



## How “green” is your RIM program?

### Sustainable Contributions to Organizations

ARMA Canada Presentation  
Session W14 – London, Ontario  
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## Opportunity to shine!



- ◆ “Green” mandate for many organizations
- ◆ What does it mean?
  - Greening policies and legislation
    - ◆ Carbon – neutral
    - ◆ Energy self sufficiency targets
  - Sustainable practices
  - Zero waste

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## Organization Goals?

- ◆ What is priority?
- ◆ Strategic opportunity
- ◆ Communication with management
- ◆ Value to organization



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### “Back to the Future”

- ◆ Our “traditional” story
- ◆ Cost savings as a benefit of RIM programs
- ◆ “New” mission
- ◆ Areas to consider
  - Sustainable office environments
  - Records Management Practices
  - Green content of our programs



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### Sustainable Office Environment

The areas we can control:

- ◆ Energy management
- ◆ Space management
- ◆ Equipment and supplies



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### Carbon Footprint

- ◆ How much are you consuming?
  - Energy?
  - Space?
  - Consumable goods?
- ◆ Calculate, measure
- ◆ Gives benchmark



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**“Green Electronics”**

- ◆ EPEAT – Electronic Product Environmental Assessment Tool
- ◆ Evaluates electronic products – desktop personal computers, notebook personal computers, personal computer displays
- ◆ 51 environmental criteria
  - 23 required; 28 optional
  - Contained in public standard IEEE 1680.1
  - Section 4 – Environmental Performance Criteria



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**Green electronics criteria**

- ◆ Reduction/elimination of environmentally sensitive materials
- ◆ Materials selection
- ◆ Design for end of life
- ◆ Product longevity/life cycle extension
- ◆ Energy conservation
- ◆ End of life management
- ◆ Corporate performance
- ◆ Packaging



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**Green electronics ranking**

- ◆ Bronze – meets all 23 required criteria
- ◆ Silver – meets all 23 required plus at least 50% of optional criteria
- ◆ Gold – meets all 23 required plus at least 75% of optional criteria
- ◆ Ranks 728 products available in Canada\*

– \*May 5, 2010



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### Energy management

- ◆ “Power Smart” emphasis of utility companies
- ◆ Tips and pointers, training modules
- ◆ Employee behaviour
- ◆ Smart selection of equipment



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### Energy conservation

- ◆ Turn off equipment!
  - 80% of printers, 70% of copiers and 20% – 30% of computer monitors and task lights left on overnight
  - Computer monitors consume 60% of electricity – screen savers are electricity wasters



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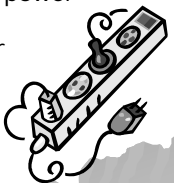
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### “Energy Smart” technology

- ◆ New equipment – “Energy Star” – check ratings
- ◆ Configuration –
  - “sleep” or “standby mode, power management software
  - Printers – save 65% power
  - Faxes – save 50% power
  - Timer power bars
  - Smart power strips



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### “Limitless” network storage?

- ◆ Cut redundancies
- ◆ Retention practices needed here also
- ◆ Drafts/transitory/standards to eliminate “ease” of saving



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### Employee Behaviour

- ◆ Engage employees in process
- ◆ Awareness
- ◆ Incentives



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### Paperless office???

- ◆ “Paperless office is pure fiction”  
Statistics Canada
  - Increased consumption of paper
  - Increased use of communications technologies – telephone and e-mail
    - ◆ Increased number of voice grade lines and cell phone numbers
    - ◆ Increased mail volume by Canada Post
- ◆ Our traditional expertise!!!



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### Some statistics\*

- ◆ 7,800 – average number of pages printed at work by Canadians
- ◆ 94 % increase in per capita paper consumption for printing and writing
- ◆ 39 % end up in trash
- ◆ 30 – 35 % increase in printing results from e-mail and the Internet
- ◆ 21 % of Canadians who believe they are printing more than 5 years

\*Statistics Canada "Our Lives in Digital Times"



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### Solution - Centralize

- ◆ Consolidate and centralize equipment
  - Printers
    - ◆ Inconvenience to print
    - ◆ Difference between recycled and archival paper
  - Copiers
    - ◆ Chargebacks to departments?
    - ◆ Default to double sided copying



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### Solution - Space Management

