

CONSERVATION (Paper)

GENERAL INFORMATION

You're probably thinking, "What's the big deal, my office doesn't spend much on paper." But what most people don't realize is that for each sheet of paper used, we incur not only purchasing costs, but also equipment maintenance, storage, copying, printing, disposal, and recycling costs - which adds up! By some estimates, the indirect cost associated with paper consumption is 10 times higher than the original purchase price of the paper itself.

Even with recycling efforts, paper results in a significant portion of USAG-HI's garbage thereby adding collection, transportation and processing costs.

The average U.S. Government office worker uses 10,000 sheets of copier paper annually, which is equal to 20 reams of paper per person annually. Even with the current standard 30 percent post-consumer recycled paper, each government worker requires nearly one half of a tree per year for his or her paper use.

It is estimated that USAG-HI spends close to 1 million dollars every year in paper cost alone. The expenses are much higher if we add the indirect cost associated with paper consumption.

WHAT YOU MUST DO

The following practices will help conserve paper:

- Set your computer to default to two-sided (duplex) printing.
- Promote an office culture of printing on both sides.
- Use the print preview feature before printing.
- Avoid unnecessary pages by adjusting the margins.
- Share reports and other documents electronically, instead of printing.
- Don't print emails or web sites. Save electronically.
- If you must print web pages, look for a "printer-friendly" version that removes advertisements and saves paper.
- Make copies as needed rather than in large batches at one time. Extra copies frequently become outdated or unusable.
- Test, by running a sample copy, before copying big jobs.
- Reduce the hail of business junk mail. It costs money to dispose of garbage in the landfill. Call 800-333-0505 to have your office's business address removed from lists sold to others. Set up desk-side collection. Have employees sort their recyclable paper into special containers beside their desk. You will find that participation increases when collection begins at each desk.



For more info contact: DPW Environmental Sustainable Environmental Management (SEM) System