



**Isle of Man  
Government**

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# Isle of Man Government

## Paper Usage

## Policy and Guidance

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## Table of Contents

Introduction.....	3
Key Information .....	3
How to measure the success of the Policy?.....	4
Using Paper Efficiently .....	5
Maximizing Recycled Content .....	5
When to Use Recycled Paper .....	6
When not to use Recycled Paper .....	6
Choosing Responsibly-Sourced Fibre .....	6
Supporting Cleaner Production Practices.....	7
Closing the Loop .....	7
Responsibilities and Duties:.....	8
Chief Officers.....	8
All Employees .....	8

## **Introduction**

The “paper trail” has traditionally been a key feature in the recording of the Isle of Man Government’s operations. But we are all more aware of the impact that our working practices can have on carbon emissions. We are rightly concerned about the future of the world’s forests and the environmental impacts of paper production.

Isle of Man Government is committed to achieving net zero carbon emissions by 2050 and the sooner that we can start to bring about those improvements, the less impact we will have on our environment. Each of us can play our part in minimising the amount of paper that we use, and if we really must use that paper, in considering how we purchase, use, and dispose of paper in ways that protect endangered forests and their associated biodiversity. Developing a comprehensive paper policy will help us to reduce pollution, and minimise waste by.

## **Key Information**

Chief Officers have key responsibility for the Paper Usage Policy:

## **How to measure the success of the Policy?**

Government will implement and track results of our paper efficiency and procurement strategies by:

1. Using Paper Efficiently by reducing consumption of paper and paper products when possible.
2. Maximize Recycled Content by buying products with the highest post-consumer recycled content feasible for each specific need.
3. Choosing Responsibly-Sourced Fiber by purchasing products that originate from sustainably managed forests and are certified by independent, third-party organizations.
4. Supporting Cleaner Production Practices by selecting products that are processed without chlorine or chlorine compounds and giving preference to suppliers and manufacturers using renewable energy.
5. Implement and maintain a recycling system to ensure the raw materials for producing recycled-content paper are readily available.

Government is striving for environmental and social responsibility including the environmental community, suppliers, and other institutional purchasers – to increase the demand for environmentally preferable paper and to encourage our departments to do the same.

## Using Paper Efficiently

Using paper efficiently is a key first step in reducing the environmental impacts associated with paper use. To meet this goal, Government will:

- Institute practices that increase paper efficiency, including, but not limited to:
  - Substituting electronic communications for printing.
  - Purchase printers that can be set to default to double-sided printing or have all current printer set to duplex printing.
  - Reuse products such as file folders, storage boxes.
  - Reduce the basis weight and trim sizes of printed pieces.
  - Rethinking design processes to minimize printing and copying waste.
  - Minimize unsolicited mail, both sent and received.
  - Minimize overruns and maximize sell-through for published materials.

## Maximizing Recycled Content

Purchase recycled paper and paper products have far reaching environmental benefits. To maximize the recycled content in paper and paper products, Government will:

- Purchase and source paper and paper products that contain the highest postconsumer recycled content feasible for each specific need.
- Set a timeline for increasing the postconsumer content in purchased paper products as quickly as possible to higher percentages.
- Give preference to paper and paper products whose postconsumer recycled content is verified by an independent, third-party organization.
- Give preference to paper and paper products that also contain other recovered materials. (e.g.: the wrapping, box etc.).

## **When to Use Recycled Paper**

In order to achieve the objective of replacing existing paper source with recycled paper, if printing a physical copy cannot be avoided Government will use recycled paper for:

- File copies
- Internal memos
- Invoices both internal and external
- Internal letters and memos using a template as a letter head
- Leaflets

## **When not to use Recycled Paper**

There are times when Recycled Paper may not be suitable therefore Government will not use it for:

- Legal Documents
- Documents that because of their historical value need preserving at the Public Records Office and hence special "acid free" paper stock is warranted
- High Gloss Brochures for advertising where appropriate
- Official letters from Government

## **Choosing Responsibly-Sourced Fibre**

To promote the use of responsibly-sourced fibre in paper and paper products, Government will:

- If existing suppliers cannot supply the products, we will find another supplier who can source the material for us.
- Give preference to paper and paper products guaranteed to be free of fibre that threatens endangered forests.
- Give preference to paper and paper products that can be guaranteed to be free of fibers from the conversion of diverse natural forest ecosystems into plantations.
- Give preference to paper and paper products with a remaining virgin tree fibre content from sources that employ the most environmentally and socially responsible forest management and restoration practices.
- Give preference to paper and paper products made from alternative fibre crops (e.g. hemp, kenaf, etc.)
- Buy paper and paper products with fibre content known to be free from genetically modified organisms.

## Supporting Cleaner Production Practices

To encourage cleaner production practices Government will:

- Give preference to paper and paper products processed without chlorine or chlorine compounds (i.e. “processed chlorine free” or PCF papers), as long as they also meet recycled content goals.
- Choose paper with the minimum brightness suitable for our printing needs to further minimize environmental impacts from paper bleaching.
- Avoid coatings and bright-coloured papers whenever possible.
- Give preference to suppliers and manufacturers that use renewable energy to supply electricity for their facilities, either on-site or through the purchase of renewable energy certificates (RECs).
- Use vegetable-based inks (e.g. soy, linseed, corn, etc.) and inks free of toxic metals whenever possible.

## Closing the Loop

To ensure the raw materials for producing recycled-content paper must be readily available, Government will:

- Collect and recycle paper that has been used internally as well as paper that is received from outside sources. If a paper recycling programme does not currently exist, we will work with our building managers and suppliers to implement such a system.
- Educate co-workers as to what is required of them, including alerting cleaning staff and waste haulers to keep recyclables separate from other refuse.



## **Responsibilities and Duties:**

### **Chief Officers**

- Develop strategies for implementing the Paper Minimisation and Usage Policy ensuring they have been integrated into general operational business planning and its delivery.
- Make adequate provision for measuring, reviewing and auditing the performance of the Policy.
- Ensure that the Policy is effectively communicated to all staff and that consultation is built into the process.
- Support the continued development of staff through the provision of suitable information and instruction.
- Set a good personal example by words and actions.

### **All Employees**

- Co-operate with your employer or other persons enabling them to comply with their duties including implementing the Policy.
- Carry out your work in accordance with any information, instruction you have received.
- Report, in accordance with your training and instruction, any shortcomings in arrangements.
- Proactively encourage others to adopt environmentally aware working practices.
- Set a good personal example by words and actions.

