



NRDC's Smart Paper Office Practices

I. Developing the Plan

- A. Identify members of Smart Paper committee
- B. Meet to discuss priorities and goals of group
- C. Survey the organization to identify current practices
- D. Decide first project based on survey results and/or organizational need

II. First Steps

A. PAPER REDUCTION

- Internal memos are distributed by email
- Faxes are sent by computer, via the network
- Fax cover sheets are half sheets and are reusable on both sides
- Computers are defaulted to print double-sided
- Draft paper is located next to every printer
- One printer is designated for drafts only and is stocked with reusable paper (one clean side)
- Informational packages are sent to members via e-mail to reduce the use of paper
- Unused/outdated stationery is bound and reused as memo pads

B. RECYCLING

- Signs posted throughout the office to encourage reuse and educate staff on the proper recycling methods for the building
- New bins and receptacles purchased and placed in central locations on each floor to make trash disposal and recycling more convenient
- Every office provided with separate trash and recycling bins
- Every office provided with a reusable paper bin

C. REUSE

- Plates, bowls, and silverware are used for large meetings instead of plastic and polystyrene products to reduce the amount of waste generated
- Ceramic coffee and tea mugs are reused and washed daily

D. PROCUREMENT

- Paper purchased has maximum available postconsumer recycled content and other environmental attributes as outlined in a corporate purchasing policy
- Paper purchasers are aware of corporate paper purchasing requirements and have access to vendors providing recommended paper products
- A storage area for folders, binders, and various office supplies is maintained near the mailroom to encourage reuse instead of purchasing new office materials
- When ordering for catered events, delivery of plastic utensils, plates, and paper plates is discouraged
- Toner cartridges are ordered in bulk, with recycled and reusable cartridges used where possible
- Spent toner cartridges are returned for reuse and recycling