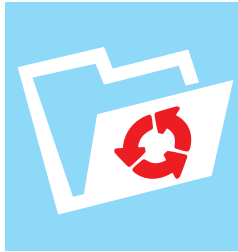


**Friday
File
Fling**



**NATIONAL
RECYCLING WEEK**

PLANET ARK

Step-By-Step Guide

Demand for printing and writing paper in Australia remains high with more than 1.7 million tonnes* used each year. Office paper is the largest contributor to solid waste generated by offices. Surprisingly, office paper has a low recycling rate because so much of it is stored in files that will never be read again.

So Planet Ark and our National Recycling Week sponsors invite you to host a Friday File Fling event on Friday 13th November.

As well as providing a positive staff engagement activity, the Friday File Fling (FFF) encourages greater re-use and recycling of good quality office paper.

This Step-By-Step Guide, includes everything you will need to know to organise and promote a Friday File Fling in your organisation or office.



Event supported by



We want what you want

What's the Friday File Fling?

Well it's a pretty simple idea. Set aside some time on Friday 13th November, the last working day of Planet Ark's National Recycling Week, so staff can clear out all the unused good quality office paper from their filing cabinets, desk draws and in-boxes.

Ask staff to choose a time on the Friday that suits them or, better still, set aside a specific time, say 2 – 4pm and encourage everyone to take part. You can also add an afternoon tea or Friday drinks and make a social event of it.

The paper can either be re-used in the copier/printer or make into branded Notepads or recycled through your usual recycling program.

What are the benefits of joining the Friday File Fling?

Staff Education and Engagement

The FFF is a fun and easily organised staff engagement activity. You can run it on one floor, one office or across an entire organisation.

You can use it to kick off a new recycling initiative or to promote or highlight existing programs.

By registering your event with Planet Ark, we'll be able to give you feedback on the contribution of your workplace to the overall results of the FFF as well as the environmental savings you made.

The Environment

Making one tonne of virgin office paper uses the equivalent of 24 trees. It also uses large amounts of water and energy. Emptying the huge reserves of high quality office paper currently stored in filing cabinets and getting it back into circulation has a great environmental benefit.

Making paper from recycled content uses about 50% less energy and 60% less water than making it from raw materials.

Holding this event with your staff can assist in building a workplace culture around recycling and can be used as a stepping stone to other sustainable behaviours.

Who else is involved?

Brian Bissaker, CEO of Colonial First State, is encouraging businesses and workplaces from around Australia to participate in the Friday File Fling.

Join with the following businesses and agencies by participating in the Friday File Fling:

- ♻ Colonial First State
- ♻ Australia Post
- ♻ Woolworths head office and stores
- ♻ Officeworks
- ♻ The City of Sydney
- ♻ General Property Trust Commercial
- ♻ Epson and more...

Arranging a Friday File Fling

The Friday File Fling is an easy event to organise. Here are some tips for promoting your event internally, and arranging for re-use and recycling of the paper recovered.

Event details

Decide on the details of your event including:

- ♻ The time – Will you encourage people to choose a time that suits them or will you get everyone to participate at a set time? Or if Friday really doesn't work for your business will you choose another day in the week?
- ♻ The location – Will you run the event in one office, one building or across the entire organisation? Where will you collect the paper?

Promote your Fling

The better you promote the event within your organisation, the better engagement you'll get. To help you promote the event Planet Ark has developed a range of resources, available from [RecyclingWeek.PlanetArk.org/business/friday-file-fling.cfm](https://www.RecyclingWeek.PlanetArk.org/business/friday-file-fling.cfm). These include:

- ♻ Adaptable e-mail text that you can cut and paste. Just fill in your specific details and send around to staff.
- ♻ Adaptable promotional poster. You can add in your company logo and specific event details using Adobe Acrobat or similar program.

If possible, ask your CEO/MD or other senior manager to send the e-mail or endorse the event. There's nothing like encouragement from the top to galvanise support.

Make sure you give a few weeks notice so staff can keep the time aside.

What to do with the paper you recover?

There is a range of re-use and recycling options for the office paper you recover. The re-use options have a higher environmental benefit, since you avoid buying more paper.

Re-use

- ♻️ Single-sided paper in good condition can be re-used to print draft or internal documents. Allocate one draw of the printer for this paper. This draw can be used as the default setting for single-sided draft printing.
- ♻️ Single-sided paper, and old letterhead, can also be used to make branded FFF Notebooks. Not

only does this make good use of resources, it helps to promote your organisation's commitment to sustainability (see below).

