

**Paperless Audit Initiative Summary**  
**IPA Summer 2009**

At the request of Tom Owen, Director of Environment and Sustainability, the IPA department became a pilot site for a paper audit.

**Specifics of the Pilot Project** (as determined by the IPA team)

- a. Time line: Pilot ran June 1<sup>st</sup> to August 31<sup>st</sup>, 2009
- b. Goal: **Reduce paper usage by 20% over pilot project**
- c. Develop before/after survey for staff to complete regarding paper use practices and attitudes. (See attached survey.)
- d. Record measures for comparison (pre/post):
  - i. Counter on photocopier.
  - ii. Counter on printer.
  - iii. Toner use in printer.
  - iv. Amount of copy paper ordered in department.
  - v. Amount of paper in recycling box
  - vi. Average # staff in department

**Strategies for Reducing Paper Use** (as agreed upon by the IPA team)

1. *Train yourself to read as much as possible on your computer screen. Our natural inclination is to print a large document to read it, as we are used to a paper-based world.*
2. *Extend the margins on documents to reduce paper use.*
3. *Use the 'editing' or 'mark-up' functions in your word processor to highlight and comment within documents on your screen and then email them back to the writer.*
4. *Use print preview before printing any document to be sure that the document looks the way you want it to and avoid unnecessary printing.*
5. *Set your computer's printer default to double-sided - halve your paper consumption by printing on both sides of the sheet.*
6. *Use flash drives to transport documents home or to other work sites.*

7. *Use email and Messenger to communicate electronically and reduce paper flow*
8. *Use an electronic copy of agendas at staff meetings and other meetings. Use a laptop for note-taking.*
9. *Prior to meetings, send out reports via email to avoid making multiple copies.*
10. *Make documents available to committee members on a website or common drive.*
11. *Prepare finance and other forms electronically and submit them via e-mail.*
12. *Use scrap paper! Cut up scrap paper into notepads and keep one handy.*

These strategies were sent by email to each staff member for review each Monday over the duration of the project. This encouraged individuals to keep the strategies fresh in their minds.

### **Results of the Pilot Project**

The pilot project ended on August 28, 2009, several days earlier than planned since the project coordinator was leaving the department.

Measure of Change	Per Staff Person Per Month		% Change
	Jan 1 – May 31	June 1- Aug 28	
Average # photocopies	66 pages	52 pages	-21%
Average # of pages printed	485 pages	279 pages	-42%

The survey revealed that staff felt that working towards reduced paper use was of moderate importance in the office. Staff report showed a general increased used the targeted strategies. Strategies which saw the greatest increase in usage were: double sided printing, editing on screen using editing functions of the word processor, using scrap paper for note taking and taking meeting notes on a laptop. Average staff ratings of the importance of paperless office strategies also increased over the course of the project (from 3.1 out of 5 to 3.6 out of 5).

Results show that IPA staff were successful in reducing their paper usage by their goal of 20% for the pilot project.

### **Future steps towards becoming a “Paperless Office”**

The obvious next step would be improved electronic data storage and reduction of paper files.

# Paperless Office Initiative Survey

We will be starting a Paperless Office initiative on May 1st. I ask that everyone please complete the following survey.

## 1) What importance do you place on initiatives to work towards a "paperless office"?

- 5 - Extremely Important
- 4
- 3
- 2
- 1 - Not Important At All

## 2) Please choose the frequency with which you use the following strategies to reduce paper usage:

	more than 90% of the time	75% of the time	50% of the time	25% of the time	Less than 10% of the time
Set my computer printer default to double-sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extend margins on documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use editing or mark up functions in your word processor to highlight and comment within documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use flash drives to transport documents home or to other work sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use print preview before printing any document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use email and Messenger to communicate electronically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use electronic copies of agendas at staff meeting and other meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a laptop/electronic device for note-taking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Print internal documents on used "one-side good paper"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make documents and reports available to others electronically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use scrap paper for notepads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submit forms (financial, etc.) electronically as much as possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 3) Comments:

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Thank you!