The Hong Kong Polytechnic University

Paper Reduction Policy

General Statement

The Hong Kong Polytechnic University (PolyU) is committed to fostering a sustainable campus and prudent use of resources including paper. This policy focuses on promoting paper reduction through integrating related paper reduction practices into all facets of operations, increasing use of electronic communications and e-document handling, effective use of printing services, raising awareness and involving the University community in reducing paper consumption, etc. and ultimately moves towards a paperless environment.

Goals

The goals of the policy are:

1. To enhance the awareness of environmentally responsible use of paper;
2. To encourage the University community to cut reliance on paper and move towards paperless culture and practices;
3. To increase the use of electronic communication and e-document handling technologies and managed print services or similar applications in all daily operations on campus; and
4. To achieve quantifiable management goals that help to drive overall performance.

Implementation

1. University Publications

   PolyU will strive to minimise printing of publications and documents, and disseminate information and news electronically and online. PolyU will also encourage digital formats for newsletters, reports, and other communications. If printing is unavoidable, careful consideration should be given to reduce the number of pages and number of quantities as much as possible.

2. Printing Management

   - PolyU will require the University community to minimise printer waste and to adopt a ‘think before you print’ attitude.
   - If printing is necessary, PolyU will review existing campus and departmental printing and copying arrangement for students and staff to achieve maximum and effective utilisation of such services and to reduce paper usage and wastage, such as implementing double-sided and black-and-white settings as the default.
   - PolyU will also adopt the use of managed print services or similar provisions for departments and offices to better manage their resources such as paper, consumables, to monitor and better control print output and to reduce maintenance cost.

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3. Campus Activities and Operations

PolyU will require staff and students to adopt paperless communications and operations for meetings, submitting assignments, preparing handouts, collaborating, document handling and exchange, etc. PolyU will also encourage her partners to adopt a similar approach when communicating with the University.

4. Action Plan

PolyU will:

- Develop an action plan to guide paper reduction, promotions and set reduction target to measure performance and drive continuous improvement;
- Invest in and maintain digital infrastructure to support paperless initiatives, such as cloud storage, collaboration tools, and secure e-signature solutions;
- Solicit feedback from the University community to identify challenges and opportunities for improvement; and
- Recognise departments and individuals who make significant contributions to paper reduction goals.

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