

# Document Management @ NSAC

## Sustainable Choices for Today and the Future



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**Nova Scotia  
Agricultural  
College**

## Sustainable Document Management

### In This Issue

#### What is Sustainable Document Management?

Learn how you can make better environmental choices when you manage your documents.

#### "Green" Paper Choices

Learn what environmentally friendly paper choices you have on-campus.

#### Services on Campus

Learn what Xerox does on-campus for NSAC staff and faculty.

### Green Paper Choices

As one of the largest distributors for office printers and copiers, Xerox recognizes our obligation to support a sustainable paper cycle. We impose strict environmental requirements on our paper suppliers, ensuring that all Xerox papers come from responsible managed mills and forests. We partner with the Nature Conservancy to promote good

Sustainability is meeting the needs of today without compromising the ability of future generations to meet their own needs. The term takes into consideration environmental and social performance in addition to financial performance—the "triple bottom line." Both NSAC and Xerox take sustainability very seriously. It's not just a 'nice-to-do', it's about valuing employees and communities and preserving our environment now and for the future.

A document is any piece of data, printed, written, or soft copy that is a result of an action, or requires a person to act. In any organization, documents are important for day to day work. In higher education documents are essential, from curriculum and assignments, and transcripts; to research results and major papers and presentations. The question is, how can NSAC manage all of this essential information in a sustainable manner? It is not difficult. It can start with your day-to-day choices. Here are some great ways to start sustainable document management in your own office today.

forest practices and we innovate to produce papers with reduced environmental impacts. You can easily access these papers at discounted rates through the Xerox print centre. There are different kinds of certification and our goal is to educate you on all the certifications so you can make educated choices about which papers you use in your office. See page 2 for more information on the types of certifications and what they mean.

**Use electronic tools.** Software, digital document workflows and scanning can simplify the way you communicate.

**Use paper wisely.** Print on both sides of the page; print on paper certified to sustainable forestry standards.

**Recycle the paper you use.** Paper manufacturers avoid the use of 3.5 tons of virgin fiber for every ton of recycled paper used.

**Reach for Energy Star.** When replacing old office equipment, choose more efficient systems to help you save energy and money

**Replace copiers and printers with multi-function printers that do it all.**

One multi-function printer that copies, prints, scans and faxes can use half the energy of all those separate devices.

**Recycle empty toner cartridges.** Return your Xerox cartridges to us with our pre-paid postage labels.

**Seek office equipment designed for remanufacturing or recycling** Xerox devices are designed with recycling and reuse in mind.

To learn more about green document management go to [www.Xerox.com/environment](http://www.Xerox.com/environment)



The mark of responsible forestry

SW-COC-002570

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www.pefc.org

# Understanding Paper Certifications

## Programme for the Endorsement of Forest Certification

The PEFC Council is an independent, non-profit, non-governmental organization which promotes sustainably managed forests through independent third party certification. It provides end product certification and is growing in popularity in Western Europe.



## Forest Stewardship Council

Considered the global benchmark for responsible forest management, the Forestry Stewardship Council (FSC) is an international network, which promotes responsible management of the world's forests. Over the past 12 years, over 84 million hectares in more than 82 countries have been certified according to FSC standards (covering around 2% of the world's forests). FSC operates through its network of national initiatives in over 40 countries and is becoming increasingly demanded by customers looking for a sustainable branded paper. The Print Centre can provide you with various FSC paper options at low negotiated prices.



## Sustainable Forestry Initiative

The Sustainable Forestry Initiative (SFI) program, governed by a Board of Directors, is based on the premise that responsible environmental behaviour and sound business decisions can co-exist. SFI program participants practice sustainable forestry on all the lands they manage and they influence millions of additional acres through the training of loggers and foresters in best management practices and landowner outreach programs. This unique commitment to sustainable forestry recognizes that all forest landowners, not just SFI program participants, play a critical role in ensuring the long-term health and sustainability of our forests. Many of Xerox's papers is SFI certified. Call Glenn to order.



## Did you know?

NSAC has already achieved important sustainability milestones with the implementation of two key document management projects.

### NSAC Print Centre

- The new production machines use half the electricity when not in use
- The Print Centre is FSC Certified—which means we can produce Forestry Stewardship Council certified jobs!
- The print centre uses EA Toner, which is grown, not ground like traditional toner. This produces a 50% higher yield and has a lower environmental impact using 40% less energy to produce

### NSAC Greening the Office

A campus wide assessment of office printers, copiers, fax machines and scanners showed that NSAC could save enough energy to power over 5,000 houses per year by reducing the number of machines and replacing them with multi-function printers.

Many departments have adopted the recommendations and more will transition to an optimized print environment in 2010.

## Print Centre Services

Regardless of what your document needs are, we can help. NSAC has a world-class print centre ready to provide you with high quality, fast turn around printing, imaging, and more.

### The print centre provides the following services:

**Creative Services**—from desk top publishing, mail merges, and typesetting to creative and web design we can help make your documents shine!

**Personalized Printing**—By incorporating personalized information into your documents, you can improve response rates and retention. Simply by adding colour, response goes up by 45% add colour and variable information and response rates can increase by 135%!

**Imaging Services**—are you swimming under piles of paper? Do you have no time to scan in your documents so you can go digital? Send us your paper and we can scan them to a CD, or work with IT to load them to your network folder.

**Document Production and Publishing Services**— from wide format banners, to course outlines, we can print it all in colour or black and white. Save time and energy by sending large jobs to the print centre. We also provide many finishing and binding options.

Call Glenn or Rhonda at 893-4737 to learn more about how we can help you!