GUIDELINES FOR PAPERLESS SUSTAINABLE OPERATIONS

1. **Don't print**

   Whilst obvious, it should be the number one priority. Consider your environmental responsibility before printing, consider the long-term use of the document and print only when necessary. Resort to virtual printer to print as PDF as much as possible.

2. **Work electronically**

   When possible, save the document on a shared server, and share the hyperlink with people who have access to it. Work on documents electronically rather than printing them. Shared easily, it will save time and efficiency. Use the functionality such as track changes, commenting and highlighting.

3. **File electronically**

   Rather than filing in hard files, use electronic functionalities, such as those of Office. Besides, the search function will facilitate locating any information.

4. **Re-think your meetings**

   During meetings, use a projector rather than printing several copies, unless necessary (for instance, when a legal document is being assessed individually). Make the Meeting documents available online and keep a USB pen drive with all the Meeting documents on it available in the conference room.

5. **Printers/Copiers/Fax machines**

   Favour leasing over buying such devices, acquire devices with double-sided printing capabilities, and if possible Energy Star rated machines.

6. **Paper**

   Purchase recycled paper or paper with eco-label, such as those of the Forest Stewardship Council (FSC) and PEFCTM (Programme for Endorsement of Forest Certification). This should be clearly indicated on the product packaging. Paper containing chlorine should be avoided due to its polluting properties as well as the difficulty to recycle it. Buy paper with reduced paperweight (70 or 75 g) for non-official printing and should printing devices allow.

7. **Switch off devices**

   Before leaving the office, make sure you switch off devices and if possible unplug them as some may keep consuming electricity after being switched off.

WHEN PRINTING IS NECESSARY

8. **Optimize space**
Delete unwanted and space-consuming items from your document (such as ads, pictures...).

9. **Print double-sided**
It will reduce the paper consumption by 50%.

10. **Print sections**
When in need of printing specific sections of a lengthy document, use the "Print custom range" functionality.

11. **Check formatting**
Avoid printing document with shaded and coloured background, set them to transparent. This refers especially to Power Point Presentations.

12. **Fit more on one page**
Print several pages per sheet.

13. **Colour considerations**
Avoid printing in colour, especially in dark blue, red and purple. Select pale colours if as much as possible. Where applicable, only print in colour specific pages of the document.

14. **Print preview**
Don't forget to print preview the document to avoid any unwelcome surprises.

15. **Set your printer to "Draft" mode**
Unless it is an important document, the "Draft" mode will allow a good enough printing quality for reading whilst saving a lot of ink.

16. **Print a test copy**
When you intend on printing a document several times, print a test copy first. If it is found to be correct, print the rest of the copies.

17. **Network printer**
Prefer printing on network printers, especially for heavy duty tasks.

AFTER PRINTING

18. Recycle paper
If mistakenly printed, scanned or copied one sided, keep the paper to be reused as a draft.

19. Recycle used cartridge
Many collection points exist.

TAKE IT FURTHER

20. Think!
Use environmentally sustainable font such as the free Ryman Eco http://www.rymaneco.co.uk/about.html.

21. Refill your cartridges
Where possible, refill or buy recycled cartridges.

22. Letterheads stacks
Restrain from ordering huge quantities of letterheads, and prefer the electronic letterhead. Indeed, a modification in the logo, the address, the phone number… will result in discarding the standing pre-printed documents.

23. Time them
Where feasible, set up a timer for electronic devices to switch them off or enable the power saving mode. For instance, this mode can be activated throughout weekends, and enabled after business hours during working days.

24. Ecological ink
Purchase vegetable oil-based inks instead of those with mineral oil.

25. Track it!
Tracking your annual paper consumption will enable identifying opportunities for improvement.

In any cases, don't forget to share and exchange on your good practices with colleagues

---

SOURCES

http://www.konicaminolta.fr/fr/solutions-dentreprise/developpement-durable/eco-fonctionnalites.html

http://www.greenit.fr/article/bonnes-pratiques/9-conseils-pour-reduire-limpact-environnemental-de-vos-impressions-1688

http://www.institutformasion.com/pdf/Guidebonnespratiques.pdf

http://www.til-solutions.fr/Documents/Bonnes_pratiques/bonnes%20pratiques.pdf

https://cooperation-territoriale.seine-saint-denis.fr/IMG/pdf/Guide_Imprimeco.pdf

https://www.google.fr/url?sa=t&rct=j&q=&esrc=s&source=web&cd=7&cad=rja&uact=8&ved=0ahUKEwjl-PWmpMXKAhVE_SwKHRhbCEMQFghGMAY&url=http%3A%2F%2Fdeveloppement-durable.sports.gouv.fr%2Fm%2Fdownload-ressource.php%3Ffile%3D424043Charte%2520de%2520Politique%2520d%27impression.pdf&usg=AFQjCNGoTRTg0Fi9rdl62jgRHdVZDbtCNw

http://proofit.ch/fileadmin/user_upload/proofit/_Infothek/Ecologie_au_bureau.pdf

http://www.greenit.fr/sites/greenit.fr/files/Osiatis.LivreVert.pdf