

OFFICE PAPER CHALLENGE



Step One: Monitoring Paper Use

Use the table at the bottom of this page to measure usage each week during the month of July. After filling in the table, go to the www.qpsu.org.au/climate website, find Mission 5 and use the web-form to report your paper usage reductions over the month of July, or email climate@qpsu.org.au. Using web-based forms is one simple way to save paper!

One ream of paper is a standard 2.5kg pack (500 sheets).

For A3 paper, multiply the number of reams by two to get the equivalent in A4.

You can continue to use this simple tool to monitor paper usage throughout the year, maybe for one week out of every month, or you can ask the person who orders your paper for invoice records.

Remember to report back to your workplace colleagues on their progress in minimising paper use.

	Week 1 (ends 4 July)	Week 2 (ends 11 July)	Week 3 (ends 18 July)	Week 4 (ends 25 July)
MONDAY MORNING:				
A4 Reams in storage				
+ A4 Reams in copiers/printers	+	+	+	+
= Monday Total	=	=	=	=
FRIDAY AFTERNOON:				
A4 Reams in storage				
+ A4 Reams in copiers/printers	+	+	+	+
= Friday Total	=	=	=	=
NUMBER OF A4 REAMS DELIVERED THIS WEEK				
Total Paper Used =				
Monday Total - Friday Total				
+ Reams Delivered	=	=	=	=

OFFICE PAPER CHALLENGE



Step Two: Switch to recycled!

Talk to office managers to make sure the paper supplied to your office is 100% recycled – it costs 15% more on average, but most offices can easily reduce their paper usage by 15% or more to offset the additional cost. If enough paper wastage is stopped, you can save money and the environment at the same time!

If there is resistance to the idea of paying more for recycled paper, consider making a deal where the switch to recycled paper is made as a reward once paper usage is cut by 15% - you can use the paper monitoring method from step one to demonstrate the savings.

There are now high-quality 100% recycled paper options for office paper made in Australia and guaranteed for laser printers, in both A4 and A3 sizes – do some research on brands to find what is best for your office. Don't forget to look for certification logos or call the manufacturer to ensure that you're really getting recycled!

Other paper-saving, tree-saving actions to call for in your office include:

- Invest in a printer and photocopier that makes double-sided prints. Ask your IT manager to set all computers to print double-sided as default.
- Reduce fax-related paper waste by encouraging the office to use a fax-modem. Fax-modems allow documents to be sent directly from a computer, without requiring a printed hard copy. Also, use a fax cover sheet only when necessary.

- Program the fax so it doesn't automatically print out a confirmation receipt after every fax sent. Fax machines have an electronic record of faxes sent, so you can still track important documents.
- Keep a paper reuse tray beside the printer and photocopier, or encourage colleagues to keep a clipboard on their desk, to reuse paper that has only been printed on once for drafts, notes and internal memos.

Success Stories:

The QPSU's Brisbane office has just switched to Australian-made, 100% recycled paper for all its in-house printing. Compared to new paper, recycled produces half the greenhouse gas, and an amazing one-seventh of the water use, even before any reductions in paper use. It costs only 15% more, but if you can cut office paper waste by 15% or more at the same time, you'll save at least that much, and save the environment while you do it.

QPSU member Paul Church, at Main Roads in Gympie has implemented a paper-reduction program and found that they now use 9 reams of paper less per week, which saves 32,000L of water per year for the manufacturing process for that paper, and 1500 kg of CO₂ every year, and \$3400 a year in expenses.

**CLIMATE
HEROES**
BETTER WORKPLACES, BETTER FUTURE

SUPPORTED BY

