



## Know Your Waste - PAPER

In the UK the total consumption of paper in 2000 was 12.9 million tonnes. That accumulates to around 30% of our household and commercial waste and the majority unnecessarily ends up as landfill. For every tonne of paper that is recycled you are saving - 17trees, 7000 gallons of water, 4200kWh of electricity and emissions of 20lbs of carbon dioxide and 40lbs of nitrogen!

### REDUCE

Think before you print!

It's not always necessary to take copies of everything and when you do always print double-sided. If you use less paper to start with then less can end up as landfill.

### RE-USE

Don't automatically throw paper away. Use it for scrap paper - you don't really need a clean piece of paper for jotting down messages, doing plans or first drafts! Envelopes and other stationery can also be used again.

### RECYCLE

When paper is no longer useful to you - recycle it. Recycling paper helps protect the environment by...

- Maintaining wildlife habitats that depend on trees normally used in the paper industry.
- Reducing disposal problems.
- Using 28% less energy than virgin paper and using less water.
- Producing fewer polluting emissions to air and water.

**Don't throw paper away - even if you have used both sides - always put it in the recycling bin!** (If you don't already have a recycling scheme see the 'Waste Management - in the office' Tool Box Talk)

### CLOSE THE LOOP

Recycling only works if somebody is buying the resulting product. If possible try and buy recycled products - paper and other stationery are all available.

### USEFUL CONTACTS

- WasteWatch. Information on minimising and recycling waste. Web: [www.wastewatch.org.uk](http://www.wastewatch.org.uk)
- British Recovered Paper Association. Details paper recycling companies around the country. Web: [www.recycledpaper.org.uk](http://www.recycledpaper.org.uk)

### REMEMBER

When you are dealing with your waste paper you need a clear Waste Management Plan. It is important that you and any companies that you are dealing with are complying with Waste Legislation.

Also refer to the **Waste Management** and other related tool box talks at

<http://intranet/carillion-environment/>

Seek advice from your environmental advisor if you have any queries or problems.