Sustainable Printing Toolkit

Sustainable Printing at TRU

Once you've decided that you have to print—after considering the environmental, financial, and time-saving implications of <u>not</u> printing on paper--here are some great tips to think about in order to save time, money, and paper.

TRU Print Services

TRU Print Services is more than just 'the print shop'. They offer full print services with the mind-set of 'we can do it'. They'll even do house calls!

- **Contact**
  Please contact them with any printing OR scanning OR even software-related questions (like Adobe Acrobat Creative Suite, or Microsoft Office products):

  printshop@tru.ca
  250-828-5380
  visit them at Old Main 1206
  http://www.tru.ca/printshop.html

- **Free Parking**
  Print Services even has 15 minute free parking outside their doors! (far South side of Old Main; look for #14 on this campus map).

When to use Print Services?
<u>If you need more than 150 sheets printed</u>, you should place an order with Print Services. It will be cheaper, have less environmental impact, and your printed documents can be ready the same day or the next day if necessary.

- The simplest way to order printing is with the online order form.
- To start using the fom, register an account by sending your Name, Department, Account Code and Telephone Number to Print Services: printshop@tru.ca, or call them at 250-828-5380
- Once you have a Username and Password, place your print order here: http://www.printstorefront.com/thompsonriveruniversity
- For any challenges with online ordering, ask for help!

Multi-Function Devices (MFD)

These machines are located around campus and <u>should be used for small print runs under 150 sheets</u>, or for scanning, and copying.

Printing – ask Print Services for help with any of these issues…
- All printing can have restrictive quotas applied to users
- All printing can be tracked to users
- All MFDs can be programmed to print double sided
- All MFDs can be programmed to Private-Print or Release-On-Demand
- All MFDs have sleep modes (to save energy)

Scanning – ask for help with any of these…
- Can be done to flash drive, email and network folders
- Can be done at reasonable speed and in excellent quality (colour and black and white)
- To different file formats (PDF, JPEG, etc.)
- Can be done at no charge to the end-user or department
- Scanners with Acrobat support can be used to support all electronic filing, and Printshop staff offer systems to support this

Copying – ask for help with any of these…
- Copy Double-Sided – Besides not copying at all, this is still one of the simplest ways to reduce paper usage. If you're not sure how, please ask Print Services

Desk-Top Printers

Besides situations when using a desk-top printer is really the only alternative (and please remember to print double-sided when possible!), consolidating all of your printing needs to using either Print Services of multi-function devices is far and above the more sustainable options. And here's why:

Health & Air Quality
- There are increasing concerns about the air quality in indoor spaces and its effect on human health. Emissions from desk-top printers include paper fibers, organic vapours (VOCs) and inorganic gases (He et al. 2007). Emissions from laser printers also have been shown to contain nanoparticles (less than 0.1 um), that when concentration levels were tested for over an 8 hour period 1 meter from the printer did show a significant increase, compared to background particles, depending on the brand of the printer (Morawska et al. 2011). While there is little epidemiological evidence concerning the toxicity of such nanoparticles and volatile organic

chemicals (VOC), it would be prudent to limit exposure as much as possible having printers a greater distance from where people sit at their desks.

Operational Savings
- From a reduction in consumption of paper, energy, and materials (ink and ink cartridges), it's estimated that TRU could save $40,000 per year if 50 desk-top printers were decommissioned.

Repair & Maintenance Costs
- Having a communal printer also helps reduce these costs, as well as technical support related costs.

Health & Wellness
- Walking to retrieve printed materials also provides an opportunity to get up and walk and improve circulation! (Pronk et al. 2011, Yancey 2010).

Copyright and Course Materials

Regarding course materials, professors or teachers are not allowed to simply scan them, put them on Moodle, or email them to students.

Professors or teachers looking to print course materials—or get them in digital versions—should contact Print Services for ideas on producing them in a cost efficient manner with professional results. Print Services will forward materials to TRU's Intellectual Property Office for approval and recording.

Remember, copyrighted material distributed to students (outside of fair use defined policies) must be reported to and recorded by this office. This is in accordance with TRU's copyright license. Please contact them for information regarding the distribution of materials: copyright@tru.ca; 250-852-6811; 3rd Floor, BCCOL.

Paper Used for Printing and Copying

All paper for use on campus is supplied through Print Services. Environmentally responsible paper is available for sale from them, and adherence to this policy assures the use of approved materials for print and copy.

All paper used by Print Services for large production jobs uses 30% post-consumer recycled content.

Stationary paper (letterhead and business cards) used by Print Services contains 100% post-consumer recycled content.

Most paper bought by Print Services is certified by the Forest Stewardship Council (FSC), a widely recognized leader in environmentally responsible copy paper certification.