



Hamilton Family Health Team

Green Initiative

Printing Paper

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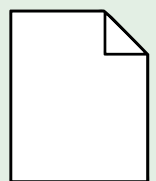
Design: Teniola Ayeni & Tatiana Gayowsky, H. BAsC

The Problem

1) We did not recycle our non-confidential paper effectively.



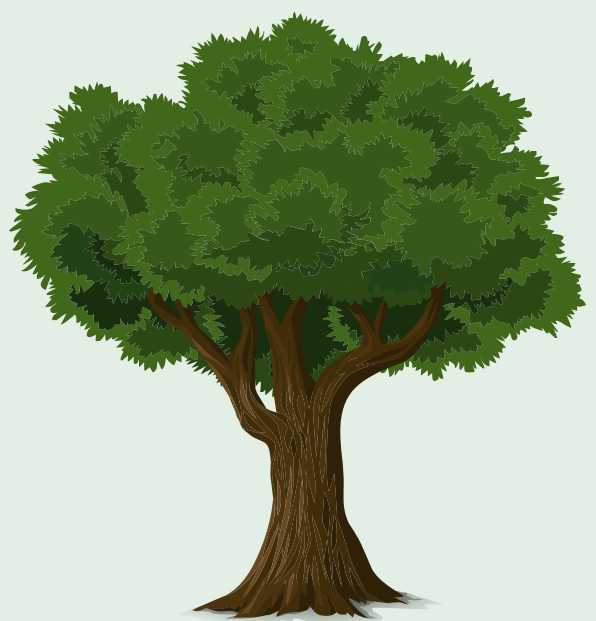
2) Our paper had NO post-consumer recycled content in it.



3) We all use a lot of printing paper with 2019 usage as follows:

- Crown Point pilot site: 90 000 sheets (94 cents per sheet)
- Dundas pilot site: 120 000 sheets (74 cents per sheet)
- HFHT Central Office (3 sites) 270 000 sheets

**TOTAL: 480 000
sheets of paper used
per year**



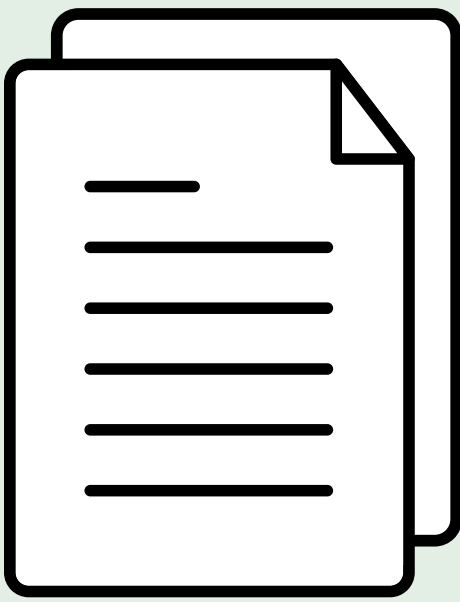


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Paper is made from trees, so these offices are using 32 trees per year* (15 000 sheets per tree). (1)

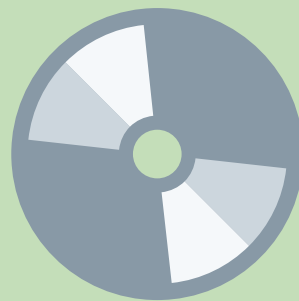


Paper production also produces harmful chemicals such as dioxins, which are carcinogenic. (2)

Solutions

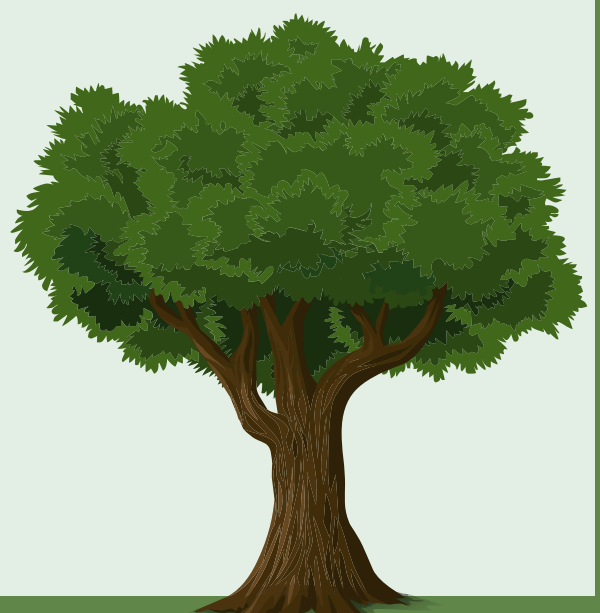
1) Our goal is always to REDUCE before reusing and recycling. Here are some steps to reduce your office's paper usage:

a) Both pilot sites burn CDs for record requests. You can do the same, or use secure websites or encrypted USBs to transfer information instead!



At Crown Point, these disks reduced our paper use by **40 000 sheets** per year.

b) We enrolled in e-referrals and are exploring e-prescribing through the HFHT's Axe the Fax initiative.





