Mansfield Paper Reduction Pilot

Thursday, April 16, 2015

State Electronics Challenge

The Town of Mansfield joined November 2011

The benefits have been:

- Help with benchmarking
- A report on the benefits of the Town's practices
- Development of a Town policy
- Mechanism for further change

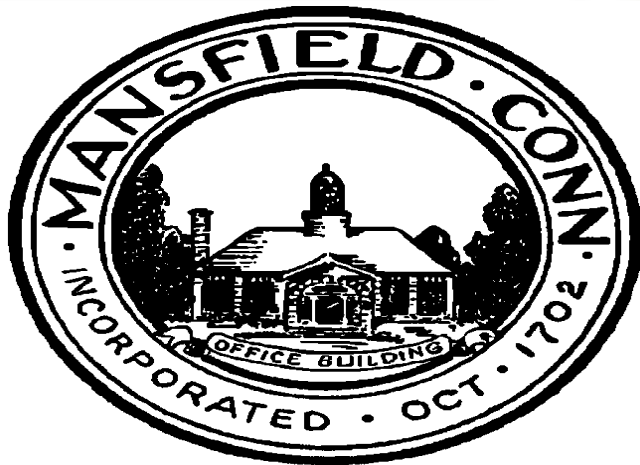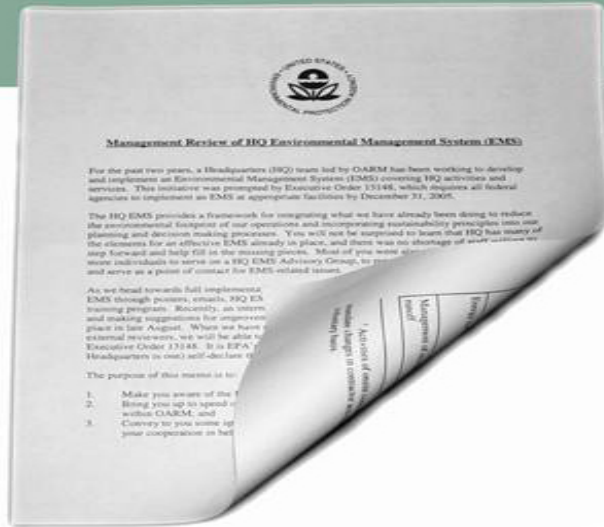# The Idea To Reduce Paper Usage

- Began with a conversation with I.T.
- Conference call with Lynn Rubinstein
  - Outlined ideas
- Brought the ideas to Town Manager and Finance Director
- Received their nod of approval

What We Decided

- Begin with a pilot at the Town Hall, where recycling coordinator and IT staff work
  - Test out what works or doesn't work then adjust for other municipal buildings
- Pair a survey with a webinar of paper reduction
- From the survey findings, decide direction to go in
- Received assistance from Lynn Rubinstein

Double-Sided Copying and Printing

Mansfield Town Hall has 70 employees. If everything is printed double-sided, we will conserve more than 6,000 pounds of paper per year & about 23 mature trees* By doing this, we save the Town ~ $4,500/year.

For information on double-sided printing settings or making PDFs, or scanning documents, contact the IT Department.

*
http://conservatree.org/learn/EnviroIssues/TreeStats.shtml

Compare Calibri to Times New Roman

Calibri

Bullet 12 fits on page

Times New Roman

Bullet 13 fits on page

The Survey

Not printing

Would you be willing to use PDFs or scans instead of printing out documents when it is not essential that you have a paper copy?

Double-sided printing

If everyone did this all the time, we would save ~ $4,500/year in paper expenses, just for Town Hall.

Do you currently print most of your documents in a double-sided mode?

Would you be adverse to the copiers being set at the double-sided printing default?

Would you like to learn how to set up double-sided printing for either the printer or copier?

Margins

If everyone decreased their margins from 1" to ¾", the Town Hall would save 202 reams of paper a year. If everyone switched to ½" the savings would be even greater – 453 reams of paper, almost 20% of the current usage.

What size margins do you currently use most often?

1" _____   ¾" _____   ½" _____   Not sure _____

Would you be willing to set your default margins to a smaller margin if given one-time step-by-step directions?

If our new computers could be configured to have ½" default margins, would this be OK?

Fonts

If everyone switched from 12 point to 11 point font, in Calibri for example, this would reduce Town Hall paper usage by 8%.

What font type & size do you use most often?

Font type _____   Font size _____   Not sure _____

Would you be willing to change the size of the fonts that you regularly use?

Yes ____   No ____   Not sure _____

If yes, would you be willing to change the font to something that is smaller, such as Times New Roman or Calibri?

If yes, would you be willing to change the font size to:

11 points____   Smaller_____

Line Spacing

Would you be willing to adjust your line spacing to "single" to shorten documents?

Yes ____   No ____   Not sure _____

If you said "no" to the previous question, would you please explain why?

Photocopiers

Compared to desktop printers, photocopiers use less ink, cost much less money per page, and produce less bulky waste per page.

Would you be willing to walk to an adjacent room to pick up a print-out from a copier instead of a desktop printer that is in your room?

Yes ____   No ____   Not sure _____

If you said "no" to the previous question, would you please explain why?

Survey Results

- 1/3 responded
- Majority report using certain paper saving strategies
- Majority report willingness to change practices

From that we decided to begin implementing changes.

Technology Steps

- We wanted to increase the likelihood that staff would use technology in a manner that decreases paper usage.

- Traditionally, this required staff to actively make changes such as choosing double-sided printing or manually reducing margins.

- Some staff will make changes, but often people just use the default settings.

Changing the Defaults

- We decided to implement changes so the default settings are more environmentally friendly:
  - Double-sided printing
  - Double-sided copying
  - Smaller margins
  - Decreased line spacing
  - Better font choice
  - Decreased font size
  - Include a pdf printer as an option

Implementing the Changes

- Free Technical Assistance
  - State Electronics Challenge
  - ENERGY STAR technical support contractor
  - Photocopy/printing vendor support
  - Google Searches
- Communicating with Staff
  - Shared with staff in advance.
  - Be supportive, but committed.
  - Key staff need to be onboard (Management, Department Heads, I.T. Staff)

Experience Thus Far…

- Most staff either welcomed the changes or accepted the new defaults without concerns.
- A minority of the staff have been less pleased with the changes (notable portion, but not the majority). Primarily double-sided printing and copying has been the focus item.
- The aforementioned "free technology assistance" has been helpful in troubleshooting follow-up issues.

Other Technology Related Environmental Steps

- Checking EPEAT Ratings Prior to Purchasing Technology.

- Virtual/Cloud Computing to Reduce Hardware Disposal and Energy Consumption.

- Extending the Life of Equipment by Repurposing ("second" & "third" life).

- Proper Disposal of Equipment once it Reaches Final End of Life.

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