Report on minimising paper wastage

The following report has been prepared following attendance at the Green Office workshop that focused on reducing paper wastage in the office.

Double sided paper use

If appropriate, and the printer enables it, print documents on both sides of the page. When purchasing new printers look for those that enable double sidied printing. Where possible make double sided copies.

Re-use paper for rough drafts

Keep paper that was to be discarded and is printed on one side only, to print rough drafts on the balnk side. Another use is to cut the paper in half or quarters and staple together to make note pads. Ensure paper that contains confidential or sensitive information is not used.

Think before you print or copy

Sometimes it is necessary for documents to be printed. Print responsibly.

Preview documents before printing. Use the print preview to spot formatting errors and blank pages before you print. Proofread first, and use the spell/grammar tool to help avoid errors that can cause documents to be reprinted.

Print only the pages you need. If only a few pages of the document are needed, print only those pages instead of the whole report. Most software programs provide this option under the print function.

Promote a "think before you copy" attitude. Consider sharing some documents with co-workers. Print only the number of copies needed for the meeting, don't make extras.

Use revision features in word processing software. You can edit documents on screen instead of printing out drafts and making hand-written comments.

Send information electronically. Use e-mails instead of fax or mailed letters when possible. It's faster.

Recycling used and shredded paper

Paper recycling is now available. A specially labelled bin has been placed next to the printers and photocopiers to collect paper, which will reduce handling in the library. It has been shown that this will encourage recycling and reduce time spent doing it. Envelopes should be reused simply by placing a new address lable over the old address. You should also use internal mail envelopes. Shredded paper can also be used for packing if relevant.

When possible use paper manufactured from recycled paper.

All staff should employ the above methods wherever possible in an effort to reduce paper usage and wastage in the library.

Insert your name

Office Manager