

Our overall goal is to reduce the amount of 8½ x 11" white paper we use by 15 percent.

your Coordinator can help you think of more! Whichever way your office implements this campaign, take the pledge and start breaking the paper chain today!

> Reducing waste at the copy machines

Our goal is to reduce our use of copy paper by at least 15 percent Agencywide. We can do this by making fewer copies to begin with and by making two-sided copies. Look for the posters in photocopy centers for simple but effective tips on using less paper.

> Cooperating with your office's own "Paper-Less Strategy"

Your Coordinator will give you information about the special effort your office

will make to reduce paper use. These office-wide activities could include purging mailing lists, expanding the use of electronic filing systems, or producing documents in electronic, rather than paper, formats. Your office will be competing with other EPA offices to achieve the highest reduction in paper waste. Every piece of paper you don't use will help your office win.

During the year, you'll hear more about these and other ideas you come up with to use less paper at EPA. All employees are encouraged to access campaign updates through All-in-One VTX and the Agency's interconnected Local Area Networks (LANs).



CAN We Count on You?

We can achieve our goal if each EPA employee does something every day to reduce paper use. Can we count on you? Let us know by taking the pledge. Return the pledge form or use the electronic version available through your Office Campaign Coordinator. Also share your ideas for preventing paper waste with your Coordinator.

In addition to being part of this Agencywide effort, there's another good reason for taking the pledge: Your pledge is your entry ticket into a drawing for a prize! Only Paper-Less Office Campaign participants are eligible.

Don't delay—today and every day, break the paper chain at EPA!



Consistent with the Paper-Less Office Campaign goals, this pamphlet has been printed and distributed in limited quantities. Employees are encouraged to share and post it in a central location. This information is also available electronically through All-in-One VTX and the Agency's interconnected Local Area Networks (LANs). For more information on the Paper-Less Office Campaign, call 202 260-4928.



Paper-Less Office Campaign

An Agencywide Waste Prevention Program



Recycled/Recyclable

Printed with soy/canola ink on paper that contains at least 50% recycled fiber

A Message to All EPA Employees:

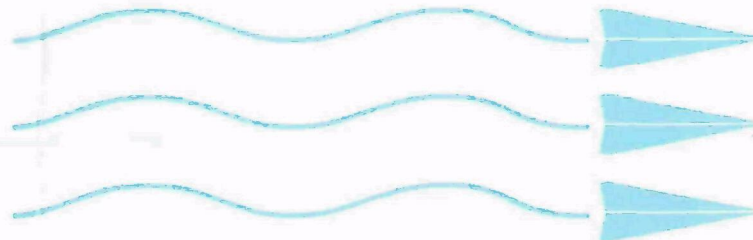
Each Earth Day, we reaffirm EPA's mission to prevent pollution and to protect our environment. We constantly challenge business and industry to examine their operations and to take steps to prevent pollution. As an Agency, we also must do our part to protect the environment.

Today, Earth Day, I invite you to join me in translating our shared environmental ethic into action here in our own workplace. We are going to tackle and conquer the single largest component of our waste stream—paper. While we can boast of a successful paper recycling rate, the Agency is still consuming too much paper. Each of us should find ways to use less paper in our day-to-day work. In doing so, we will be “practicing what we preach,” conserving valuable resources, and setting an example to other federal agencies for reducing paper consumption.

I am pleased to announce the start of the Paper-Less Office Campaign. The campaign will run through the end of this year, and I intend to make it an annual effort. I have asked each Assistant Administrator and Regional Administrator to appoint a Waste Prevention and Recycling Coordinator to oversee the effort within each Headquarters organization and field office. We will employ a variety of strategies to reduce the amount of paper we use by 15 percent Agencywide. In the spirit of this effort, I have asked that the distribution of this brochure include electronic mail and involve as little paper use as possible.

I am asking each and every EPA employee to join me by pledging to take individual responsibility for using less paper. Together we will “break the paper chain” at EPA.



Carol M. Browner
EPA Administrator



WHY a Paper-Less Office Campaign?

Did you know that as a nation we throw away more paper than any other type of waste material? Paper makes up about 38 percent of municipal solid waste generated in the United States. Office paper is the third largest category of paper waste, after corrugated cartons and newspapers. Paper used for copying, computer printing, and faxing accounts for almost half of the office paper used in the United States, and that use is growing rapidly.


EPA is no different than other offices in terms of the

amount of paper waste we generate. For example, at Headquarters alone, we generate about 17 tons of office paper waste a week! Although we can be very proud of our recycling accomplishments, the Agency is still consuming too much paper. It would be better to have less paper waste to manage in the first place, so that we could save money in reduced purchasing, recycling, and disposal costs. For these reasons, the Paper-Less Office Campaign focuses on reducing EPA's use of office paper. 

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WHAT Is the Goal of the 1994 Paper-Less Office Campaign?

The Paper-Less Office Campaign will be conducted Agencywide each year. At the start of each new year, specific goals will be set. For this year's campaign, which starts on Earth Day, April 22, 1994, our overall goal is to reduce the amount of 8½ x 11" white paper we use by 15 percent. We are not trying to completely eliminate our use of paper on the job—that would be unrealistic. During the course of this campaign, we will try to change habits, work more efficiently, and adopt policies that will help prevent waste. We're going to break the paper chain! 

HOW Are We Going To Reduce Our Paper Use?

This year, our battle against paper waste will include the following three strategies:

► Pledging to use less paper

A good first step toward achieving our goal is to pledge to use less paper. Your Office Campaign Coordinator will advise you on how and where to submit your pledge, either electronically or by signing a pledge form. Honoring your pledge will not be difficult. There are simple, everyday things that each of us can do to use less paper—you probably have several good ideas already. In addition, during the course of the campaign,