

Case Study of a good practice in the Green Office tutoring process

Best practice	Reconstruction of printing system
Name of Office	Mars Magyarország Kisállateledel Gyártó Kft
Type of Office (sector)	Office of petcare production site
Website	http://www.mars.com/global/index.aspx
Country	Hungary
Tutor name	Rita Halmavánszki
Environmental aspect/management aspect	Decreasing paper waste, energy and cost saving by renewing printer machines and improving associate's behaviour and approach to sustainability.
Description of best practice (max 2500 characters)	<p>At the beginning of the programme we had an initial environmental survey within the office population (return rate was 73% thanks to our highly engaged colleagues) and found printing park the weakest point regarding sustainability aspects, than decided to rearrange it. We expected the greatest return in terms of paper usage, time and energy saving, moreover we could achieve greener and more comfortable working environment. We had two newer multifunctional printers, two faxes, some department printers/faxes and six old machines which were replaced to three second hand machines in an excellent condition fitting to our printing, copying and faxing requirements. Instead of 12 old machines we gain all together 5 multi functional printers, and installed an ID card (pull printing) system to eliminate extra printing, e.g. wrong pages, unnecessary and private printing, copying.</p> <p>The biggest changes:</p> <ul style="list-style-type: none"> • the system requires ID card (no unauthorized printing) • basic setup is double sided printing in black and white colours • wrongly printed papers are reused for drafts or other tasks <p>During the programme we focused on the importance of education and communication on sustainability. We had weekly communication on the ongoing and implemented actions in the internal e-newsletter. Stickers were implemented to raise awareness on energy saving (eg. turn-off lights and computers) and selective waste collection. Continuous digital</p>

	<p>visualization by video spots in the printer room and canteen. Regular GO meetings. Article on internal webpage about GO actions. Team members were recruited on voluntary base involving all departments delegates. The Management team was happy to support all GO programmes, because Mars is highly engaged towards sustainability and the project seemed to be a beneficial from environmental and financial point of view.</p> <p>The biggest benefits of the project:</p> <ul style="list-style-type: none"> • we had a 30% less paper consumption as a target and finally we could achieve 67% • recycling of reusable paper ensured • associates' sustainability awareness improved • time, energy, maintenance and cost saving • printing park renewal by keeping our eyes on second hand options <p>All together we are happy to implement a project which has a benefit for all stakeholders and our environment with a great teamwork. We are also proud to be shown as a role model for other offices as well.</p>
Cost/payback period	-
Replicability	We took an inspiration from Bruck site (Austria) and already have a follower in Gargzdai factory (Lithuania).