



## Paper Reduction Tips

Paper & printing reduction is today's topic of discussion. With mandatory budget cuts looming over us, the reduction of waste at all levels of our bureau should be on the forefront of everything we do.

Sometimes people question whether one person can really make a difference. The reality is, every kind of change starts with one person - will it be you? Saving paper is a series of simple and easy decisions that can lead to big results. Here's how...

- Invest in a program that allows faxing directly from your computer or send documents by email instead of printing a copy to fax.
- Put forms online, or redesign forms to be double sided or to fit on ½ sheets.
- Project images in meetings rather than printing multiple copies (ie. meeting agendas).
- Scan documents for electronic distribution.
- Think before printing - will these documents have a longer life or quickly end up in the recycle bin?
- Make scratch pads from used paper or outdated letterhead - print drafts on this paper.
- Use smaller margins and font sizes to reduce the number of pages printed.
- Before printing from the Internet, always do a "Print Preview" to make sure your needed info will print within the margins.
- Use software designed to minimize wasted printed paper (like GreenPrint), which several City bureaus are piloting.

Waste prevention is actually better than waste management because it is waste that never gets created! Multiplying the actions of one person, YOU, is what creates world change. That is exciting - and you play an important role!



### Learn More

- The Environmental Protection Agency
- Oregon Department of Environmental Quality
- State of California Paper Reduction Tips
- Recycle at Work Tips

*FACT: Americans throw away enough office paper each year to build a 12-foot-high wall of paper from New York to Seattle.*

*FACT: Approximately 72 percent of the waste currently being landfilled or incinerated are materials that could be put to higher and better use through recycling or composting. Most of this material is office paper, cardboard, non-recyclable paper, and food waste. - Minnesota Office of Environmental Assistance*

**Brought to you by the OMF Green Roots Team**

Electronic versions are available at [www.portlandonline.com/OMF/GreenMatters](http://www.portlandonline.com/OMF/GreenMatters)