

# Going Green: Maximise the use you can get out of paper before you recycle it!



The focus on recycling paper is of course to be encouraged, however many pro-green professionals are missing a trick in stepping-up their green-friendly practices.

Any pro-green individual will recognise the “Reduce – Reuse – Recycle” mantra that encourages green practices. Obviously the first and most effective way to alter the impact of any activity on the environment is to reduce the amount of raw material you use. The second of the three Rs is where we suggest many people could improve their practices, still to be followed by recycling ...

The main aim of what follows is to encourage use of the reverse of letters and other single-side printed sheets as note/scrap paper prior to it being recycled.

The first step is to keep the sheets that are only printed on one-side. A convenient way to do this is to place any such sheets into the up-turned lid from a box of photocopier paper.



To hold the sheets for use we suggest you re-use an old ring-binder that you would otherwise be binning. By removing the spine and front cover you end up with a board with rings along one long side. Simply punching holes in the material you have collected means you can store the sheets in your re-used ring binder and have a ready made note/scrap pad. Even if you are not happy to use it at work, assuming the print on the ‘old’ side is not sensitive then why not take it home? It would be ideal for leaving by the telephone, or giving to your/visiting kids as paper they can scribble/draw on.

## Other easy ways to improve your green credentials:

At home and work:

- Keep radiators uncovered and free from obstruction;
- Switch off lights near windows when natural light is available;
- Switch off lights when leaving a room;
- Switch off all electrical equipment overnight rather than leave it on standby;
- Use posters and stickers to remind people to turn off lights and close doors to reduce drafts;
- Only print documents when necessary and where possible use a smaller font, thinner margins and print double-sided where possible;
- Increase use of recycled materials (printer paper, toilet paper);
- Increase recycling of ink cartridges, batteries and electrical items;
- Use teleconferencing and videoconferencing to reduce travel where possible;
- Use carbon-offsetting schemes to neutralise unavoidable air travel.

Come summer:

- Use blinds and curtains to reduce the effect of the sun ahead of the temperature getting to hot;
- Use windows for ventilation rather than portable fans or air conditioning;

Driving:

- Walk, or use public transport rather than a car where possible;
- Ensure tyres are inflated – it helps with the efficiency and fuel consumption
- Avoid over-revving or accelerating unnecessarily hard – it is more efficient and environmentally friendly to drive at a consistent speed than repeatedly speeding up and slowing down

Come summer:

- Park in the shade where possible to save the temperature inside the car increasing whilst parked in the sun rather than rely on air conditioning;
- Where it is not possible to park in the shade use a sun block in your windscreen to stop your car getting too hot.

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