

Why is conserving paper an important issue?

Reducing paper is not only good for the environment, but it is also an economic incentive for your business. The average American office worker uses approximately 12,000 sheets of paper annually. Lowering this number would help increase efficiency and cut costs for your business, while benefiting the environment. The Environmental Protection Agency estimates that paper products account for 38% of the United States' municipal solid waste stream. Conserving paper lessens the amount that ends up in landfills and incinerators. It also saves trees, which help reduce the severity of global climate change by absorbing carbon dioxide.

How can offices reduce the amount of paper used?

- When printing and copying, use both sides of a sheet of paper. If your printers or copiers are not capable of doing this, when replacing them, invest in machines that can.
- When typing documents, use a smaller font size and a font that is space efficient, like Times New Roman. Also use smaller margins and reduce the size of images and graphs.
- Use email whenever possible for memos, etc.
- Instead of distributing hard copies of forms to be filled out, put them online.
- Educate other staff members about the importance of paper conservation and provide easy tips that they can personally implement.
- See tips on "Using Paper Wisely" at the ICEO Green Team website.

How can paper reduction apply to the office kitchen?

- Paper towels can be dispensed using portion control.
 - For approximately \$20-\$40, a non-electric paper towel dispenser can be purchased from office supply stores. Instead of having paper towels on a single rack, single sheets of paper towels are dispensed, thus reducing the amount of paper towel waste that occurs. These forms of paper towels can be in bulk form and as recycled paper.
- Instead of using paper plates, plastic utensils, and styrofoam coffee cups that generate waste, use dishware that employees can wash and reuse in the kitchen.
- See tips to "Reduce Paper & Styrofoam Kitchenware" at the ICEO Green Team website.

What are other informative websites about paper reduction?

- California's Integrated Waste Management Board provides information for paper reduction in the office:
<http://www.ciwmb.ca.gov/BizWaste/OfficePaper/Index.htm>
- More information on how to reduce office paper. They also have an office paper reduction calculator to estimate potential cost savings:
http://www.greenguardian.com/business/rwmq_focus_op.asp