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|  | <b>ENVIRONMENTAL MANAGEMENT<br/>SYSTEM</b><br>INSTRUCTION |                           | Code:           |
|   |   |                           | <b>I-UFF-01</b> |
| <b>Title:</b><br><b>RESPONSIBLE PAPER MANAGEMENT</b>                              |   |                           |                 |
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## RESPONSIBLE PAPER MANAGEMENT



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## 1. REVISION INDEX

| Version | Revision | Date       | Modification list | Modified paragraphs |
|---------|----------|------------|-------------------|---------------------|
| 01      | 00       | 00/00/2023 | First issue       |                     |
|         |          |            |                   |                     |
|         |          |            |                   |                     |

## 2. INTRODUCTION

Excessive paper use within the institute can have a significant impact on the environment, in terms of natural resource consumption, waste production, and pollution. For this reason, it is important to adopt a mindful approach to paper usage, promoting virtuous behaviors that reduce waste and support environmental sustainability.

## 3. AIM AND FIELD OF APPLICATION

The purpose of this instruction is to raise awareness among the entire EUI community about the responsible use of paper. The implementation of this instruction aims to reduce paper consumption within the institute's premises by promoting good operational practices that enable a more reduced and conscious consumption.

## 4. RESPONSABILITIES


It is the responsibility of all members of the EUI community to responsibly manage the paper and prints assigned to them by the institute.

## 5. MANAGEMENT OF WRITING AND OFFICE PAPER

The reams of paper distributed at various locations of the institution are available to all members of the EUI community, not only to reload photocopiers but also to support the daily activities of academic and administrative staff.

**To minimize the consumption of writing and office paper, users are encouraged to:**

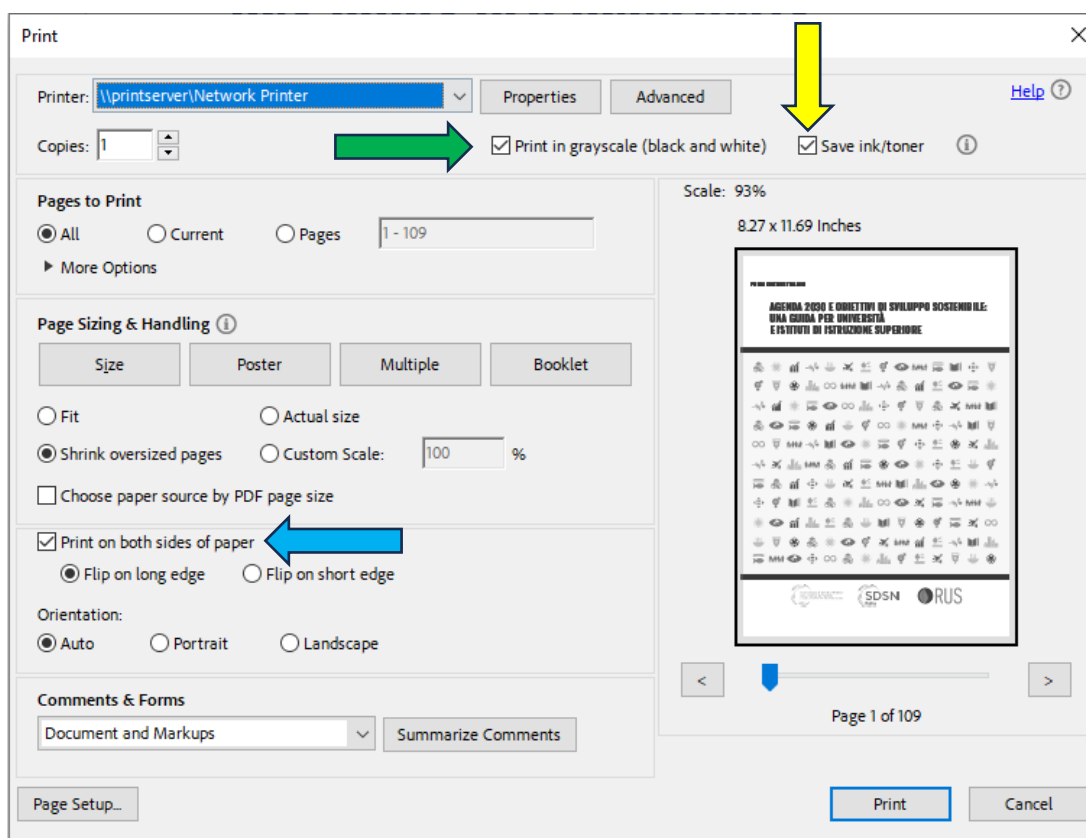
- take **notes as much as possible using electronic devices**, which ensure more frequent and efficient corrections and do not involve paper waste;
- Reuse **sheets printed on one side as note paper on the unused side**;
- Use only **recycled paper** (leaving a few reams of virgin paper for printing official documents that cannot be printed on recycled paper due to archival preservation standards).


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## 6. MANAGEMENT OF PAPER FOR PRINTING

To minimize paper consumption for printing, users are encouraged to:

- avoid printing the document unless absolutely necessary, preferring **electronic consultation** instead;
- if printing the document for signature, inquire about the possibility of using a **digital signature** by contacting the Document Management Officer (DMO);
- **review the document text** before printing to ensure there are no errors (to avoid multiple prints of the same document);
- ensure printing on **recycled paper** unless the document is official, in which case recycled paper cannot be used due to archival preservation standards (to be verified with DMO);
- opt for **double-sided printing** (Print on both sides of paper);
- select for **black and white printing (Print in greyscale – black and white)** and use the **"Save ink/toner"** option.



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**Conscious paper use is a commitment that must involve  
all users of the institute.**

**By adopting simple daily behaviors, it is possible to significantly reduce  
the environmental impact of our activities and contribute to a more  
sustainable future.**

**Remember, every small action counts!**