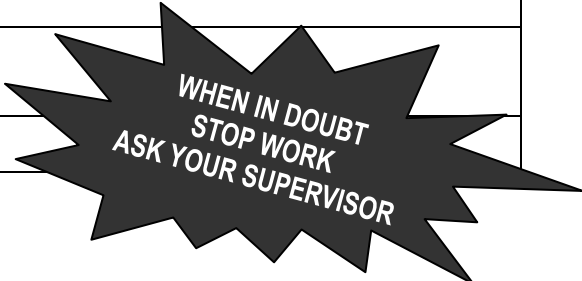


PAPER AND PRINTING USE IN OFFICES

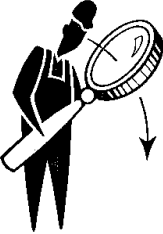


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PURPOSE	To ensure that we minimize the production and disposal of unnecessary printed documents. Our primary goal in managing our waste streams is to reduce the amount of product that we use. Paper is a product that is very commonly misused and wasted. This work instruction is designed to increase awareness and promote proper procedures for paper use.
WHO	All Sustain Winona Organization employees and contract workers/representatives.
WHERE	All Sustain Winona operations.



PLAN	<ul style="list-style-type: none"> • Be aware that Sustain Winona organizations promote and support the development of “paperless” activities and offices. • Always ask yourself if you really need to print a document or will an electronic copy suffice.
DO	<ul style="list-style-type: none"> • Only print documents when absolutely necessary. • Review and edit documents in digital form completely before final printing. • Use duplex printing for all documents. Single sided printing wastes paper. • Set all printers for duplex printing as the default. • Recycle all office paper when finished using. • Have controls placed on common area printers to prohibit the printing of jobs that exceed a specific size. • Place recycle containers directly adjacent to all printers in order to encourage recycling of paper products. • Do not print e-mail; s store and retrieve in digital form.

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<p>CHECK</p> 	<ul style="list-style-type: none"> • Ensure that collection containers are clearly marked and centrally located for optimum access. • Make the extra effort to place materials in appropriate locations for disposal. • Periodically review containers to ensure that they are being used correctly.
<p>RESPOND</p> 	<ul style="list-style-type: none"> • Discuss waste reduction targets with co-workers, especially with reference to paper. • Encourage all students and co-workers to minimize the amount of printing and paper they use. • Make suggestions for improvements or further education/training.
<p>REPORT</p> 	<ul style="list-style-type: none"> • Discuss issues and observations related to the organizational recycling program with your supervisor • Identify process that could benefit from revision and make suggestions.

REVIEW THESE RELATED PROCEDURES: