City Green • Mill Valley Ways to Reduce Paper Use*

Tips to Reduce Paper Use.

Double-side documents whenever possible and set printers and copiers to default double-sided printing.

Use the reduction feature on copiers. Fit more content on a single piece of paper.

Design fax cover sheets to have adequate space for messages so that separate sheets aren't necessary, or use minifax notes rather than a full fax cover sheet.

Reduce margin widths for standard documents to fit more on one sheet of paper.

Have waste paper bound as note pads at a print shop. Use waste paper wherever possible instead of self-adhesive (sticky) notes since glued paper is not as easy to recycle.

Use scrap paper for notes and messages.

Place a box near shared copiers and printers for clean onesided paper (e.g., photocopier mistakes, obsolete file copies, etc.). Use the clean sides for draft printouts, internal correspondence and fax transmission sheets.

Post signs at shared copiers such as: "Be sure to double-side!" "Make Only the Number of Copies you Really Need!" and "Do You Really Need this Copy?" Downloadable posters can be found here:

http://www.ciwmb.ca.gov/BizWaste/Posters/#PaperMan

Additional Tips for Department Heads

Establish department policies of printing and copying documents double-sided whenever possible.

Increase copying accountability by giving each employee a copy code so that numbers of copies per employee can be tracked.

Buy Green! When purchasing new printers and copiers, make sure they're capable of handling 100% post consumer content paper and are able to easily duplex without caising paper jams.

Go Paperless!

Use paper-less, on-line technology whenever possible.

Send documents electronically rather than hard copy whenever possible.

Use electronic signatures and store documents on-line rather than hard copy.

Edit drafts on screen to avoid printing multiple drafts.

Don't print out emails unless absolutely necessary.

Stop Junk Mail!

Contact the Direct Marketing Association at: www.dmaconsumers.org/cgi/offmailing, or send a letter to: Direct Marketing Association, Mail Preference Service, P.O. Box 9008, Farmingdale, NY 11735-9008. Ask them to "activate the mail preference service" for your contact information, and then provide them your name and address.

*New Mill Valley directive (9/08) requires the City to purchase only 100% recycled paper, and requires a 20% reduction in paper use below 2007 levels by December 2009. Please do <u>your</u> part to reduce Mill Valley's paper use!