

STARTING AN ARMY RESERVE OFFICE PAPER REDUCTION CAMPAIGN

Daily business operations rely greatly on paper, so reducing the use of this resource can be a challenge. However, the Federal Government and the Department of Defense have mandated the reduction of paper use and paper waste. The Army Reserve is committed to meeting these mandates by significantly reducing the use of paper and paper waste and by has implementing the Army Reserve Paper Reduction Policy to which all personnel must adhere. By conserving paper, we can save the natural and fiscal resources that are so vital to the Army Reserve mission.

CREATE A TEAM AND SET GOALS

- Identify a champion at your office or facility to coordinate the planning, organization and implementation of the campaign.
- Identify team members to assist with the implementation of the campaign, including unit points of contact (POCs), government purchase card holders and IT personnel.
- Research the current status of paper usage: a) purchasing history and printer/copier usage; b) paper reduction efforts currently in place (such as double-sided printing/copying) and uses of white board in conference rooms); and c) types of paper products regularly purchased).
- Identify areas where paper use can be further reduced.
- Create a baseline of paper purchasing, usage (printing and copying) and/or recycling by weight. Three months should be a sufficient baseline.
- Based on research data obtained, establish the scope, goals and milestones for the campaign. Who should participate? What is the goal for paper reduction? What is the timeline for reaching the established goal? What are the milestones for implementation?

GET COMMAND SUPPORT

- Gain support and approval from Command leadership to establish a campaign.
- Inform leadership of the importance of paper reduction. Explain how efforts to reduce paper will support federal mandates and how paper reduction will support the Army Reserve mission by conserving valuable natural and fiscal resources.
- Provide a summary of the current status of paper usage, purchasing transactions and/or recycling efforts.

- Define the campaign scope, goals and milestones for leadership approval.

IMPLEMENT THE PROGRAM

- Engage the unit POCs to implement changes in paper use and to encourage Soldiers and Civilians to reduce paper use.
- Consider office-wide training session before and/or during your paper reduction campaign.
- Distribute the Army Reserve Paper Reduction Policy to all Soldiers and Civilians.
- Implement paper reduction efforts in phases, and test new paper reduction ideas in select areas prior to office-wide expansion.
- Throughout the campaign, educate Soldiers and Civilians about paper reduction through email, social media and post publications.

ENCOURAGE STAFF INVOLVEMENT

- Hold contests, post displays and distribute announcements about your paper reduction campaign. Encourage Soldiers and Civilians to share their ideas to reduce paper use. Acknowledge and respond to their concerns.
- Reward or recognize Soldiers and Civilians for their paper reduction efforts, general waste reduction efforts and good ideas.

MONITOR THE PROGRESS

- Monitor paper purchasing, use and recycling to track the progress of your campaign and compare it to the established baseline.
- Inform leadership on your progress.



OFFICE PAPER REDUCTION TIPS

Americans use over 80 million tons of paper, and offices in the United States consume 12.1 trillion sheets of paper annually. The Department of Defense Strategic Sustainability Performance Plan mandates the reduction of paper, and the Army Reserve Paper Reduction Policy outlines specific paper reduction and print management practices to which all Commands, Soldiers, Civilians and contractors must adhere. The Army Reserve is committed to reducing waste and creating a cost-effective, efficient enterprise. By conserving paper, we can conserve the natural and fiscal resources that are vital to every Army Reserve mission.

- Adopt a 'think before you print' attitude. Copy and print documents only when necessary.
- Set computers, office printers and copiers to print and copy in 'duplex' or double-sided mode by default.
- Print documents that become outdated, such as letterhead and business cards, as needed. Avoid storing stocks of these materials.
- Send files and information electronically. Use e-mail or electronic file routing systems to share documents.
- Store files and information in an electronic location, such as a shared drive.
- Archive emails in electronic folders.
- To edit documents, use the electronic editing features (such as Tracked Changes) in word processing and PDF programs.
- Conduct 'paperless' meetings. Use electronic presentation programs (such as PowerPoint) and white boards instead of printed documents to present information.
- 'Opt out' of individual mailings of catalogs, journals, annual reports and other publications. Order one copy of each publication, and share these materials with your colleagues.
- Subscribe to the digital editions of newspapers and other periodicals.
- Update office mailing lists regularly to remove duplicate listings and former staff members.
- Reduce paper flow by conducting business processes such as ordering, invoicing and banking online.
- Reuse paper folders, filing cards and other paper office materials as much as possible. Use labels to identify files.
- Create a 'supply share' with your colleagues to trade unneeded or unwanted paper supplies.
- Purchase environmentally-preferred paper with at least 30 percent post-consumer recycled content, in accordance with the Army Reserve Paper Reduction Policy.
- Choose lightweight paper.
- Reduce your use of packaging materials when you are shipping. Reuse cardboard boxes and paper fill materials as much as possible.
- Use reusable cups and dishes rather than disposable paper products.
- Reuse one-sided prints for scratch paper.
- Follow the Army Reserve Paper Reduction Policy. The full policy is available online at sustainableusar.com/PaperReductionPolicy.



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TALKING POINTS TO PROMOTE YOUR CAMPAIGN

All Army Reserve operations rely on viable, affordable and dependable natural and fiscal resources. By reducing paper, we can contribute to the conservation of these resources, which are vital to sustaining the mission of the Army Reserve today and in the future.

By reducing our paper use, we can purchase less paper. Therefore, we can discard less paper. So, paper reduction supports federal sustainable purchasing goals as well as federal, Department of Defense and Army waste diversion mandates.