- ◆ Equipment footprint, space occupied
  - Equipment efficiencies
- ◆ On-site vs. offsite storage
  - Argument for commercial records storage



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### Cost savings - space



- ◆ Efficient storage equipment
  - Lateral filing more efficient than vertical filing
    - ◆ (73% more efficient)
  - Fixed shelf more efficient than lateral filing
    - ◆ (40% more efficient)
  - Compact shelving units more efficient than stand alone shelving
- ◆ Use LFI (linear file inches) and floor load capacities to determine




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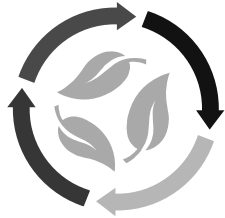
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### Records Management Practices

- ◆ Life cycle management
  - New “old” argument
  - Reduction through records retention:
    - ◆ 1/3 duplicate and redundant – destroy ASAP
    - ◆ 1/3 inactive – move to storage space
    - ◆ 1/3 currently referenced
  - Enact at least annually
    - ◆ Transfer and disposal




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### Office of Record

- ◆ Official copies vs. working copies
- ◆ Processes for deleting duplicates
  - approved transitory processes, purge days
- ◆ Centralized filing vs. decentralized filing




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### Format of records

- ◆ Rules for format of records
  - Electronic as compared with paper records?
    - ◆ Discouragement of printing
  - Official digital documents, versions controlled
  - Shared directories vs. personal directories
    - ◆ Control over folders, directories



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### Supplies

- ◆ Est. 10% of landfill waste is office supplies
- ◆ Environmental branding, e.g. recycled paper, Forest Stewardship Council certified paper products
- ◆ Products – composition of new, reused materials
  - “post-consumer” content



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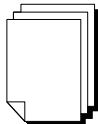
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### Paper

- ◆ Composition – FSC certified
- ◆ Recycled?
- ◆ Quality to match life cycle



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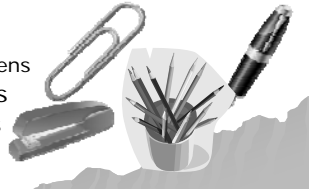
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### General office supplies

- ◆ Plastic is toxic
- ◆ Reduce and share office supplies
- ◆ "Green" office supplier, e.g. "EcoLogo" products
  - Pens made of wood or biodegradable corn
  - Non-toxic inks
- ◆ Re-use and re-fill
  - Toner cartridges, pens
- ◆ Staple-less staplers
- ◆ Clipless paper clips



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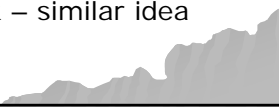
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### Product Sources

- ◆ EcoLogo – founded 1988 by Gov't of Canada
  - Products meet stringent standards of environmental leadership
  - 122 ecologo standard categories; 7500 products
  - "Green Products Database"
- ◆ BuySmart Network – similar idea



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### Cost savings - Space/ staff time costs

- ◆ Designation of Office of Primary Responsibility vs. copy holders
  - ◆ Removal of duplicate documents – 25 to 60 percent redundant
- ◆ Designation of electronic record formats as official records
  - ◆ Virtual cost vs physical space cost
  - ◆ Estimate of 70 % redundancy between paper and electronic



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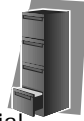
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### Equipment and supplies

- ◆ Look at materials used in equipment, e.g. amount of steel
  - ◆ Open shelf an option?
- ◆ Minimize impact of storage and use
  - Limit foot print
- ◆ Supplies to maximize storage potential
- ◆ Re-use of supplies, e.g. folders
- ◆ Recycled materials for folders, labels
  - Biodegradability of materials



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### Suppliers of services

- ◆ What processes and equipment used by offsite storage providers?
  - Environmentally friendly supplies, chemicals, equipment?
  - Carbon neutral?
- ◆ Confidential disposal and recycling of disposed records?
- ◆ Confidential disposal and recycling of disposed electronics?



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### Carbon Emissions “offsets”

- ◆ Can't eliminate all carbon emissions, so....
  - What else can we do?
- ◆ Ideas
  - Purchase carbon off-sets
    - ◆ plant trees (e.g. TAB Zero folders)



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### Communicate with management

- ◆ Set goals
- ◆ Monitor progress
- ◆ Report results




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