REDUCING PAPER AND PRINTER INK USAGE

Federal Electronics Challenge Partner Call April 2013





- Document Options for Reducing Paper Usage
- Printing Options for Reducing Paper & Ink
- Evaluating Your Paper Choice
- Going Paperless
- Tracking Your Savings
- **EPA Region 8 Case Study**

Document Options for Reducing Paper Usage

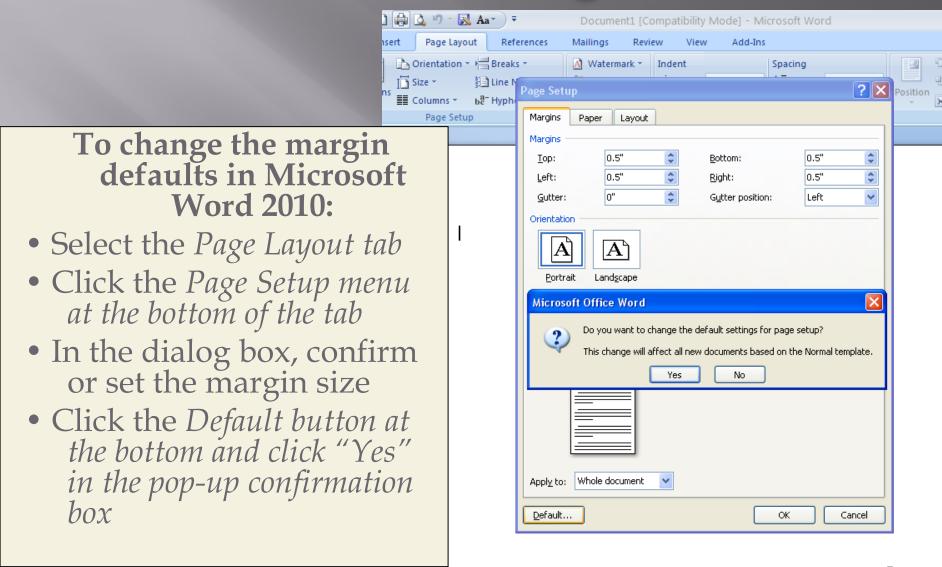
Reduce Margins
 Reduce Line Spacing
 Reduce Font Size & Change Font Type
 Use Specialty Fonts

Reduce Margins

- To change margin settings in Microsoft Word 2010:
- Select the Page Layout tab
- Click on the Margin drop down menu
- Select the margin size (the "Narrow" option will set the margins at 0.5").

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Reduce Margins



Reduce Line Spacing

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Times New Roman

To change line spacing settings in Microsoft Word 2010:

- Select the *Home tab*
- Click the Paragraph menu at the bottom of the tab
- Within the dialog box, select "Single" from the dropdown box for "Spacing"
- To the right of the dropdown box, type in "0.9" in the "At:" box

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Reduce Font Size & Change Font Type

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Reduce Font Size & Change Font Type

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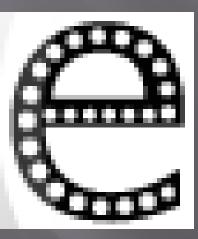
To change the font setting defaults in Microsoft Word 2010:

- Select the *Home tab*
- Click the Font menu at the bottom of the tab
- In the dialog box, confirm or set the font type and size
- Click the Default button at the bottom and click "Yes" in the pop-up confirmation box

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Document Options for Reducing Paper Usage

- Reduce Margins
- Reduce Line Spacing
- Reduce Font Size & Change Font Type
- Use Specialty Fonts



Penn State Case Study

ORIGINAL REAMS OF PAPER USED	REAMS OF PAPER USED WITH .75" MARGINS APPLIED	SAVINGS ON AMT OF PAPER USED	ORIGINAL PAPER COST @ 2.50/REAM	PAPER COST W/ EFFICIENT MARGINS APPLIED	SS SAVINGS FOR .75" MARGINS
1000 reams (100 cases)	952.50 reams	47.5 reams	\$2500	\$2381.25	\$118.75
5000 reams (500 cases)	4762.50 reams	237.50 reams	\$12,500	\$11,906.25	\$593.75
100 tons (4000 cases/40,000 reams)	38,100 reams	1900 reams	\$100,000	\$95,250	\$4750
950,350 reams*	905,208 reams	45,142 reams	\$2,375,875	\$2,263,020	\$112,855

*Amount of paper used at Penn State University in 2000, according to the data from Penn State Indicators Report 2000

In 2012, the cost per ream at EPA was approximately \$9.00 per ream or \$90.00 per case.

