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## Stationery and consumables

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***Here are a few simple tips that everyone can implement in the office.***

Use both sides of the paper. Whenever possible use double sided photocopying - and make sure that all staff regularly using photocopiers know how to do this. Better still, set the photocopier to default to double sided printing.

Have a policy that photocopiers and printers always reset to single copy printing after someone has used them, and check anyway before using them.

Put scrap pieces of paper together to make a notepad, use them for notes to colleagues too.

Reuse envelopes for internal circulation and, if possible, externally with a re-use sticker.

Regularly check computerised mailing lists and remove duplicates and out of date addresses.

Review the need for computer print outs from time to time - it is all too easy to go on printing out a regular fifty page report for the same ten people who have received it for the last two years do they all still need it, do any of them need it?

Keep a pile of good quality A4 scrap paper next to the printer for rough or trial copies. Out of date headed paper is ideal for this purpose.

Use the smallest piece of paper appropriate to the task. For example, if possible photocopy A3 documents to A4 size, use A5 size cover sheets for faxes, or just send one A4 page if the message is short.

Reuse wallet folders, hanging file dividers and other storage items. Review procedures that require regular circulation of forms and memos and consider how many can be eliminated.

Large numbers of fasteners are used in offices, such as paper clips, drawing pins and staples. Some of these can be reused, but staples cannot. Even though they do not constitute a major part of the waste from offices, but aggregated they amount to a significant loss of resources. It has been calculated that if everyone in UK offices saved one staple a day that would be 72 tonnes of metal saved a year.

Disposable pens can be replaced by refillable ballpoints. Disposable pens are now available made from recycled plastic and there is a range of marker pens which can be refilled.



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