

**Think before you print!**  
**Did you know that over 45% of print outs are discarded the same day?**  
**Paperlessday.com**



## Paperless Day 2011

### How to go about it?

- Assess per day paper consumption within the organization or entity
- Spread awareness among the employees about their daily paper consumption
- Utilize tools such as wall papers, design for the pull up banners, animation, email signatures etc
- Ensure employees commitment to observe Paperless Day on November 23
- Document your participation - take photographs , this can be uploaded on the website
- Create a case study showing your success and submit to EAD

### Assess per day consumption before Paperless Day, know the base line.

Step one: Do a waste audit in your office.

The coordinator for the Paperless Day should:

1. Get cleaners from your office together
2. Each day at the end of the day, cleaners when they clear the bins at each office, need to segregate the waste into paper, plastic, glass, metal , food waste (organic) into separate plastic bags
3. Ensure that the office employees don't know about this audit otherwise they become aware and you may not get correct result
4. Weighing scales are widely. Spring balance can take up to 100 kg of waste
5. They then weigh each of the segregated category of waste and note down the weight (a form can be made for each day and given to the cleaners for noting down the data)
6. After weighing they then throw the waste as usual
7. They repeat this each day for at least a week
8. At the end of the week, they can average each category of waste and find out quantity of paper waste / per day paper waste in each office
9. Share the result with everyone
10. This audit is crucial as this is what initiates a change

Step two: Find out how much paper you use?

1. Go to Admin and ask them how many reams of paper do they order each year
2. You can get this data from Finance section as well
3. You can then work out on an average how many reams are used each month / each day
4. This is just an average

Step 3: Do you recycle? How much do you recycle?

1. Some offices may be recycling their paper waste, if so the company that picks up the waste can give them the data if they ask

2. The companies usually have the data

Compare how much do you recycle / how much do you throw / how much do you use?

Many companies even though they may be recycling, once they collect this data they may find that their paper use is actually going up

## Spread awareness

Step 4: Build up a momentum in your organization for the paper less day

1. With all of the data that has been collected, share the results and make a case for all your employees going Paperless
2. Initiate awareness initiatives for the Paperless Day in your offices, with presentations/ movie clips etc
3. Utilize tools such as wall papers, pull ups, e banners banners, animation, email signatures etc
4. Ensure employees commitment to observe the Paperless day on November 23rd
5. Document your awareness drives and participation - take photographs, these can be uploaded on the website
6. Create a case study showing your company's success and submit to EAD

## During Paperless Day

1. At least 2 days before the Paperless Day appoint a focal person / paper manager on each floor or department in your office
2. Have a meeting with focal person/s in your office and explain to them their role
3. Role of the focal person/ paper manager – They alone will have papers available on November 23rd - They will have to keep record of paper use for that day
4. Do remember take away papers from photocopiers, fax machines and printers a day prior to the Paperless Day
5. Any employee who needs to print an essential document must do so after taking the paper from the focal person/ paper managers for the day stating reason for paper use
6. The focal person at the end of the day reports on the number of papers used by the organization to the person in charge of the Paperless day in your office

## After Paperless Day

1. Each participating organization reports on average paper used on a normal day (from stats gained in first phase above) and the paper used on the Paperless Day
2. They also upload any images if they have on the web site
3. The papers used on Paperless Day is automatically translated into CO2 emissions and number of trees saved
4. Either through the intra net or any other means share what your employees felt about Paperless Day and when they reduced the non-essential use of paper
5. Did they feel good or were they stressed / did they feel they could actually cut down paper
6. Sit with your people / set up a committee / strategy for reducing paper
7. Contact EAD for Green IT – reduces paper drastically
8. Initiate the strategy – set a target for next year
9. Participate next year and see how much more we can reduce