Updated FEC Website Case Study

On the FEC website, the downloadable pages have been edited to fit on fewer pages to save you paper and money. *How?*

- Margins cut to 0.5 inches;
- Unnecessary spaces in the document were reduced;
- Font size changed to 10 point font; and
- Line spacing reduced from 1 to 0.9

Savings have been estimated at 170,000 sheets of paper in 2012. To put that in context, saving 170,000 sheets of paper saves 62 40-foot trees. The energy saved was approximately the amount a typical American household uses in a year or the equivalent of two cars' annual carbon dioxide emissions.

Printing Options for Reducing Paper & Ink

- Duplexing/Double-sided Printing
 Print Preview
 Shrink to Fit/Shrink One Page
 Delete Excess Advertisements/Banners from Internet Articles
- Utilize Specialty Printing Software

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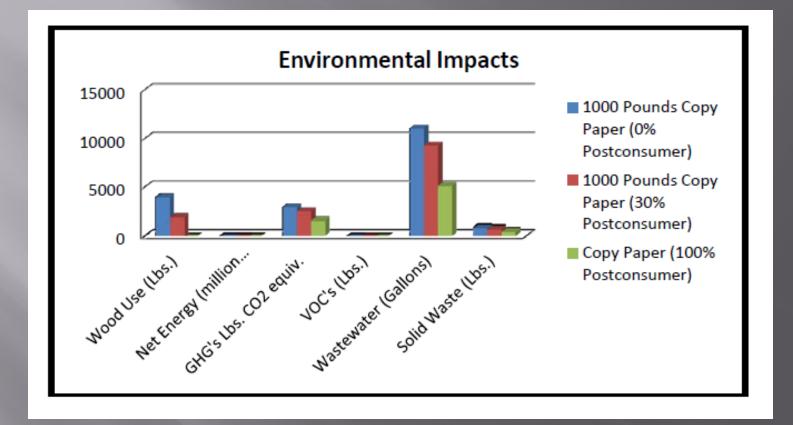
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Other Tips to Reduce Printer Ink/Toner Usage

- Use DRAFT mode on your inkjet printer
- Reduce output resolution on laser printers
- Save your color cartridges for color
- Turn on Toner Save feature on your laser printer
- Reduce print density on your printer or multifunction device

Evaluating Your Paper Choices



The Environmental Paper Network Paper Calculator is available at: <u>http://www.papercalculator.org.</u>

Going Paperless

Archive E-mails & Documents
Print to Portable Document Format (PDF)

Other Ways to Reduce Paper Consumption

- Bookmark web pages instead of printing them
- Distribute memos via e-mail
- Use electronic business forms and consolidate similar forms
- Work on drafts electronically
- Print letterhead directly from computers
- Eliminate commercial junk mail
- Eliminate cover or divider pages
- Shred used paper for packaging
- Use 1 sided printed paper for note taking
- Add a reminder to your e-mails to reduce printing
- Post reminders to think about saving paper

Tracking Your Savings

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EPA Region 8 Case Study: Printer & Paper Reduction Efforts



Paper Reduction Challenge Campaign

Goals:

Reduce annual paper consumption by 5% Increase employee awareness of paper reduction efforts

Improve office processes to reduce paper use



Paper Reduction Challenge Campaign

Baseline:

FYII printed page # = 6,367,471

Measurement:

MFD monthly printed page count Total pages printed report for FY12

5% reduction goal for FYI2 = 6,049,097 printed pages



Paper Reduction Challenge Campaign

Other Possible Measurements:

