

PAPER WASTAGE

World paper consumption has reached startling levels.

Businesses in the United States, for example, go through enough paper each day to encircle the Earth 40 times.

Much of the paper we use is soon thrown away, adding to the demand for more paper and more landfill sites. One of the greenhouse gases, methane, is produced by rubbish such as paper, rotting in landfills.

Trees, from which paper is made, are a vital part of our environment. A part from providing food, fuel and raw materials, they absorb carbon dioxide (the gas responsible for about half the enhanced greenhouse effect that controls the Earth's temperature. If wood products, such as paper, lasted longer and were recycled the role of wood in storing carbon dioxide would be considerably improved.

What you can do to help

- Reuse paper. Save scrap paper. Suggestions for use:
 - Staple it together, and the use the other side for informal notes and memos.
 - Collect and give to play centers, children's hospitals, etc.
 - Put through a document shredder and then use for packaging.
- Ensure you have set up the photocopier to copy correctly. Use both sides of the sheet of paper whenever you can. Learn how to do double sided photocopies and teach others. Put a notice near the photocopier to remind everyone.
- Save paper for recycling. Keep a cardboard box near you desk, and near photocopiers and printers, to collect used paper.
- Use recycled paper products for stationery and corporate printing.

EZI-HOSE

- Use a routing slip to send a document to different people in your office (each person reads the document, signs the routing slip, then passes it on to the next person)
- Avoid paper waste. Cut back on the use of disposable paper products such as paper cups, paper hand towels.
- Re-use office products such as folders, envelopes, boxes etc.
- Spell check and proofread on screen for errors instead of printing numerous copies.
- Don't cram paper files with material also filed on disk.
- Use electronic mail, the telephone or the office notice board for office messages, rather than adding to the contents of in-trays.
- Re-use paper in your printer.