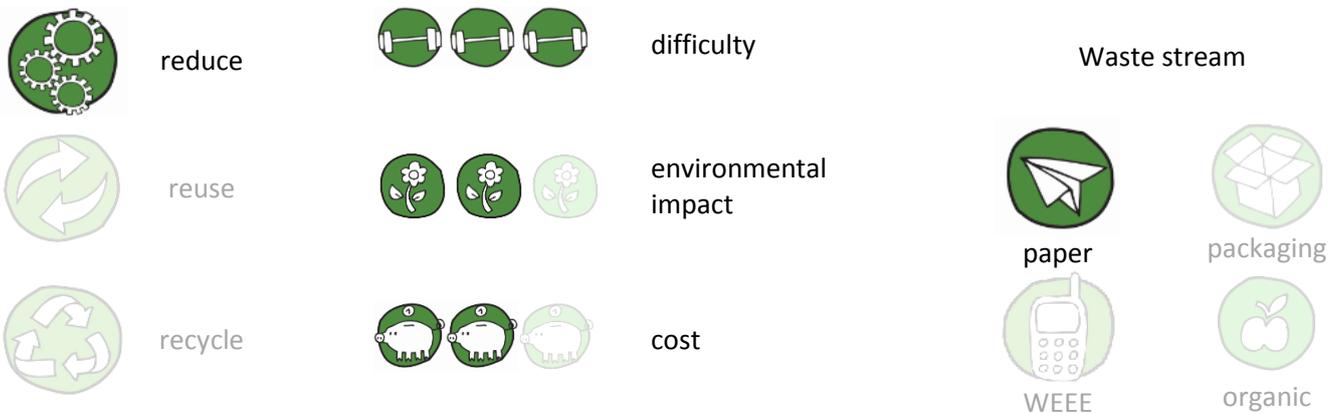


## Low-paper offices

Companies use a great deal of paper every year. And yet this volume can easily be reduced: during the EWWR, introduce a few new practices in your organisation and see your paper consumption – and therefore your waste - fall considerably.

### General information



### Objectives

- ▶ To increase awareness among all your staff of the usefulness and ways of using less paper.
- ▶ To reduce paper consumption in the company:
  - to identify sources of paper consumption (where, when, how, why); and
  - to find ways of overcoming this, at least to some extent.
- ▶ To assess the effectiveness of the actions taken as regards paper consumption and, above and beyond that, the costs, comfort (e.g.: more space), etc. that result.

### What you need

#### **Audit tool**

- ▶ What is it? A calculation sheet that you can use to follow your consumption of (graph or printing) paper, irrespective of the format (A4, A0, roll, etc.).
- ▶ How is it used? Each consumption statement involves three stages:
  - 1/ determine the main types of paper that you use and their unit weight in kg,
  - 2/ assess your initial consumption,
  - 3/ measure your consumption after taking steps.
- ▶ What can it be used to assess? The quantity of paper saved.

Three levels of action may be considered. The tools may vary, depending on the choices made:

1. The **individual choices** of staff. The individual approach is the least onerous and easiest to implement. It involves increasing awareness and training staff so that they think before acting: double-sided printing, not printing e-mails, reading and following modifications on the screen, reducing the number of pages thanks to the layout, etc.

### ***“Double-sided” sticker***

- ▶ What is it? A sticker to encourage (remind) your staff to print on both sides of the sheet.
- ▶ How is it used? It is placed on printers and photocopiers or on the computer.

### ***“Double-sided” poster***

- ▶ What is it? A poster encouraging (reminding) staff to print on both side of the sheet.
- ▶ How is it used? It should be placed near the printers and photocopiers.

### ***Intranet***

- ▶ What is it? An article on the company intranet encouraging your staff to print on both sides of the sheet.
- ▶ How is it used? Put the article on line before the EWWR to announce the initiative and during the EWWR to give daily tips.

2. **Organisational and structural choices.** This approach requires more effort. For example, the IT team may have to intervene to adapt the computing equipment: printing in economy mode and on both sides of the sheet by default (on computers and printers), virtual filing on optical disk or computer server, etc. It also means adapting the company’s working procedures: opting for electronic transactions, an electronic newsletter rather than a paper one, systematically corresponding by e-mail rather than by post (invoices, salary slips, etc.), using the electronic signature, etc.

### ***Personal meter recording paper consumption***

- ▶ What is it? A computer tool that measures, records and displays paper consumption. This tool provides quantified results for the user, who is consequently better informed of his personal consumption.
- ▶ How is it used? To be installed on the workstation of each staff member.
- ▶ What can it be used to assess? The quantity of paper saved.

3. The **purchasing policy.** On a centralised basis, this means opting for a photocopier that can make double-sided copies, multifunctional and collective devices (e.g. one machine per floor/division rather than individual printers), a suitable software program, etc.

### ***“Sustainable purchases” guide***

- ▶ What is it? A practical guide that helps make more environmentally friendly purchases and promotes fitting social conditions.
- ▶ How is it used? To be used centrally so as to find the best devices, software programs, etc. for your company... that will enable you to optimise your paper consumption.

## Preparing the action: initial assessment of the situation

- ▶ Using a calculator or another method (manual measurement, professional software program, on-line application, etc.), note the number of participants and calculate the quantity of paper used during a given period, for example one week, before introducing the new actions.
- ▶ Assess your overall paper consumption and, if necessary the consumption per department and/or type of activity.

- ▶ Allow a sufficiently long period so that it is representative of your usual practices (at least one week or, for example, four times one week – from which you will take an average – if your activity is seasonal).
- ▶ Consider what type or types of measures can and must be taken in your company.

## Preparing the action: development and production

### 1 month before the EWWR

- ▶ Increasing awareness: inform your staff (in person, on your intranet, by e-mail, etc.) about the actions that are to be taken to save paper and increase their awareness of the utility of the project.
- ▶ Choice of tools: depending on what actions you decide to take after your audit, choose suitable tools and personalise them in line with your consumption habits. Prepare your awareness message and let your staff have a date if you are planning an information meeting.

## Implementing the action

### During the EWWR

- ▶ At the beginning of the week, announce the launch of the project through the awareness message and using communication tools (posters, stickers, etc.). Then install the tools (technical measures) that you have chosen.
- ▶ Encourage participants to follow the new measures on a regular basis (every morning, for example).
- ▶ Calculate the quantity of paper used with the calculator or another method at your disposal.

## Evaluation methodology

- ▶ The difference between the quantity of paper used measured during the reference week (before having introduced the steps) and the quantity of paper used measured during the EWWR (after having taken the steps) = the quantity of paper saved thanks to your action.
- ▶ Carry out an internal evaluation of the effectiveness of each action.
- ▶ Inform your staff of the results so as to encourage them to continue with the steps taken.

## More information

- ▶ Examples of tools (Brussels, Belgium):
  - Calculator (Excel document to be downloaded), “double-sided” poster, etc.  
<http://www.bruxellesenvironnement.be/Templates/professionnels/informer.aspx?id=33800>
  - Sustainable purchases guide: <http://guidedesachatsdurables.be>
  - “Double-sided” sticker:



- ▶ Other tools for this action:
  - <http://savepaper.com.au/save-paper>
  - Belgium: <http://www.moinsdepapier.be/>

- ▶ European Week for Waste Reduction: [www.ewwr.eu](http://www.ewwr.eu) [contact@ewwr.eu](mailto:contact@ewwr.eu)