

Nashville Fire Department Report on Reduction of Paper Consumption and Postage September 2018

The Nashville Fire Department continues to seek ways to reduce paper and postage usage.

- We post all policies, memos, and OPGs electronically on a SharePoint site instead of printing, and employees receive an email each time a new document is posted.
- We use electronic notifications for all new hire employees.
- We reduced the number of paper checks (non-direct deposit) printed to 8. Our ultimate goal is to have everyone use direct deposit for payroll.
- We process and store all payables electronically without sending paper copies to Archives.
- Copiers are set to double-sided copies whenever printed-paper is needed.
- Human Resources files are scanned and maintained electronically.
- All Fire Department contracts are routed and signed electronically.
- We electronically transmit patient care reports to the hospitals now. With an average of 70,000 transports annually and reports which are 4-5 pages long, that will save a significant amount of paper.
- We scan and transmit Medicare Appeal documentation electronically instead of making paper copies when possible.