



TAIGA COMPANY[®]

oxygen for your business

Create a Paperless Office



Create a Paperless Office

Introduction

Paper is the number one material thrown away and also one of the biggest polluting industries.

According to the US Environmental Protection Agency: Paper constitutes 35% of our waste stream and only 48% of the paper we discard is recovered for recycling.

Companies interested in reducing cost and building business sustainability are actively pursuing a paperless office.

While a completely 100% paperless office may be unattainable, a few decisive steps applied over enough time can dramatically reduce if not eliminate the vast majority of paper in your office.

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Benefits

- Increase productivity
- Eliminate storage space
- Reduce expenses
- Ability to work remotely
- Enhance customer service
- Increased security
- Improved disaster recovery protection
- Reduce your environmental impact
- Improve your competitiveness in the industry



Create a Paperless Office

Strategies

Benchmark: Identify all the activities in the business that utilize paper. The obvious areas that come to mind include printers, copiers, mail, and collateral. Don't stop at the obvious areas - dig deep here and explore other areas of your business.

- How much paper do you use for events, trade shows, invoicing, literature, packaging, shipping materials?
- What about the kitchen areas and bathrooms? Remember, it's not just paper but paper products.
- Consult with people in other departments and get a clear picture of the paper they are using, where it is coming from, when they are using it, and how they are using it.
- You might want to talk to your purchasing department and learn more about how much is being spent on paper products.

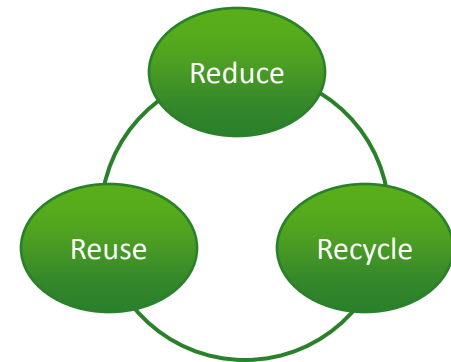


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Target Areas for Paper Reduction

Implement the Paper Reduction Plan. By utilizing the sustainability concept of the 3 R's: reduce, reuse, recycle.

- Reduce your paper consumption by working with your purchasing department to reduce the amount of paper purchased and switch to buying recycled paper (100% post consumable is best).
- Recycle paper that has been used.
- Reuse paper by placing bins next to the copiers and printers for easy reuse of single sided scraped paper.





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Educate and Train

- Articulate and communicate the vision
- Define the "how's" and "why's" of your plan.
- Schedule ongoing training.
- Celebrate successes.
- Identify areas for ongoing improvement.



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Monitor and Measure Progress

- Regularly monitor the success of your program.
- Share your success stories with employees, prospects, clients, and suppliers.
- Engage all stakeholders in the process.



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General Best Practices

- Place phone directories, human resources documents, and corporate policy manuals online (intranet or network folder) to avoid constantly updating paper versions.
- For correspondence, birthday cards, and events, utilize e-cards or online event/party planning tools.
- Online e-zines, blogs, and PDF versions of printed magazines are becoming more and more popular, both as a replacement for and a supplement to printed publications. If a printed copy is required, circulate it within the office/department.
- Reuse packaging such as bubble wrap, boxes and packaging material.
- Reduce office junk mail.
- Use reusable bags to carry items.
- Recycle all paper, newspapers, and shredded paper.

The 3 R's:
Reduce
Reuse
Recycle



Create a Paperless Office

Solutions: Utilize Technology

- Use the Internet and e-mail to deliver soft proofs to clients.
- Use scan-to-e-mail instead of faxing.
- Replace paper planners with electronic ones. PDA's: Blackberry and smart phones all have contact management capabilities.
- Commit to all online banking: invoicing, statements, and payments.
- Engage your clients as well as your suppliers in utilizing technology to reduce paper consumption.
- File taxes electronically.



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Solutions: Rethink Printing and Copying

- Install PrintGreen which offers you the option to remove unwanted pages before printing
- If you must print, print to both sides or use single sided paper as scrap paper.
- Purchase 100% post recycled content paper to use in your printer.
- Set computer defaults to print double-sided.
- Make double-sided copies when possible.



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Solutions: Office Supplies

- Use Digital Post it notes.
- Reuse folders.
- Purchase recycled paper and paper products.
- Empty file cabinets: scan and store electronically.
- Use the paper as scratch paper then recycle it.



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Solutions: Sales and Marketing

- Utilize social media tools (Facebook, digg, StumbleUpon) to publish information and connect with clients.
- Share your company photos online with Flickr.
- Create an e-brochure vs. a printed brochure.
- Sales calls and presentations:
 - Use a USB memory stick
 - Leave your e-brochure and presentation with your client.



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Solutions: Kitchen Area

- Eliminate plastic wear in your kitchen; use only reusable dishes, utensils, and glasses.
- Replace paper napkins with cloth napkins.
- Replace paper towels, use kitchen towels or at least use recyclable paper towels.
- Use recycled facial tissue paper.



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Resources

- Environmental Defense Fund's Paper Calculator <http://www.papercalculator.org>. Compare the impacts of several papers you use today with a set of recycled alternatives.
- EPA Waste Wise Program <http://www.epa.gov/epaoswer/wastewise.html>
- Paper Task Force Recommendations for Purchasing and Using Environmentally Preferable Paper http://www.edf.org/documents/1688_synopsis.pdf
- [Paper Consumption, Using Less Wood Quick Facts Series, Resource Conservation Alliance \(PDF\)](#) Statistics on paper consumption in the US, impacts on the environment, techniques for reducing paper usage in the office, links for more information
- Business Junk Mail Reduction Project <http://your.kingcounty.gov/solidwaste/nw.htm>
- Reduce.org <http://www.reduce.org/>
- Environmental Paper Network <http://www.environmentalpaper.org/index.html>