REE MallRide

Spending comparison on paper procurement from FY11 to FY12 Comparison of annual printer overage expenses





- Install Print Manager Plus Software
- Track data on paper usage
 Tracking icon on desktop

REE MallRide

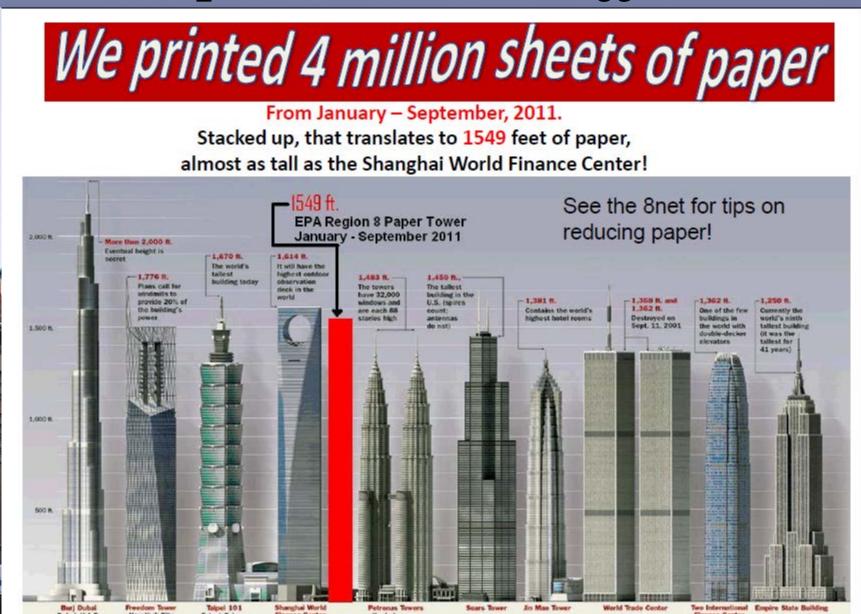
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Implement printing restrictions
Pop-up messages
Printer quotas



EPA Region 8 Printing Restrictions

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Paper Reduction Challenge

Terrific Tip #3

Too busy to pick up your print job immediately?

You can set printing to store your print job until you're ready to pick it up. This helps avoid unclaimed print jobs / ensures privacy, etc. For instructions:

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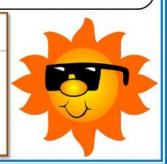
Paper Reduction Challenge

Terrific Tip #6

Do you like advertisements (who does)? If you receive an advertisement fax, give a quick call and remove your number from their fax list (unless of course you really are interested in going on a cruise. (2)

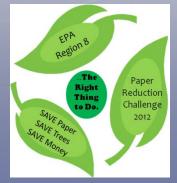






Results from 2012:

Met goal of 5% paper reduction AND significantly exceeded it with a 31% reduction overall.
Reduced carbon footprint by 21,717 lbs. of CO2.
Avoided \$45,000 in costs.





Region 8 Other Elements of Reduction Efforts

Network Printer Management

Desktop Printer Reduction Efforts



EPA Region 8 Desktop Printer Reduction Efforts

- Initially in 2010 ~ 120 desktop printers
- Conducted a Print Services Survey & gathered information on desktop printing activities
- Union and IT Steering Committee participated
- Implementation:
 - Voluntary turn-in
 - Reduced tech support available
 - Region 8 Policy criteria for acceptable use guidelines for purchase of new desktop printers: http://www.epa.gov/fec/resources/r8_order.pdf

STATUS: Currently ~ 35 desktop printers



Other Resources

 State Electronics Challenge Webinar: Ink Savings as Part of a Paper & Energy Management Program http://www.epa.gov/fec/resources/r8_order.pdf

Reducing Paper and Printer Ink Usage: http://www.epa.gov/fec/resources/paper_usage.pdf

The Environmental Paper Network Paper Calculator: http://www.papercalculator.org

Contact Information

Web site: http://www.epa.gov/fec/

• E-mail: fec@epa.gov

 FEC Champion: *Kim Bartels* 303-312-6346 bartels.kim@epa.gov