Materials fact sheet | Paper

Use half the amount of printing paper

If you are wondering how to cut your printing paper use by 50 per cent, the answer lies on the back of each page. By printing on both sides of the paper, you literally cut your paper use in half.

Once it is used up, the paper can be recycled to make stationary and other products. In NSW alone, nearly 1.1 million tonnes of paper was reprocessed during the 2007-08 financial year[1].

Recycling paper reduces pollution

Using old paper to make new paper-based products requires 65 per cent less energy than using virgin wood fibre. It also means that 18 per cent less carbon dioxide is generated in making the cardboard[2].

Recycled paper is used in the manufacture of office paper, tissues, toilet rolls, cardboard and packing material as well as for building materials, such as insulation.

Simple ways to cut paper costs

Think in terms of the waste hierarchy. How can you avoid, reduce, reuse or recycle?

Avoid	➜	**Do we need it?**
Reduce	➜	**Do we need so much?**
Reuse	➜	**Can we use it again?**
Recycle	➜	**Can someone else use it or convert it into something new?**

AVOID

Consult staff and encourage everyone to work towards using less paper. Whenever possible, they should review on the computer screen rather than printing. Also consider storing information electronically instead of keeping hard-copy files.

Send out emails and e-newsletters rather than unnecessary paper mail and publications.

REDUCE

Choose printers that can print double-sided and save 50 per cent of paper costs.

Review your mailing lists regularly to reduce returned post. Try sorting the list by address to ensure only one envelope goes out.

1   DECCW (2010), *Paper reprocessing* (2008-2009), http://www.environment.nsw.gov.au/sustainbus/SustainabilityData.htm
2   Bureau of International Recycling(2010), *The Industry,* http://www.bir.org/industry/paper/

REUSE

Make simple note books from leftover single-sided printed paper, such as received faxed documents.

Provide a place to store used folders, files and covers and ask staff to reuse these items

RECYCLE

Visit **BusinessRecycling.com.au** to find a local recycling service provider. Ask your recycling company about which papers can and cannot be recycled. Encourage staff to choose recyclable alternatives.

Your paper recycling contractor should be able to provide staff training, signs for bins and information on the latest waste management systems. Place simple signs on all bins that show clearly what items go in which bin.

You will pay more for a collection if there is contamination so make sure staff and cleaners are aware of your recycling program. They need to be committed to the recycling program to ensure all materials go in the correct bin.

Here are some other tips:

- Save money by matching your bin collection timetable to your business needs. If your bins are not normally full after a week then consider moving to a fortnightly collection cycle.

- Share a collection service with a neighbouring business, if your paper quantities are too small to justify your own collection service.

- Encourage staff to recycle all paper items no matter how small.

- Consider investing in a bailer if you generate a lot of paper waste. Several grades of clean, sorted and bailed paper have value. If the volume is sufficient your business may not have to pay for the collection. Bailed paper is tidier and takes up far less space.

- Purchase products with recycled content, such as office printer paper and packaging, your business can help build the market for recycled paper.

- If your brochures, catalogues and other promotional material are printed on recycled paper, then highlight this on promotional materials showing your commitment to the environment.

Your business can help the environment by recycling paper.