WAYS TO GO PAPERLESS | OUR RECOMMENDATIONS

- Review your business' paper usage by:
  - Checking the print log to see who is printing the most and why. Ask why they need to print and discuss alternatives.
  - Monitoring how you capture incoming information via email and mail. How does this contribute to printer output?
  - Monitoring how you share information or documents with colleagues for review and approvals. Can this be done digitally?
  - Monitoring how you search for or retrieve documents. Using a uniform file naming system in a shared cloud storage space could make it easier to access or search for documents, therefore reducing the temptation to print.

- Compliance points -Train employees responsible for QC'ing the documents to do it digitally as opposed to tick-marking the printed excel sheets, delivery notes. Demonstrate use of digital tools and applications to help minimise printing. The digital tools that need to be in use include:
  - enterprise level cloud storage systems e.g., OneDrive, Google Drive, Dropbox, Amazon S3
  - document signing applications e.g., DocuSign, Adobe sign, Zoho Sign
  - digital forms or visitor management systems e.g., for customer onboarding or HR processes
  - tablets, widescreen monitors and digital notice boards
  - business card scanning applications
  - cloud-based project management systems
  - dual monitors for all employees
  - electronic billing and payment systems with digital receipts – e.g., using petrol card to reduce creating physical receipts for each purchase

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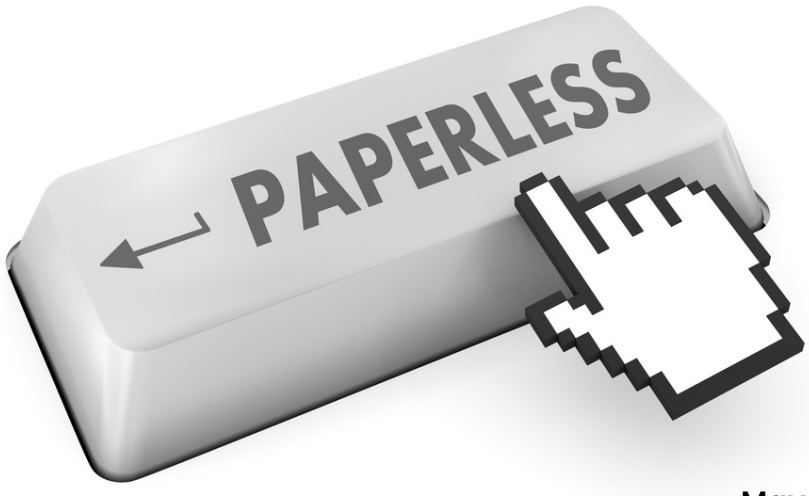
- Define protocol - Define a consistent digital filing protocol to make digital documents easy to search for. Define a system for receiving, reviewing, and approving documents
- Stop handing out paper brochures/catalogues
- Provide paper recycle bins in various locations around the office for non-confidential and non-financial documents. This should be coupled with a recycling protocol for incoming papers e.g., scan and recycle or scan and shred
- Printer settings – automatically set to print back-to-back.
- Report on paper usage and spend at company team meetings. Indicators to report on include:
  - boxes or sheets of paper used per month across the organisation (including how much you spend on ink and printer maintenance).
  - speaking about the problem openly and often is half the solution to wastepaper recycling practices and quantities



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