

# USEPA Region 10 - Paper Reduction Case Study

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As part of its Regional EMS plan, EPA Region 10 made it a point to try to reduce copier paper consumption and use by 15%.

Region 10's overall strategy was to buy the greenest copier paper available, use less paper, and recycle more. Buying greener copier paper was made easier when EPA nationally developed a mandatory Blanket Purchasing Agreement which made buying 100% recycled content process chlorine free paper a cost competitive 'norm' for all EPA offices. Region 10's goal was also to use less paper, and it did that, in part, by using "Good On One Side" paper, affectionately known as "GOOS" paper. Boxes to collect GOOS paper were located conveniently by copier machines and when they were full, papers were collated into pad-size bundles and stapled together for use by others. Use of GOOS paper for notes, drafts, etc. has made sure that EPA Region 10 squeezes the most out of its paper purchases. Not all draft papers are suitable for use as GOOS paper, such as legal materials, confidential information, etc., but an education and information program can help employees decide which paper is appropriate for use as GOOS paper. Amy LeFeat of USEPA Region 10 has been the inspiration for the GOOS paper project and her leadership is reflected in its success.

As a result of all these efforts, EPA Region 10 reduced its paper consumption by 30%, from 1440 cartons down to 1015 cartons of paper. This reduced paper use saved Region 10 approximately \$49,000. In a nutshell, Region 10 is buying and using less paper and saving money, too!

## Data for Region 10

### Paper:

*2005 goal: to reduce 15%*

2004: 1,440 cartons

2005 actual, reporting 4 quarters of paper cartons ordered/delivered:

1,105 cartons – a 30% reduction from last year.

Saved \$49,000

### Recycling of Paper:

*2005 goal: to increase amount (by weight) recycled by 10% from 2004*

2004: 166,870 lbs.

2005: (as of Oct) 133,390 lbs - 80% of last year

### Introduction of Good-On-One-Side (GOOS) Pads:

2004: 0 pads created/used

2005: about 300 pads created each quarter (1Q=57; 2Q=270; 3Q=388; 4Q=282)

Other measures implemented:

- o All printers and copiers set to automatically duplex
- o Reminders to staff use print preview, send documents electronically, use electronic presentations
- o All Region 10 locations can now order 100% recycled content paper