



|| Good practice for reducing the amount of paper used

Paper and derived products (files, notepads, diaries, etc.) represent:

- around 40% of expenditure on office supplies
- and 60% of the waste generated.

The introduction of sustainability criteria in the procurement and consumption of paper is one of the first actions taken within the framework of the Green Office Programme.

Double-sided photocopies and printing ↓





→Paper, recycled

GOOD PRACTICES ↓

Use and reuse recycled paper

→ Reused notebooks at Urban Services and Environment

Paper printed on one side is reused in the form of notebooks produced by the Document Reproduction Centre.

→ *La Municipal*, more sustainable

Since 2003, the magazine *La Municipal* has been printed on recycled paper. It is an example to be followed by all offices that publish magazines, triptychs or other material on paper.

Other publications that are published on recycled paper are: *Barcelona Verda* by the Parks and Gardens Municipal Institute, and the Collection of Environmental Education Guides published by Environmental Programmes Management.

→ Initiatives taken by the Department of Image and Editorial Production

The Department of Image and Editorial Production makes notebooks and pads with recycled paper. This paper has been recovered from the off-cuts and waste from other products or from the reuse of other publications.



NOTE!






Zukunftspreis Nachhaltigkeit Prize for Barcelona City Council

German initiative Pro Recyclingpapier made a special mention of the city of Barcelona for all of its initiatives in the promotion of the use of recycled paper over the last five years.





Positive environmental effects

In order to manufacture a packet of "white" DIN A4	In order to manufacture a packet of recycled DIN A4	Saving
More than 262 litres of water	Some 37 litres of water	86% 
Almost 15 kwh of energy	7 kwh of energy	53 % 
3 kg of wood	Almost 3 kg of paper are recovered	100 % 



The only official certification that guarantees the origin of recycled paper pulp (100%) and at the same time offers a good technical guarantee that the paper will be preserved in the archive and will work properly on office equipment is Blue Angel.

The denomination "ecological paper" does not guarantee the paper's environmental quality in any way.

RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



Paper tray

The Programme offers trays for the reuse of paper that has been written on upon one side only and wastepaper baskets for selective waste collection at workposts.

Training: Paper workshop

On the website of the Programme you may consult the training material. Paper and its environmental consequences.

www.bcn.cat/agenda21/ajuntamentsostenible/paper/FormacioPaper.pdf



GREENED-UP REGULATIONS AND SPECIFICATIONS

- Specifications for the Standardisation of paper in reams (2002 and 2005)
- Specifications governing the procurement of graphic arts material (2005)
- Guideline for Services: The use of recycled paper (2002)



III Paper, recycled

Between 2002 and 2005, the amount of recycled paper consumed has risen from 7% to almost 60%.

Use and reuse recycled paper ↓



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GOOD PRACTICES ↓

IT applications and double-sided printing

→ Replacement of diaries with computerised applications in the General Services Sector

The General Services Sector has replaced the procurement of diaries, refills and desktop notepads with the application of Lotus Notes. The first year of this initiative (2003) witnessed a 40% reduction and 2004 a 39% reduction.

→ Electronic reports on the Parks and Gardens website

Until 3 years ago, Parks and Gardens printed 1,500 copies of its report. Today they only exist in pdf format on the web, which brings about savings of over 720 kg of paper per edition. The Parks and Gardens report is posted on Intranet as a digital publication model to be followed complying with the City Council's regulations governing corporate image and publications.

→ Training courses in electronic format for Human Resources

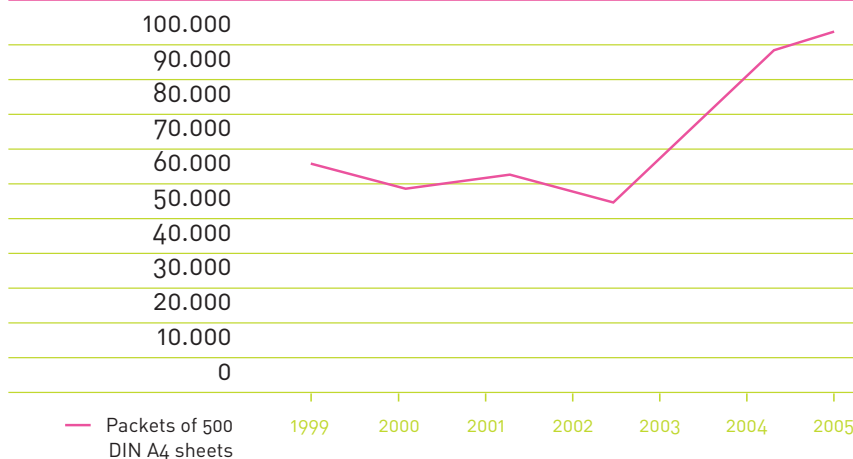
Human Resources Management also contributes to good practices dealing with paper: information on the courses it organises are available in electronic format.

