental

- About 25% of MN waste stream is office paper
- Paper producing companies are making great strides in reducing environmental impacts ... but papermaking requires large amounts of energy, wood pulp and water.



# Efficient



- Going electronic saves time.
- Electronic filing saves valuable space.
- Computer-based documents are easier to search, retrieve and refile.

# How to use EPP to aid Paper Reduction

1. Purchase duplex-capable imaging equipment, and ensure vendor sets it to default to duplex.
2. Ask “How many printers do we really need?”
3. Consider paper reduction or print limiting software.
4. Offset 100% recycled content paper cost premium with equivalent paper reduction.

# Paper Reduction & EPP

## 2. How many printers do you need?

- Fewer printers will mean less printing.
- Doing more work electronically means fewer printers needed.
  - Complete purchase, expense forms, timesheets electronically
  - Accept electronic signatures
  - Require electronic bids, contracts, etc.

# Paper Reduction & EPP

## 3. Consider paper reduction or print limiting software.

The screenshot shows a printer control window titled "GreenPrint" with a menu bar (File, Edit, View, Tools, Help) and a toolbar containing "Print", "PDF", "Cancel", and navigation controls. The printer selected is "D7C87B71 Canon PIXMA IP 4000". Below the toolbar are tabs for "All Pages", "Printed Pages", and "Removed Pages".

The main content area is split into two panes. The left pane displays a Google Maps print job with the following details:

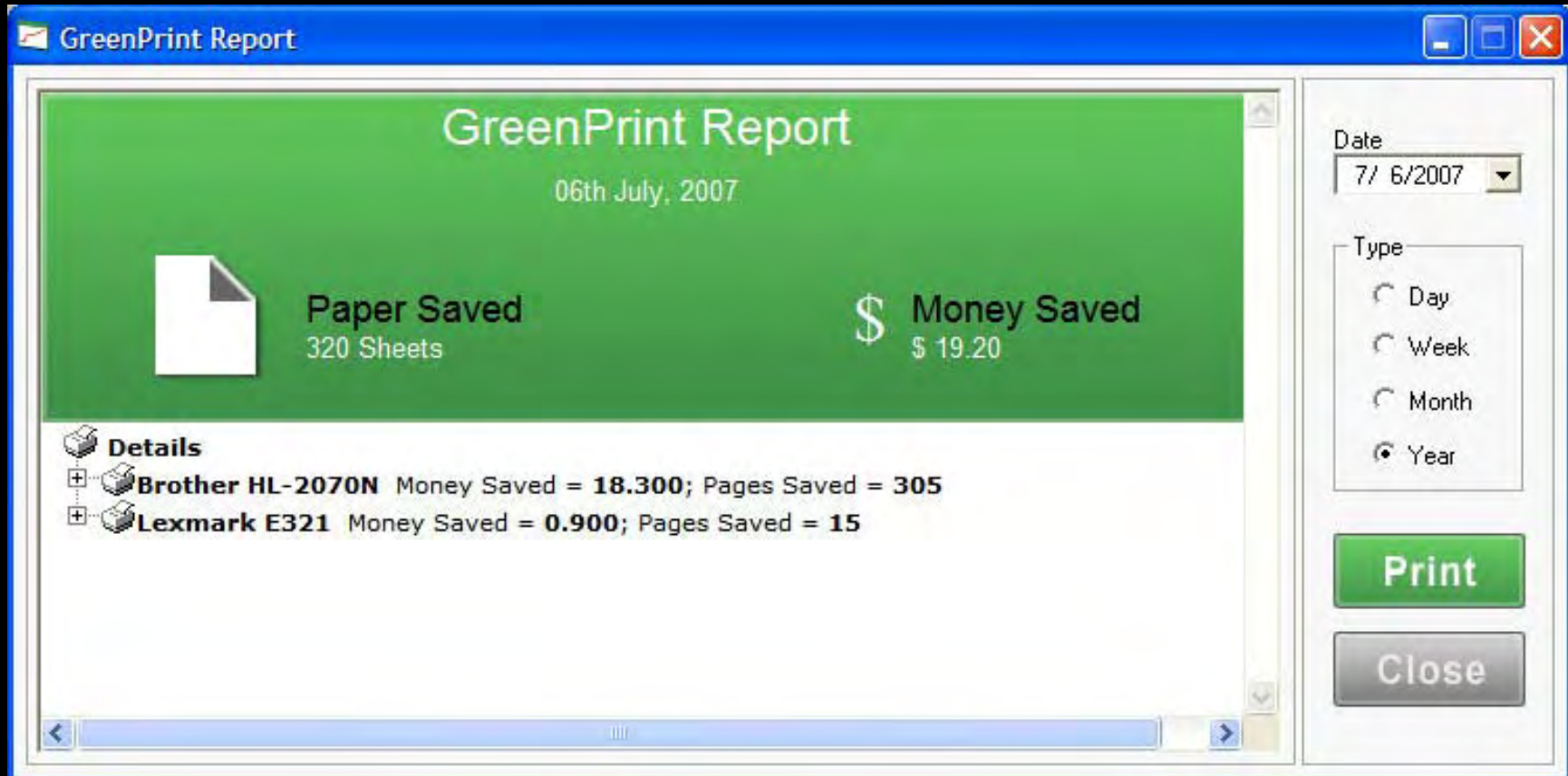
- Start: Portland, OR
- End: Ritzville, WA 99169
- Travel: 292 mi (about 5 hours 12 mins)

