

Reducing the use of paper in the office is easy and can help you cut costs. This assessment is designed to serve as a starting point so your business can begin saving money and conserving resources by cutting paper use. Metro's Guide for Businesses describes other free tools to set goals, communicate and implement paper reduction strategies and track and report your progress. Of course, Specialists are here to help along the way (503-243-3 00, www.RecycleAtWork.com).

If you do not know the answers to some of the questions in this worksheet, your administrative staff, operations department, IT department and/or organizational leadership may be great resources. Questions where you answer "No" may indicate an opportunity to reduce the amount of paper your organization uses.

Software Requirements

To complete this form on the screen, Adobe Acrobat 7.0 or above is recommended. Older versions of Acrobat Reader will not let you save your partial or completed form. You will need to download the latest version of Acrobat Reader (9.0, [downloadable here](#)), in order to save your work.

Printing and faxes

Does your organization mostly use centralized, networked printers instead of desk-side printers? <small>Guide page 8, "At Your Workstation" and "At the Printer/Copier"</small>	Yes	No
Are all printers able to print/copy double-sided documents? <small>Guide page 8, "At the Printer/Copier"</small>	Yes	No
Are all computers set to print double-sided by default? <small>Guide page 8, "At the Printer/Copier" and page 10, "The IT Department"</small>	Yes	No
Do employees generally pick up all the documents they send to the printer?	Yes	No
Are paper trays available for reusing discarded single-side prints (draft paper)? <small>Guide page 8, "At the Printer/Copier"</small>	Yes	No
Does your organization use software to reduce printing unnecessary pages (Common examples include GreenPrint, FinePrint, and Aardvark)? <small>Guide page 10, "The IT Department"</small>	Yes	No
Does your organization use PIN printing technology (this requires employees to enter a code before retrieving their documents and also tracks their print jobs)? <small>Guide page 5, "PIN Printing" and page 10, "The IT Department"</small>	Yes	No
Does your organization use strategies to reduce paper used for faxes like sending them from computers or using reusable headers rather than coversheets? <small>Guide page 9, "At the Fax Machine"</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Prior to printing, are documents formatted with narrower margins and smaller fonts to use fewer pages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For PowerPoint slides or other documents, do employees regularly use a setting that prints two or more pages of the document on each side of one piece of paper? <small>Guide page 9, "Elsewhere Around the Office"</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Reuse

Does your organization reuse discarded single-side prints? Examples of reuse include notepads, fax cover sheets and draft printing. <small>Guide page 8, "At the Printer/Copier"</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there convenient and well-labeled locations designated for draft paper? <small>Guide page 8, "At the Printer/Copier"</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Documents

What are the most common kinds of paper documents found in your recycling bins?

Does your organization distribute reports, forms and templates in electronic form? Guide page 3, "Reports" Yes No

File storage and management

Does your organization predominantly use an electronic filing system? Guide page 5, "Network Server" Yes No

How many square feet of office space is occupied by paper records? _____

Do you use a professional service to manage records or store records off-site? _____

How frequently does your organization shred documents? _____

How frequently do you contract with an outside vendor to dispose of shredded paper? _____

Workflow and technology

Does staff communicate through paperless methods like email and phone calls whenever possible? Guide page 6, "Top 5 Individual Actions to Reduce Paper Use" Yes No

Does staff generally review and edit documents on-screen instead of using printed copies? Guide page 3, "Creating and Reviewing Draft Documents" and page 8, "At Your Workstation" Yes No

Does office equipment encourage on-screen editing? For example, are multiple or wide-format monitors in use? Guide page 3, "Creating and Reviewing Draft Documents", page 8, "At Your Workstation" and page 10, "The ID Department" Yes No

Does your organization use a networked server to share documents and store files? Guide page 5, "Network Server" Yes No

Does your organization use other technology solutions to collaborate and share files (Common examples include Google Docs, Dropbox, Office Live Workspace, SharePoint and DocuShare)? Guide page 5, "Cloud Computing" and "Network Server" Yes No

Working with customers

Does your organization use electronic invoicing? Guide page 10, "The Accounting Department" Yes No

Does your organization provide payment to vendors electronically or by using credit cards? Guide page 10, "The Accounting Department" Yes No

Policies and communication

Does your organization's Green Team or management encourage and/or recognize employee efforts to reduce paper use?

Yes

No

Guide page 6 "Communication and implement Reduction Strategies"

Are there currently policies, messaging, or trainings in place to encourage staff to minimize paper use? Guide page 6, "Company Policies"

Yes

No

Next Steps

1. Work with others in your office to gather information about costs associated with your organization's paper use.

List the costs associated with paper for your organization on an annual or monthly basis:

Office paper purchasing: _____

Envelopes: _____

Printer equipment purchase, lease and/or maintenance: _____

Toner/ink: _____

Recycling/waste disposal: _____

Shredding service: _____

File storage (% of rent for space): _____

Filing supplies (folders, cabinets, boxes, clips, etc.): _____

Employee labor for filing paper documents: _____

2. Then, use Metro's Paper Cost Calculator to get a better understanding of your business's paper-related costs.

You can also use the Paper Cost Calculator to set reduction goals and track your progress over time.

Guide page 4, "Using the Metro Paper Cost Calculator"

3. Take action to reduce paper use using the questions on this assessment where you marked "No," as well as the tips on pages 8-10 of the Paper Reduction Guide.

Action items:

The top three things my business can do to reduce paper and associated costs:

1: _____

2: _____

3: _____

Need a little extra help?

Specialists throughout the Metro region are available to guide you through your paper reduction efforts. Go to www.RecycleAtWork.com or call 503-243-3000 for more information.