Paper is the highest consumed resource and greatest source of waste for the EUI. With the aim to reduce the EUI environmental impact, here are some suggestions for consuming less paper:

- Before printing or photocopying evaluate if it is necessary to print
- Format your documents to use less pages
- Before sending a print job check the print preview function
- Print and photocopy in double sided
- When possible print on multiple pages per sheet
- Reuse the internal correspondence envelopes more the once
- When possible send documents electronically instead of printing documents
- Try to reduce the volume of paper waste by folding and not crushing pieces of paper
- Finally, encourage other colleagues to do the same, a good example is contagious