

## **A Double-Sided Printing Policy for UUEAS and Support for a Similar UEA Policy**

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### **The Union Notes:**

1. That the act of printing approximately eighty-three thousand (83,000) sheets of paper results in the consumption of one (1) tree and approximately six hundred and ninety (690) kilograms of CO<sub>2</sub> emissions (Source: UEA PaperCut™ software);
2. That the UUEAS currently owns and operates approximately forty (40) printers and photocopiers on its premises for use by UUEAS affiliates, which produce an estimated four hundred thousand (400,000) sheets of paper per year and thus consume approximately five (5) trees and emit approximately three point three (3.3) tonnes of CO<sub>2</sub> emissions (Source: UUEAS);
3. That the UEA Library and IT Services, under the umbrella of the Information Services Directorate (ISD), currently own and operate approximately forty-four (44) printers and photocopiers on their premises for use by students, which produce greater than three point two million (3,200,000) sheets of paper per year and thus consume at least thirty-nine (39) trees and emit at least twenty-seven (27) tonnes of CO<sub>2</sub> emissions (Source: UEA ISD);
4. That, currently, all (or a majority) of the printers and photocopiers of the UUEAS are set to print single-sided as their “default” setting;
5. That, currently, all (or a majority) of the student-accessible printers and photocopiers of the UEA ISD are set to print single-sided as their “default” setting;
6. That, by printing double-sided, the UUEAS will save money on paper purchases, which can then be allocated to other expenditures;
7. That, with the modern printers and photocopiers in use by the UUEAS and UEA ISD, double-sided printing does not suffer from any decline in aesthetic quality, as was previously the case with older inkjet printers;
8. That, currently, there is no financial incentive for students using the printers and photocopiers of the UEA ISD to conserve paper resources by printing double-sided, since all printing jobs are levied at a standard cost of three (3) pence per A4 page for black and white jobs and thirty (30) pence per A4 page for colour jobs, regardless of whether they are printed single-sided or double-sided, and all copy jobs are similarly levied at a standard cost of twelve (12) pence per A4 page;

9. That there currently exists a strong sentiment among the student body for an easier and incentivised double-sided printing option, based on the results of a public poll conducted on the UUEAS website from 5 December 2011 to 12 December 2011, in which ninety-five per cent (95%) of the participating students expressed support for such an option<sup>1</sup>; and
10. That implementing a double-sided printing policy, either by switching the “default” setting to print double-sided or by creating a financial incentive to print double-sided, is possible and feasible to do with the current UEA PaperCut™ printing software<sup>2</sup>.

**The Union Believes:**

1. That expressing support for a campus-wide double-sided printing policy for both UEA and the UUEAS is in line with the existing environmental policies of the UUEAS<sup>3</sup> and its Vision 2012 goals;
2. That implementing such a policy for the UUEAS printers and photocopiers will reduce costs and set a positive example for the University to follow; and
3. That, because of the lack of any aesthetic decline in print quality with the use of modern printers, double-sided printing of important documents such as student coursework or staff proposals/reports should no longer be considered as “poor academic practice,” and thus subject to marking deductions or negative feedback, by anyone in the University, but should instead be promoted for its environmental and economic advantages.

**The Union Resolves:**

1. To implement, effective immediately, a double-sided printing policy for the UUEAS:
  - 1.1 whereby all printers and photocopiers owned and operated by the UUEAS shall be set to print double-sided as their “default” setting, if technically possible, as soon as possible;
  - 1.2 whereby all staff and affiliates of the UUEAS shall resolve to print and copy double-sided in all cases, except in those cases requiring a very high degree of formality, in those cases where a high degree of aesthetic print quality is required and would be compromised by printing double-sided<sup>4</sup>, in those cases where the document formatting specifications are set by an external organisation<sup>5</sup> or in those cases

<sup>1</sup> The Poll was created by the Proposer and Secunder in collaboration with the Head of User Services for the UEA Library and the IT Helpdesk Manager for the UEA IT Services. The Poll was advertised to the student body informally and via Facebook™. The Poll question was as follows: “What do you think about double-sided printing?” The choices of answer for the Poll were as follows: “1) I like it; make it the automatic printing option; 2) I like it; encourage it by making it cheaper than single-sided; 3) I love it; make it automatic and cheaper; 4) I dislike it; I prefer single-sided printing”. The response rate for the Poll was 177. The vote tally for the four options was as follows: 1) 26, 2) 51, 3) 92, 4) 8.

<sup>2</sup> As confirmed by the IT Helpdesk Manager for the UEA IT Services

<sup>3</sup> For example, policies 308, 660, 795, 835, 1036, 1037, 1093, 1133, and 1163

<sup>4</sup> For example, the printing of colour posters or maps

where technical difficulties with the printers render it impractical. Furthermore, where these technical difficulties arise, the printer should be replaced or fixed as soon as possible;

- 1.3 whereby the UUEAS Finance Officer shall be tasked to report back to Union Council on any cost savings arising from fewer paper purchases charged under the "Office Expenses" line items of the UUEAS Budget, and to take this information into account in future Budgets, so as to decrease or reallocate funds associated with these line items;
  - 1.4 whereby the UUEAS Environment Officer shall be tasked with monitoring compliance with this policy among UUEAS staff and affiliates and reporting back regularly to UUEAS Council on progress on this matter;
2. To formally call upon the UEA ISD to implement a double-sided printing policy for the University:
- 2.1 whereby the UUEAS Student Officer Committee shall be tasked with sending, as soon as possible, a formal written communication expressing UUEAS support for a double-sided printing policy to relevant UEA ISD managers, "Carbon Copied (CC-ed)" to other relevant high-level University decision-makers, which highlights the results of the aforementioned UUEAS student poll, the feasibility of such a policy using UEA PaperCut™ software, and the synopsis of this Policy itself, and expresses support for double-sided printing, both for it as a "default" option and for it to be financially incentivised versus single-sided printing;
  - 2.2 whereby the UUEAS Communications Officer and the UUEAS Environment Officer shall be tasked with following-up to any response to this correspondence, including attendance at any relevant meetings, and continuing to lobby the University on this issue until it is implemented, and shall report back regularly to UUEAS Council on progress on this matter; and
3. To formally call upon the University as a whole to stop considering documents that were printed double-sided, such as student coursework or staff reports, as "poor academic practice," and to lobby the University to instruct its teaching and marking staff to stop deducting marks for any student coursework that was printed double-sided:
- 3.1 whereby the UUEAS Student Officer Committee shall be tasked with sending, as soon as possible, a formal written communication expressing UUEAS support for this policy to relevant high-level University decision-makers;
  - 3.2 whereby the UUEAS Communications Officer and the UUEAS Environment Officer shall be tasked with following-up to any response to this correspondence, including attendance at any relevant meetings, and continuing to lobby the University on this issue until it is implemented, and shall report back regularly to UUEAS Council on progress on this matter.