**Directions:**

- Head east from NW Couch St 0.1 mi
- Turn left at NW 2nd Ave 0.1 mi
- Turn right at NW Everett St 246 ft
- Take the OR-99W N ramp 0.4 mi
- Turn right at NE Lloyd Blvd 0.3 mi
- Turn right at NE Martin Luther King Jr Blvd 0.1 mi
- Turn left at NE Everett St 258 ft
- Turn left into the I-84 E entry ramp to Portland Airport/The Dalles 176 mi (2 hours 26 mins)
- Take the I-82 W exit 179 to Hermiston/Umatilla 30.7 mi (25 mins)
- Take the US-395 N exit 113 to Kennewick (I-182) Pasco 5.4 mi (7 mins)
- Take the US-395 N ramp to Spokane 2.0 mi (2 mins)
- Take the I-182 ramp to Spokane/Walla Walla 0.7 mi (1 min)
- Merge into I-182 E 1.1 mi (1 min)
- Take the US-395 N/WA-397 S exit 14 to Spokane/Finley 0.5 mi (1 min)
- Take the US-395 N exit 14B to Spokane 58.9 mi (59 mins)
- Take the WA-21 ramp to Lind/Kahlotus 1.0 mi (1 min)
- Continue on US-395 N 12.3 mi (19 mins)
- Bear right onto the I-90 E ramp to Spokane 1.1 mi (2 mins)
- Continue on W 1st Ave 1.2 mi (2 mins)
- Turn left at S Columbia St 488 ft
- Arrive at Ritzville, WA 99169

The right pane is a solid red area containing the text: "construction projects, traffic, or other events may cause road conditions to differ from the map results. Map data ©2006 NAVTEQ™".

# Paper Reduction & EPP



# Paper Reduction & EPP


4. Offset 100% recycled content paper cost premium with equivalent paper reduction.

City of Seattle “Paper Cuts”. Set goal of offsetting purchase of 100% recycled paper with 30% paper use reduction. Reduced paper use by 20% in two years.

**PaperCuts** Home About Us Contact Us

Conserving Paper in the City of Seattle

CAMPAIGN HIGHLIGHTS HOW ARE WE DOING? HOW TO CONSERVE SITE MAP



Our citizens look to us to be an example of conservation. We can lead the way to creating a sustainable future.  
- Mayor Greg Nickels

### Recycling is good, using less is better

On February 16, 2005, Mayor Greg Nickels issued an Executive Order challenging City departments to reduce paper by 15% by the end of 2005, 30% by the end of 2006 and maintain the 30% reduction levels in 2007.



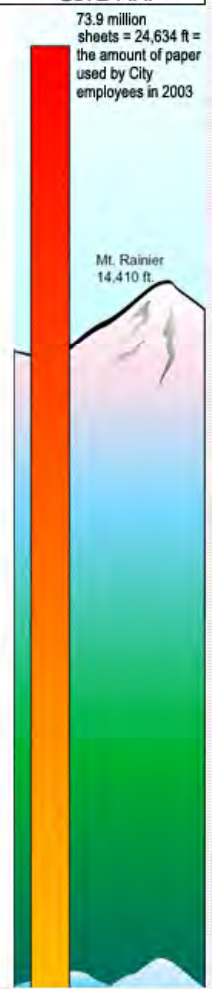
### WHAT'S NEW

- 2007 Northwest Paper Forum**  
December 11, 2007  
Seattle City Hall, Bertha Landes Room  
Join us for the third "Northwest Paper Forum", a gathering of Washington and Oregon agencies and companies advancing paper waste prevention and the purchasing of environmentally-responsible paper. [Registration for Forum](#)
- [Forum Agenda](#) (draft) - Word format
  - [Green Meeting Practices](#) - Word format
  - [Directions and Parking for Forum](#) - Word format

