

Paper/Printing

Please select one option



Do you print agendas/documents for office meetings?*

We often print documents for office meetings

We only print necessary documents for office meetings

We have made it office policy to hold paperless meetings (except when documents such as maps are absolutely needed to be printed)

Not applicable

What are the default settings on your printers?*

Single-sided printing is the default setting on our printers

Double-sided printing is our default printer setting for some printers

Double-sided printing is our default printer setting for all printers

Not applicable

What is the fate of discarded single-sided paper in your office?*

We don't reuse single-sided printer paper

We have a scrap pile in our office

We have a consistent method to reuse single-sided printed paper (e.g. we have access to a bin for reusing one-sided reprints next to printers)

We have a designated printer that uses one-sided reprints

Not applicable

When printing is necessary:*

Some people reduce the font size to reduce the number of pages

Most people reduce the font size to reduce the number of pages (when accessibility allows)

Not applicable

Do you adjust paper margins to reduce paper usage?*

We do not adjust our paper margins

For non-bound printing, we default our paper margins to 0.5 inch margins instead of the customary default 1.0 margins

Not applicable

If our office faces a number of structural barriers (i.e. some of our printers require high grade paper, or other specific paper because of licensing):

We do not make efforts to reduce paper consumption

We make an effort to reduce our paper consumption by other means (e.g. double sided printing, adjusting printer settings, etc.)

We make an effort to reduce our paper consumption by working with manufacturers to minimize the structural barriers

Not applicable

When printing is necessary, we use "draft" or low-ink printing to reduce ink use and print on both sides.*

No

Yes

BONUS: We have performed or implemented a paper reduction related action that is not mentioned here but we believe deserves recognition.

No

Yes

If yes, please feel free to describe your additional office initiative.

This form is part of the complete Green Offices certification toolkit.

The full form can be found at uoft.me/greenoffice.

For more information please contact sustainability@utoronto.ca.