Recycle

- ♻️ Recycle the recovered paper with your usual recycling contractor. You might need to arrange for extra recycling bins to be ordered to collect the extra paper. Alternatively, you could store the paper in boxes to be put in the recycling collection over the coming weeks.
- ♻️ Confidential files can be shredded before being recycled or sent with your usual confidential document recycler.

Making Friday File Fling Notebooks

Making Notebooks from good quality, single-sided paper is a great way to re-use these resources. Individuals can make their own Notebooks or they can be made in larger quantities and distributed through a central store.

1) Creating the FFF Notebook Cover

- ♻️ Download the Friday File Fling Notebook Cover
- ♻️ For a plain Cover, just open the document and print
- ♻️ To brand the Notebook with your logo, open the Cover in Adobe Acrobat or similar program and paste your logo between the green lines
- ♻️ Save the customised document for future use or to send around to others.
- ♻️ Print desired copies on re-used paper.

2) Assemble the Notebook

- ♻️ Bind the Cover and a stack of re-used paper together using comb, thermal or coil binding with a light cardboard backing.
- ♻️ Your print room may be able to do this. If not, it is a very inexpensive job for print stores like Officeworks.

Records & Confidential Documents

Make sure sensitive or confidential documents are disposed of correctly and that mandatory retention periods for files are adhered to.



Recording your Fling

- ♻ Register your event on RecyclingWeek.PlanetArk.org. We'll list your organisation as a participant and keep you updated with news and information about the Fling.
- ♻ Estimate how much paper was collected at your FFF. We will be in touch regarding your results and to give you feedback on how much water and energy you saved. You can also find out how much water and energy you saved.
- ♻ On the day, take pictures of staff participating in the event – you can even add these images to the Notebook covers.
- ♻ Send the feedback on environmental benefits and other FFF outcomes (like the Notebooks or photos) around to staff. This helps to encourage their ownership of the workplace sustainability initiatives and supports team building.

What else can you do?

- ♻ Use National Recycling Week or your FFF event to promote other types of recycling programs. Encourage staff (and customers) to bring printer cartridges, mobile phones, corks, eye glasses and/or batteries from home to be collected and recycled. Visit RecyclingWeek.PlanetArk.org for more information and promotional resources.
- ♻ Close the recycling loop by buying recycled office paper. By 'buying back' the recycled paper, you are helping to create demand for recycled-content products and ensuring that less virgin paper products are used. For more information about choosing and buying recycled paper download a copy of NSW DECCW's *Know Your Paper Guide* <http://www.environment.nsw.gov.au/sustainbus/officewasteguides.htm>
- ♻ Join Planet Ark's GreenWorks e-newsletter to receive regular information on workplace sustainability programs and easy to implement ideas for reducing your workplace's environmental footprint.

* Information on printing and writing paper sourced from NSW DECCW's Sustainable Business pages at <http://www.environment.nsw.gov.au/sustainbus/officewasteguides.htm>

'Cartridges 4 Planet Ark'

'Cartridges 4 Planet Ark' (C4PA) is a free recycling program for all types of ink jet and laser cartridges and toner bottles. To be eligible for a free collection box(es) a business or workplace needs to use more than 3 cartridges a month (or 36 a year).

The C4PA program is an example of an effective extended producer responsibility program with the participating manufacturers, Brother, Canon, Epson, Konica Minolta and Lexmark taking responsibility for the collection, transport and recycling of the cartridges they produce.

For more information visit Cartridges.PlanetArk.org or call 1800 24 24 73.



Keep the Office Kitchen Clean

With both Planet Ark and Good Environmental Choice Australia endorsement Orange Power Multi Purpose Cleaner will help keep the office kitchen – and the planet – clean.

For more information visit OrangePower.com.au



Recycle At Australia Post

Australia Post helps you and your staff recycle your used printer cartridges and mobile phones. Drop your used cartridges into the 'Cartridges 4 Planet Ark' box at participating stores. While you're there grab a 'Reply Paid' MobileMuster satchel to recycle your old mobile phones.

For more information visit auspost.com.au



Crack a Can

If you're providing drinks for your staff during the Friday File Fling buy what you can in aluminium cans. The entire can is recyclable, which makes clearing up after the event easy – just throw it all in the recycling. Aluminium is infinitely recyclable, so your cans can come back again and again.

For more information visit RecyclingWeek.PlanetArk.org/partners/alcangroup.cfm

