

Bloomsbury Colleges Paper Guidelines

Paper is widely used in universities and this has a significant impact on the environment, i.e. deforestation, increased waste production and water pollution. Environmental considerations also relate to the use of bleach and other chemicals for the production of white paper.

The Bloomsbury Colleges are now taking forward an initiative to mitigate their impact on the environment by introducing a recycled paper with the lowest environmental impact available today in the market.

The Steinbeis Classic White paper is beneficial to the environment and people using it because of:

- Financial Savings - 12% cheaper
- › 83% less water used
- › 72% kWh saved
- › 100% timber savings
- › 53% less CO2 emitted
- › No chemicals/bleach used
- › Uses all paper types incl. newsprint
- › Better for dyslexic people



Birkbeck's estate department have been using this paper for over a year. Below is a testimonial from the Estates Administration Manager;

"The Estates department agreed to trial the Steinbeis paper on the proviso that it would be withdrawn if any operational problems developed with our printers. We have now been using this paper for over a year and it has never caused any operational issues with any of our printers, (be it our MFDs, desktop printers or laser printers)."

Although it's not the snow white paper we've been used to, the very low environmental impact of the Steinbeis paper certainly puts things in context, making it a price worth paying. I do hope other departments across Birkbeck will give it a go and help build up the momentum, as it seems like very little effort to make a positive difference."

- Nigel Tradewell, Estates & Facilities Administration Manager

Check out the paper reduction tips below.

Paper Reduction Tips

- Don't print at all unless you have to; and don't print more than what you need.
- Stop being considerate – Circulate documents (meetings minutes, agendas) via email and don't print for others unless you're specifically ask to.
- Always print double-sided – This can immediately half the amount of paper you use. Contact IT for help if you don't know how to set up your printer for double-sided printing.
- Use scrap paper – If your printer can't do double-sided then save scrap paper and reuse the other side in your printer, photocopier, and fax machine or as a note pad.
- Two pages on one sheet – Depending on document content, try printing two pages on one side of sheet if possible.
- Remind yourself – Stick a small notice on your printer (or computer) to remind you to print or copy double-sided – something like “Two Sides are better than one” or “Make a double impression”.
- Taking stock – Take stock of the amount of paper you use by recording the number of reams of paper you open (1 ream = 500 sheets of paper).
- Let your target be your guide – Setting a target for paper reduction helps you manage your paper use better.