

THE PAPER WISE CHALLENGE

Frequently Asked Questions (FAQs)

What is the Paper Wise Challenge?

The Paper Wise Challenge is a friendly competition to encourage sustainable practices among community builders in the use and purchase of paper products.

Why are we doing this Challenge?

The Green Team's mission is to accelerate City efforts to achieve the internal sustainability goals of Press Play and the Sustainability Action Plan which includes managing the City's resources wisely and sustainably along with implementing a sustainable purchasing policy. The purpose of the Paper Wise Challenge is to promote these objectives by reducing paper use and improving the types of paper purchased—these actions will reduce waste, save energy, reduce pollution, and potentially save the City money. The challenge also aligns with the City's newly adopted Sustainable Procurement Policy which includes guidelines for purchasing paper products and will educate Community Builders on the benefits of reducing paper product consumption, including items like copy paper and paper cups, through creative outreach and increased communication.

How can I participate?

It's really simple! The first step is assigning a Green Champion to your area who will be responsible for registering the area on the Paper Wise Challenge web page www.fortlauderdale.gov/paperwise.

How is the Paper Wise Challenge being measured?

Participating areas will be measured on metrics designed to evaluate sustainable purchasing practices for paper products, their reduction of paper usage, and creativity in addressing and communicating these topics. Green and gold stars will be awarded for completed tasks and earned achievements in the following metric categories: milestones, performance, and innovation. The challenge winner will be determined based on the most stars received out of a maximum of 30 stars. *Please follow this link for detailed information on the metrics and star allocation:* <http://gyr.fortlauderdale.gov/home/showdocument?id=21739>

What are the roles and responsibilities of the Green Champions?

In addition to registering their area, Green Champions will be responsible for the following:

- Conducting a pre-challenge copier/printer and copy paper inventory along with a paper usage audit to determine baseline paper consumption and evaluate current purchasing practices;
- Attending three Green Team meetings;
- Conducting four bi-weekly electronic paper usage audits during the challenge;
- Tracking results for green pledge signed, eco email signature footer added, and sustainable paper products purchased;
- Reporting all results electronically to the Paper Wise Challenge Coordinator;
- Distributing Paper Wise Challenge promotional and educational materials; and
- Engaging their participating area. .

How is the paper usage audit performed?

The paper usage audit will report the number of sheets currently being printed using copiers and/or printers in each participating area on a bi-weekly basis. That data can be obtained electronically from most copiers and/or printers through a simple touch screen process. Green Champions will be provided with a reference guide (*link below*) that includes a citywide list of copiers/printers and steps to complete the paper usage audit for each.

Copier/Printer Reference Guide: <http://gyr.fortlauderdale.gov/home/showdocument?id=21721>

What will the copy paper inventory involve?

The copy paper inventory involves simply identifying the type(s) of copy paper currently in stock to determine if any or all are already being purchased sustainably and where there may be areas for improvement during the challenge. Green Champions will not be required to take a physical count of copy paper stocked in their area.

Will there be any training before the Challenge?

Yes, Green Champions, or their designee, will be required to attend a training session on May 12, 2017. During that session, Champions will have the opportunity to discuss potential challenges and ask any questions. An invitation to attend the session will be distributed to Green Champions upon registration.

How long is the Challenge?

The challenge will last 8 weeks: May 30, 2017 – July 21, 2017

What will the winner receive?

The challenge winner will receive an awards luncheon on August 3, 2017, a championship banner, possession of the Green Champion Cup trophy, and bragging rights! *Make sure to select menu choice on the registration form when signing up to be a Paper Wise Champion!*