

## Paper Usage – Reduce, Reuse, Recycle

### Aspect and Impact

Paper manufacture uses finite natural resources such as trees and water, which affects local and the global environments.

Paper is used for office and teaching and training purposes by staff and students and also across a range of subject areas, activities and for marketing purposes e.g. printed posters, brochures

### Objectives

- To reduce the quantity of paper purchased by the Colleges and Group.
- To purchase paper from a sustainable source and recycled paper where possible.
- To reuse and recycle

### Responsibility of managers

- **Each department** is responsible for;
  - active promotion of I'm in GREEN and reduction in paper usage and waste recycling by all staff and students
  - ensuring any outsourced printing is ethical and from sustainable renewable sources
  - finding alternatives to using paper where possible e.g. use of technology
  - printing costs as an additional incentive to reduce printing and monitor paper usage
  - ensuring appropriate use of recycling bins by staff and students
  - contacting estates using footprint to request emptying of paper recycling bins

**The Procurement department** is responsible for monitoring purchases of sustainable source from ethical sources or recycled paper

**The Estates department** is responsible for supplying paper recycling bins and facilitating collection to recycling outlets. Providing bins at all photocopiers and LRCs and as requested by departments in other areas.

**The Marketing department** is responsible for using sustainable sources for posters, brochures and all hard copy marketing materials e.g. none plastic finishes

**The I.T. department** is responsible for;

- managing printing requirements and monitoring and reporting usage, liaising with departments where required.
- supplying energy efficient printing devices and removing all other small devices wherever possible

- providing training for staff in use of information communication technology

***The Independent Learning Department*** is responsible for providing training in the use of Learning technologies and VLE