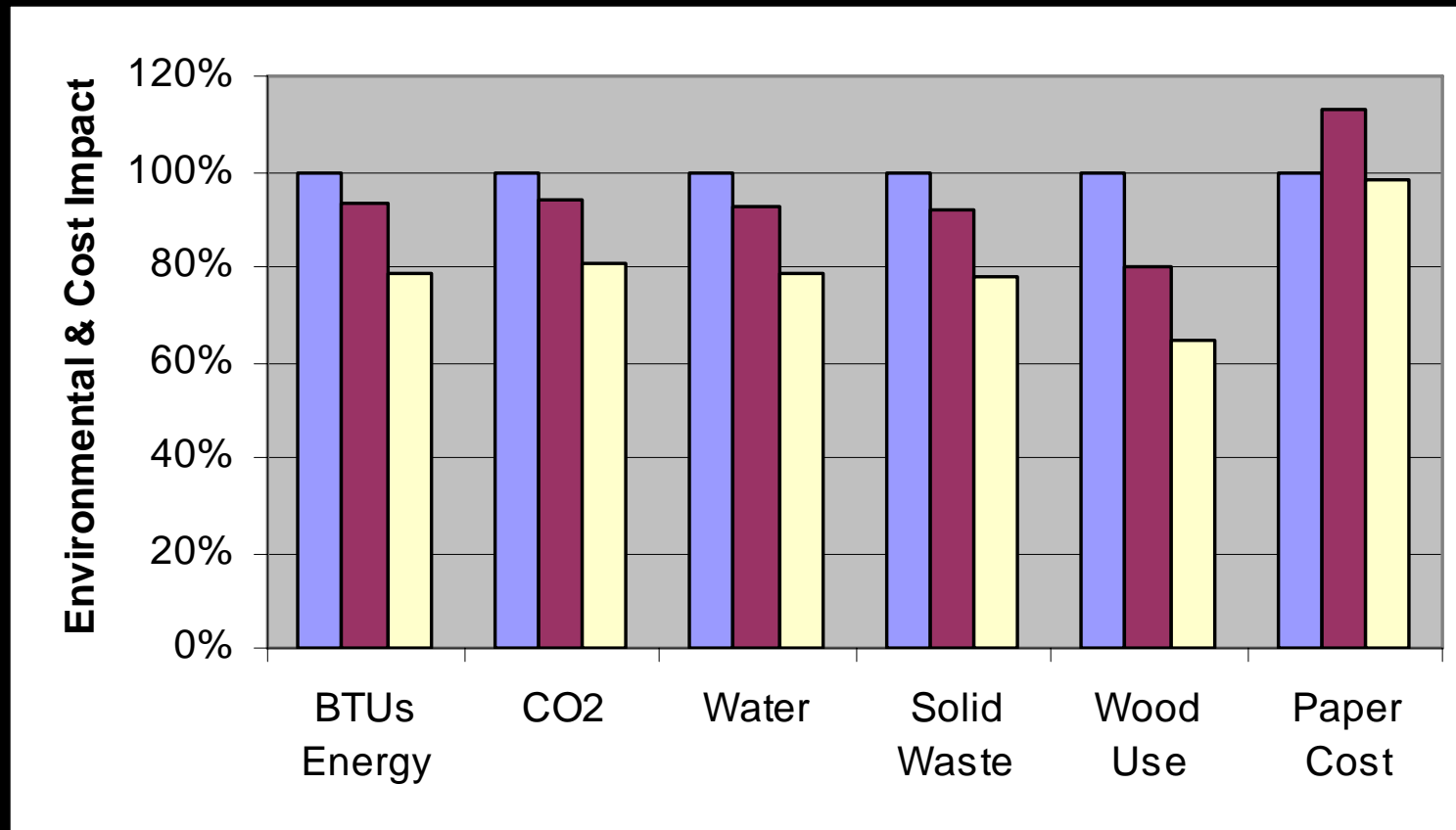
[PaperCuts 2007 Most Recent Results - October 2007](#) (Excel format)

