

4.7.1 Paper Reduction and Reuse

Paper reduction and reuse is a key area, particularly considering that paper accounts for approximately 80% of office waste. Various directorates have come up with unique and simple means of paper reduction and reuse. Highlighted are a few of the initiatives that have taken place.

- the Parliamentary Press Gallery, which receives between 3,500 and 4,000 press releases per day, has a policy of using the back of each release for virtually all photocopying jobs, generating estimated saving of \$4,000 each year;
- Parliamentary Publications have altered the format of non-edited committee issues for internal distribution. This simple format change has resulted in a saving of 1.85 million sheets of paper per year for an annual cost saving of \$9,000;
- Parliamentary Publications have also reduced the number of copies produced of various publications. This measure has resulted in a saving of \$300,000 to date, projected at \$100,000 annually;
- a survey of printing jobs done at the House of Commons reveals that 40% of requests were for double-sided jobs, which is almost 70% of total copy impressions. Applying the results of this survey to overall output from Printing Operations represents a saving of \$125,000 annually, simply through the use of double-sided copying; and
- printing shops within the House of Commons are now collecting offcuts of paper for use as scratch pads.

As well, the Library of Parliament and various directorates within the House of Commons have adopted a policy of having all documents printed double sided, and collect reusable sheets of paper for conversion into scratch pads. Although no dollar value can be placed on these reduction and reuse efforts, these measures are an indication of the internal change in thinking brought about by Greening the Hill.