

# Metro Social Services – Paper & Postage Report

September 2017

Re: ORDINANCE NO.BL2008-248

Metro Social Services paper and postage usage compared to 2008.

	FY08	FY16	Change	Compare to 2008 %
Paper	4,056.31	2,039.50	(2,016.81)	-50%
Postage	5,507.17	2,263.00	(3,244.17)	-59%
Printing	9,408.99	5,717.69	(3,691.30)	-39%
	<u>18,972.47</u>	<u>10,020.19</u>	<u>(8,952.28)</u>	<u>-47%</u>

There has been a 47% decrease compared to 2008. One of the main reasons is the cost of the Community Needs Evaluations printed for this year is less than the previous year. Also the postage did not increase for the 2017 fiscal year.

Metro Social Services continues to use the following practices to reduce waste and cost:

- Sending reports electronically,
- Printing on both sides of paper,
- Using scrap paper for printing and faxes,
- Reduced font size on reports,
- Reduced margins on reports and documents,
- Sharing copies,
- Proof reading documents on the computer before printing,
- Printing only pages needed,
- Sending memos and newsletters electronically,
- Storing data electronically rather than printing and filing,
- Using light weight paper,
- Re-using envelopes for interoffice mail,
- Re-using file folders,
- Using outdated letterhead for in-house memos or scrap paper,
- Printing directly on envelopes instead of using labels,
- Recycling containers provided for employees,
- Clearly identifying recycle bins,
- Consolidating supplies across programs.