www.ajuntament.bcn.cat/rrhh/rrhh.htm

→ Double-sided printers in Urban Services and the Environment

This sector is clearly committed to saving paper with the acquisition of seven printers that allow double-sided printing. Since January 2006, each department has had the possibility of printing on both sides of the paper. Furthermore, a specific training course has been given to the staff in the sector at which clear indications were given as to use, and other advice and recommendations for minimising the amount of paper used.

FOLLOW-UP INDICATORS → Change in the consumption of paper



The consumption of paper has increased by 90% across all local authority offices.

NOTE!



e-Christmas cards

These have existed since 2003 and may be customised by each office. Environmental Programmes Management sends only e-Christmas cards.

This has led to a saving of →



23,000 litres of water

+



1,300 kWh of energy= consumption for 4 months by a family

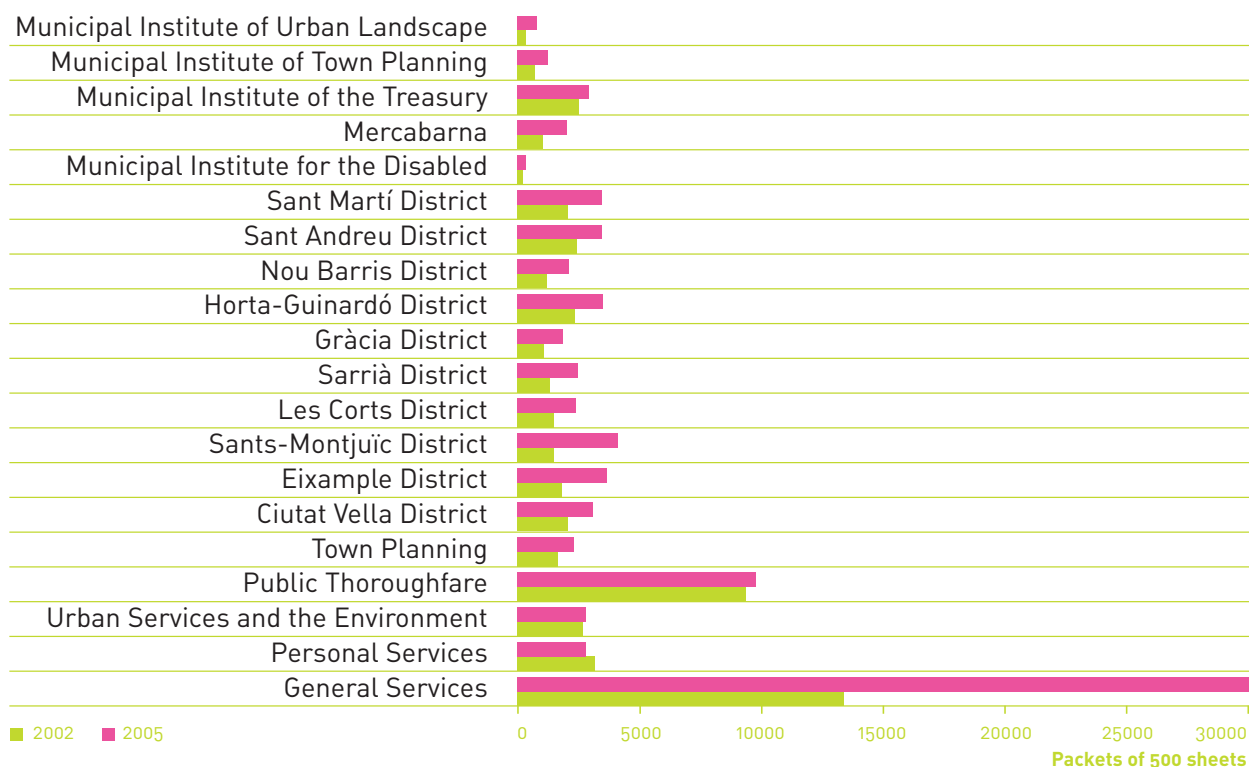
+



3 trees



Annual change in total consumption of DIN A4 paper by local office



RESOURCES OF THE +SUSTAINABLE CITY COUNCIL PROGRAMME



Double-sided photocopying

A sticker has been produced for photocopiers inviting the user to photocopy on both sides of the paper, which is possible on most photocopiers today. By doing this, up to 50% of paper and associated economic resources can be saved, as well as keeping waste to a minimum.