Paper production is resource intensive, and the process consumes a lot of energy and water. By reducing our paper use, we can protect the energy and water resources that so vital to every Army Reserve mission.

An office paper reduction campaign supports federal, Department of Defense and Army mandates to reduce paper use. [The Department of Defense Strategic Sustainability Performance Plan \(2016\)](#) includes the sub-goal "The Use of Paper," in which the Department commits to reducing its use of printing paper. The Army Reserve Paper Reduction Policy (May 2018) outlines specific paper reduction and print management practices to which all Commands and Soldiers, Civilians and contractors in Army Reserve facilities must adhere. The policy is posted at sustainableusar.com/PaperReductionPolicy.

The paper industry cuts four billion trees every year to produce paper. (Source: Ecology Global Network)

One tree can produce nearly 8,400 sheets of paper. (Source: Ecology Global Network)

Paper production is the third most energy-intensive of all manufacturing industries and accounts for 12 percent of all energy consumption in the industrial sector. (Source: Forest Ethics)

Paper mills use five liters of water to produce one sheet of paper. (Source: The World Counts)

Despite the proliferation of digital media in our society, the use of office paper rises an average of 20 percent each year. The worldwide demand for paper will double before the year 2030. (Sources: Forest Ethics, Natural Resources Defense Council)

American offices use 12.1 TRILLION sheets of paper every year. (Source: The World Counts)

Fifty percent of the waste generated by American businesses is paper. (Source: The World Counts)

Paper is one of the largest components of municipal solid waste in landfills. About 30 million tons of landfill waste is paper. Twenty-five percent of the Army Reserve's municipal solid waste is estimated to be paper. (Source: The World Counts, Army Reserve Solid Waste Program)

The average American discards 680 pounds of paper every year. (Source: Environmental Protection Agency)



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SAMPLE SOCIAL MEDIA POSTS

Offices in the United States use 12.1 TRILLION pieces of #paper every year, and every sheet can generate a lot of waste. Reduce waste. Reduce your use of office paper. #ThinkBeforeYouPrint #ReduceYourUse

Even in our digital world, the demand for #paper rises 20 percent each year. Reduce waste. Reduce your use of office paper. #ThinkBeforeYouPrint #ReduceYourUse

Office #paper is one of the largest components of landfill waste. In fact, Americans waste 30 million tons of office paper each year. Do your part to reduce waste. Reduce your use of office paper. #ThinkBeforeYouPrint #ReduceYourUse

The @USArmyReserve is committed to the conservation of our natural and financial resources. We have implemented the Army Reserve Paper Reduction Policy to protect our assets, reduce our costs and create efficient facilities. Read it now ... sustainableusar.com/PaperReductionPolicy. #ThinkBeforeYouPrint #ReduceYourUse

Stop the presses! Do you really need a printed copy of that document? Have a #ThinkBeforeYouPrint attitude and reduce your use of office #paper. #ReduceYourUse

Paper Reduction Tip: Send, share and store documents electronically to reduce your use of office #paper. #ThinkBeforeYouPrint #ReduceYourUse

Paper Reduction Tip: Conduct 'paperless' meetings. Use electronic slides and whiteboards – not printed documents – to present information. #ThinkBeforeYouPrint #ReduceYourUse

Paper Reduction Tip: Subscribe to the digital editions of newspapers, journals and other periodicals. #ThinkBeforeYouPrint #ReduceYourUse

Paper Reduction Tip: Reduce #paper flow at the office by conducting processes such as ordering, invoicing and banking online. #ThinkBeforeYouPrint #ReduceYourUse

Paper Reduction Tip: Reuse one-sided prints for scratch #paper. #ThinkBeforeYouPrint #ReduceYourUse

SUGGESTED HANDLES, HASHTAGS AND LINKS

@USArmyReserve @SustainableUSAR

#paper #reduce #USARGoGreen #ReduceYourUse #PaperReduction #ThinkBeforeYouPrint

sustainableusar.com/PaperReductionPolicy



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OFFICE PAPER REDUCTION USE REFERENCES

UNITED STATES ARMY RESERVE
PAPER REDUCTION POLICY
sustainableusar.com/PaperReductionPolicy

CALRECYCLE, BUSINESS WASTE REDUCTION
calrecycle.ca.gov/reducewaste/business/officepaper/

STOPWASTE.ORG
'PAPERLESS EXPRESS - A PAPER REDUCTION GUIDE FOR YOUR BUSINESS'
stopwaste.org/preventing-waste/paperless-express

STANDARD CHARTERED
"REDUCING AND ELIMINATING PAPER CONSUMPTION: A BEST PRACTICE GUIDE FOR CORPORATE OFFICES"
sc.com/cn/maintenance/paper-reduction-en.pdf

DEPARTMENT OF DEFENSE
STRATEGIC SUSTAINABILITY PERFORMANCE PLAN, 2016
denix.osd.mil/sustainability/dod-sspp/unassigned/departement-of-defense-strategic-sustainability-performance-plan-fy-2016/

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THINK

BEFORE YOU PRINT

CONSERVE OFFICE PAPER
TO SAVE NATURAL AND
FISCAL RESOURCES FOR
THE ARMY RESERVE

TWITTER @SUSTAINABLEUSAR

FACEBOOK.COM/SUSTAINABLEUSAR

SUSTAINABLEUSAR.COM/PAPERREDUCTIONPOLICY



ARMY RESERVE SUSTAINABILITY PROGRAMS

