

EPA Boston Office Environmental Management Program

1. PROGRAM NAME:	Paper Consumption
2. Significant Environmental Aspect:	Waste Management
3. Document Control Code:	EMP4-V2-2012
4. Date:	10/1/2011
5. Program Lead(s):	Alice Kaufman Ed Woo
6. Revision History (This section lists versions with significant changes to this record, with the most recent version at the top.) EMP Number: EMP4 Effective Date: 10/1/2011	
Revisions EMP Date Revised: 09/26/2011 This revision reflects the following changes: <ul style="list-style-type: none"> • General • Section 	
7. Objectives and Targets:	
Objectives:	Targets:
Reduce paper consumption used for printing and writing by maximizing the level of post consumer material content in paper products. The minimum level of post consumer content shall be 50%.	100% of paper purchased is a minimum of 50% post consumer material content.
Reduce paper consumption used for printing	Reduce number of copies made by 10%.
Reduce paper consumption used for printing by deploying duplex-capable printers and copiers	100% of Printers/Copiers capable of duplex printing
8. Potential Environmental/Organizational Impacts:	
<ul style="list-style-type: none"> • Environmental: Less use of resources • Organizational: Would not meet goal of leading by example 	
9. Reasons(s) for Significance:	
<ul style="list-style-type: none"> • Identified as a significant aspect in environmental aspect and impact analysis, legal and other requirements, or by Agency • To maintain compliance with legal and other requirements, e.g., EPA Guidance and Executive Orders 	

- Reducing adverse impacts to human health and environment is main focus of EPA's mission

10. Legal and Other Requirements (applicable to aspects/activities):

Executive Order 13423 "Strengthening Federal Environmental, Energy and Transportation Management"

11. Operational Controls (OCs):

a. Activities that give rise to the aspect	b. Operational Controls	c. Persons responsible/Resources for controls	d. Monitoring & Measurement of controls	e. Records generated by controls	f. Actions to be taken if controls fail
Paper Procurement	Environmentally Preferable Procurement	Facility Manager	Facility Staff	Procurement records	See Common Requirements for Operational Controls for all activities.
Paper Consumption	Purchase and deploy duplexing printers and copiers	Computer Technology Manager	Computer Technology staff	Current list of printers and copiers	
	All staff printer drivers are set to double-sided printing and continually monitored for exceptions to that setting.	Computer Technology Manager	Computer Technology staff	No specific records for this control	Investigate reasons for and correct instances of single sided printing.
	Increase staff awareness of carbon footprint of printing to reduce frivolous printing and reduce copies made through outreach efforts	EMS Core Group, Green Team	Green Team	GreenTeam/EM S Intranet page	
	Investigate default setting for Print on Demand feature and train staff on use and efficiency	IT/Green Team/EMS Core Team	Secure Print documentation from JetAdmin software interface	Jet Admin	Additional training and monitoring

12. Other records generated by this EMP:

N/A

15. Relevant reference document(s) used with this EMP:

Document Name:

Location:

N/A	
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16. Authorization

Facility Manger: Alice Kaufman

Signature: *Alice Kaufman*

Date: 9.28.11

Information Technology Manager: Ed Woo

Signature: *Ed Woo*

Date: 10/5/11

Director Office of Administration and Resources: Fredrick Weeks, Acting

Signature: *Fredrick Weeks*

Date: 10/5/11