You may request these stickers by writing to:

→ ajuntamentsostenible@bcn.cat



GREENED-UP REGULATIONS AND SPECIFICATIONS

→ Details concerning the standardisation of photocopiers and IT equipment (2002)

→ Instructions to offices concerning Christmas cards (2004)

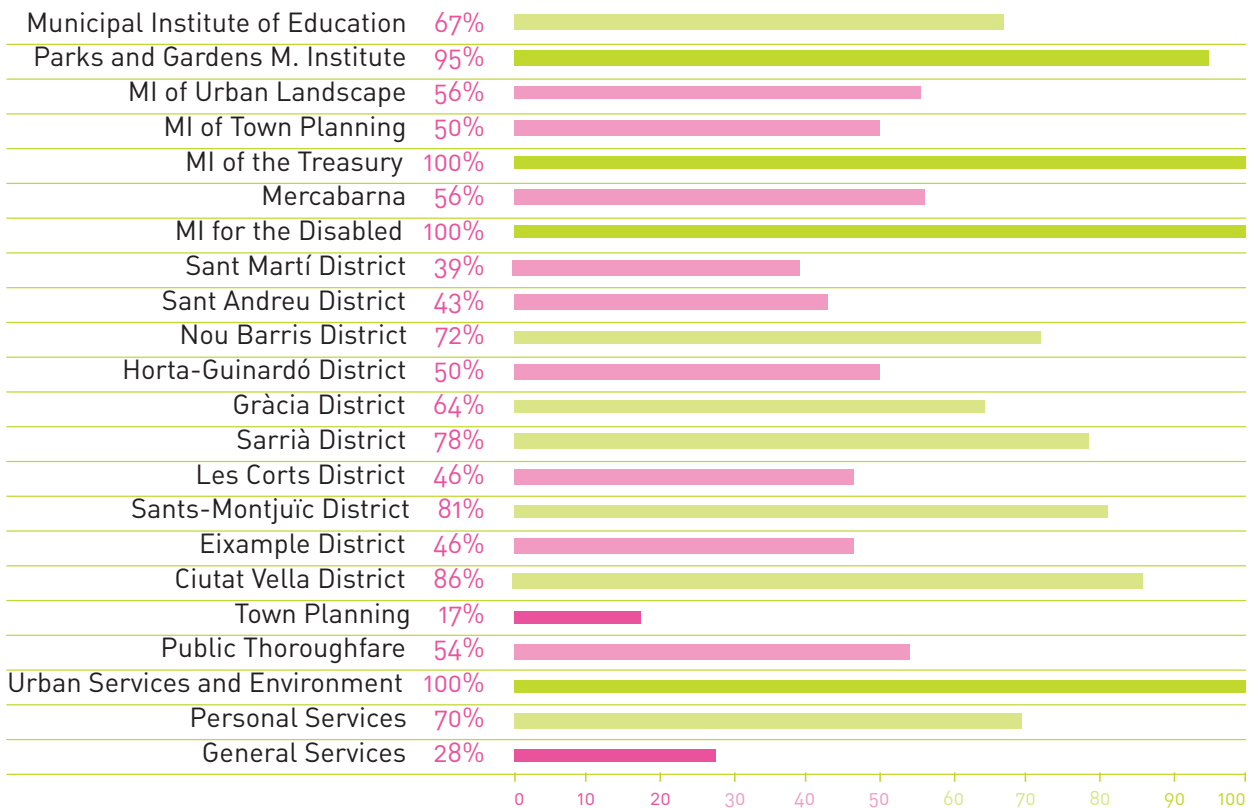


FOLLOW-UP INDICATORS ↓

2005

→Ranking of the consumption of recycled paper by local office

These figures are updated each quarter and are published at the following website:
www.bcn.cat/agenda21/ajuntamentsostenible



ENVIRONMENTAL INDICATOR: CONSUMPTION OF RECYCLED PAPER ↓

Between 1999 and 2005, the progressive replacement of white paper by recycled paper generated the following environmental and consumption-related benefits:

- Some 40 million litres of water have not been consumed
= the equivalent of filling 6 the Bernat Picornell swimming pools six times
- Some 1,400,000 kWh of energy have been saved
= 2 months' electricity consumption of all of the local authority offices
- The cutting down of 7,000 trees has been avoided
= almost as many as there are today in the Gràcia district or those we can find along the Diagonal, Meridiana, Aragó and Colom streets and avenues altogether
- Almost 500,000 kilos of paper have been recovered
= the equivalent of almost 175,000 packets of 500 sheets of DIN-A4