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Solution continued:

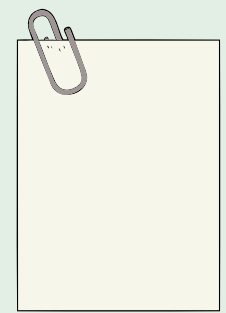
c) We have paperless records within our EMR.



d) The physicians and other providers now avoid printing forms. We complete them digitally, add electronic signatures, upload them to the EMR then either print or fax them. We use free [Adobe Acrobat Reader](#) or [Notability](#) at each workstation.



e) We try not to pre-print items in case they need to be updated or edited. If we do print, our standard printer setting is double-sided.



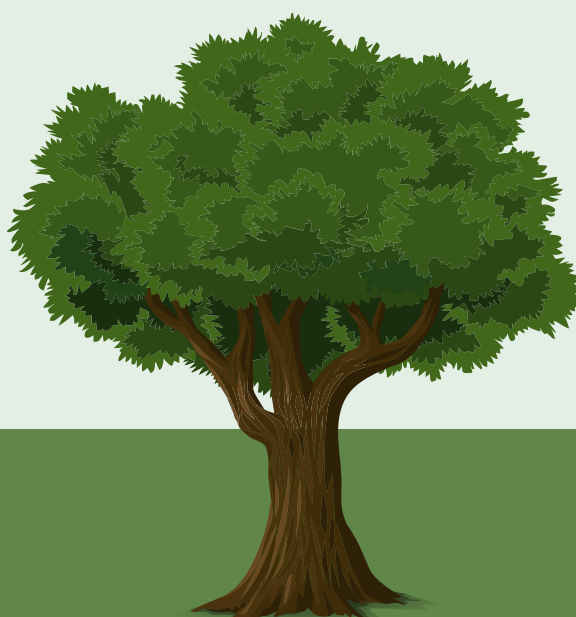
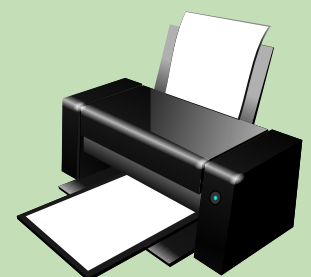
f) We make use of email and voicemail communication instead of letter.



g) Most meeting agendas are emailed instead of printing.



h) Printers and copiers are maintained, as paper jams and low quality printing result in a great amount of waste.



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Solution continued:

2) It is also crucial to REUSE.

We sourced 100% Post-Consumer waste paper!

Brand: Rolland

Cheapest Source: Costco - \$17.39 for 1500 sheets



We tried it out and it works in all of our printers!

3) We should also RECYCLE

See [Recycling](#) for more information.

Both pilot sites confirmed that their shredded confidential paper is recycled.

Benefits:



Social

This can be an opportunity for us to use new technology, which is especially helpful during this time of remote work.

Economic

By burning records onto CDs, Crown Point saves \$376 per year.

The 100% recycled paper is more expensive (\$700 more per year for Crown Point). However our reduced usage will greatly offset this expense.



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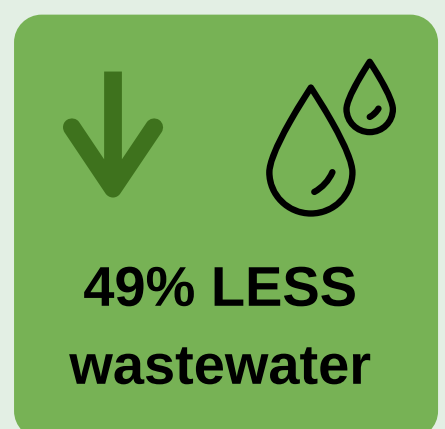
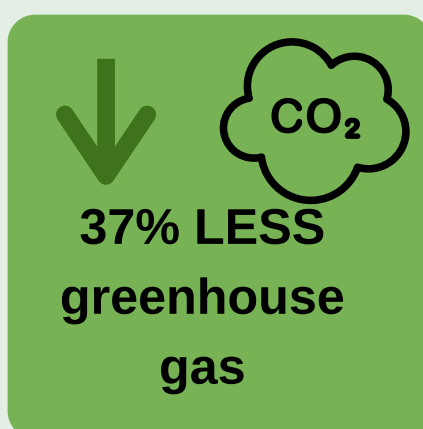
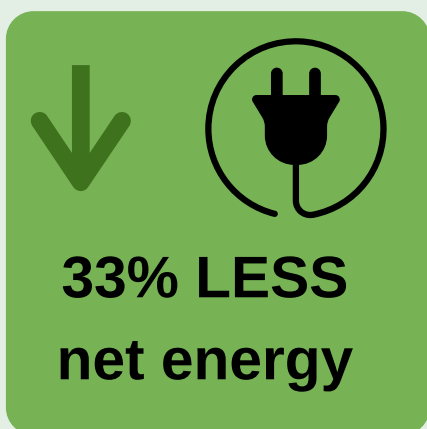
Printing Paper

Benefits Continued:

Environmental



By switching to 100% post-consumer recycled paper, we are using/producing:



References & Additional Readings:

- (1) [How Much Paper Does One Tree Produce](#)
- (2) [EPA to Regulate Dioxin in Paper Industry](#)
[Office Waste Reduction Tips and Ideas](#)
[5 Ways to Reduce Your Paper Consumption at the Office](#)

Join the HFHT Green Initiative, and access all infographics, videos, and other resources at:
[HFHT Green Initiative Webpage](#)

If you have any questions, please reach out to us: green.team@hamiltonfht.ca