**TIP OF THE MONTH - Turning "Old" and "Odd-sized" paper into something usable**

Many divisions have a surplus of paper with an old address or



# Comparison of 3 Paper Use Scenarios



■ = Baseline: 5000 reams of 35% RC

■ = Some 100% recycled: 4000 reams 35% and 1000 reams 100%

■ = 100% and Reduction: 100% RC plus 13% reduction in use

# Tips for a Successful Office Paper Reduction Campaign

- Get support of leadership and key office staff
- Establish baseline measures:
  - Simple paper purchase records or paper purchased vs. paper on hand monthly records.
  - More in depth measures of related costs: printing, copying, mailing, disposal, etc.
- Pick a goal, 5% a year, 20% or 25% in 2 years.
- Choose your focus activities.
- Educate, motivate, and highlight progress!
- Measure you progress.

# Easy and Practical Ways to Reduce Paper



- Set printers and copiers to default to duplex.
- Keep/process forms on-line.
- Capture & reuse "second-chance" paper.
- Keep documents electronically.
- Reduce margin defaults.
- Use "print preview" before you print or copy!
- Reducing unwanted business junk mail.



# Reducing Paper- Unwanted Mail

- Not handled the same way as residential mail.
- Sign up for the EcoLogical Mail Coalition  
[www.ecologicalmail.org](http://www.ecologicalmail.org)
- Contact problem mailers individually- two methods.
- Avoid placing names on mailing lists in the first place.
- Keep your mailing lists up-to-date.

# E's of Office Paper Reduction Tool Kit

- Video
- Posters
- Fact sheet
- Case studies
- E-mail communication series
- Sample news article
- "How to" organize OP campaign
- Reduce.org



# Poster - double-sided printing

## Default to duplex

Set your computer default to 2-sided printing



### Double-side it



- Set your computer to default to two-sided (duplex) printing. This way, you don't have to remember every time.
- Promote an office culture of printing on both sides of the sheet of paper.
- Duplex printing can cut your paper use up to 50%.



# Animated e-mail communication series



## Tip #7

### **Don't print e-mails. Save electronically.**

- Challenge yourself to minimize printing of e-mails.
- Organize and save e-mails in an electronic folder system for efficient retrieval.
- Cut and paste the essential content of e-mails into a word processing document to save paper.



**The  
Paper-less Office**

● [MORE INFO](#)

● [REPLAY](#)

● [SUBMIT IDEA](#)

● [EXIT](#)

# Professional style e-mail communication series

the paper-less office

## reduce



### BUSINESS JUNK MAIL

- Create and use a form letter. Ask organizations sending you unwanted mail to remove your data from their lists.
- Update your customer mailing list to save time and money.
- Call (800) 333-0505 or send an e-mail to: [custserv@dnb.com](mailto:custserv@dnb.com) to have your company's address removed from lists sold to others.
- Send a list of former employees to Red Flag Employer Services: <http://www.ecologicalmail.org/>
- For more tips to reduce your business junk mail visit <http://dnr.metrokc.gov/swd/nwpc/bizjunkmail.htm>

MORE INFO

SUBMIT AN IDEA

This campaign is a product of the Minnesota Office of Environmental Assistance.

# Reaping the benefits of paper reduction is catching on!

- Tastefully Simple Inc.
- Douglas Machine Inc.
- Cities Management Inc.
- AgriBank
- Local governments
- Mayo Clinic
- Federated Rural Electric Association
- Wilderness Inquiry
- Target Corporation
- General Mills
- IBM



Order your free office paper reduction kit  
or for more tips:

[www.reduce.org](http://www.reduce.org)

Madalyn Cioci  
Minnesota Pollution Control Agency  
520 Lafayette Rd. N.  
St. Paul, MN 55155-4100

Phone: 651-297-3955

Email: [madalyn.cioci@pca.state.mn.us](mailto:madalyn.cioci@pca.state.mn.us)

# Resources

- [www.pca.state.mn.us](http://www.pca.state.mn.us)
- [www.reduce.org](http://www.reduce.org)
- [www.greenguardian.com](http://www.greenguardian.com)
- [www.mntap.umn.edu](http://www.mntap.umn.edu)
- [www.mnwastewise.org](http://www.mnwastewise.org)
- [www.ciwmb.ca.gov/Paper/](http://www.ciwmb.ca.gov/Paper/)
- [www.seattle.gov/papercuts/](http://www.seattle.gov/papercuts/)



**Minnesota Pollution Control Agency**