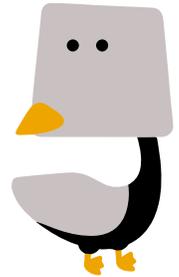


Join students, teachers, workplaces, and families across the country on the first Thursday in April to celebrate **National GOOS Paper Day**.

On this day of action, get creative as you learn about responsible paper consumption and production, and promote effective ways to reduce, reuse, and recycle paper.

National GOOS Paper Day



What is GOOS paper?

GOOS stands for **Good On One Side**.

GOOS paper is paper that has been used on one side, but is still blank and usable on the other side. When we use GOOS paper, it means that we are ensuring both sides of our paper are used before it is recycled.

GOOS paper can be used in many ways, such as planning, design drafts, and notetaking.

By simply using both sides of our paper we are helping to reduce pollution and the creation of solid waste, all while protecting forests.

What's a GOOS paper bin?

A GOOS paper bin collects and stores your GOOS paper in a convenient and accessible place to help ensure it can be used easily.

The bin can be as simple as a box or basket, but you can also get creative and decorate GOOS bins with a "goose" theme or other eye-catching styles.

A fun GOOS paper bin that is strategically placed in a home office, desk, or printer area, can encourage people to use both sides of their paper before it is recycled.



How to take part in National GOOS Paper Day

To participate in National GOOS Paper Day, workplaces are encouraged to launch their own GOOS paper bin campaign. You can choose to keep the campaign simple or use it as an opportunity for employee engagement and to get creative!

1 Get started at home or at work!

Recruit a team of staff that will lead your GOOS paper campaign. If your workplace already has an EcoTeam (sustainability team), this is a great initiative for them to lead. Discuss why it is important to reduce paper use and consider how you want to share these messages with your entire workplace.

Making GOOS paper bins during COVID-19

At your work office

Have staff construct GOOS paper bins with materials from their home, for individual use at their desks. Staff may also choose to bring-in a small receptacle from home to store their GOOS paper.

At your home office

Have staff construct a GOOS paper bin for their home office. This can also be a fun activity to engage in with their family members.

2 Make your GOOS paper bins

- **Keep it simple:** If you want to ensure that staff are collecting GOOS paper but they don't have the time to get crafty, keep things simple. Have staff find an appropriate-sized paper receptacles such as a paper box or bin to place in their office or by their desk.
- **Get Creative:** If you have a team of staff that are interested in getting creative, provide a list of suggested construction and design materials. help to ensure everyone has enough materials before getting started.



Tips!

- Consider reusing materials such as old cereal boxes or appliance boxes.
- Add a sign by each GOOS paper bin to inform staff on how to use it correctly.

3 Engage your workplace

Consider how to engage your entire workplace in your GOOS paper campaign.

- Include a fun and informative kick-off at a staff meeting.
- Share fun facts about paper and provide simple strategies for everyone in the workplace to reduce, reuse, and recycle their paper.
- Send a workplace-wide email outlining the campaign and the importance of reducing, reusing, and recycling paper. Check out the email template on page 6!



Important!

Screen your GOOS paper to ensure that there is nothing with sensitive or private information on it.

4 Share your workplace GOOS creations to WIN!

Get ready to share your creations and show your community how your actions are making big changes.

To participate in the National GOOS Paper Day Contest:

- Take a photo or video of your GOOS paper bin
- Share on [Twitter](#), [Facebook](#) and [Instagram](#), and tag EcoSchools Canada @EcoSchoolsCAN!

Contest runs in April

For more information and this year's contest dates, check out:

www.ecoschools.ca/goospaperday



How to reduce paper use at your workplace

Being mindful of the amount of paper used in a variety of day-to-day practices can help workplaces reduce their overall ecological footprint. There are many simple ways that workplaces can ensure they are using paper wisely.

Here are some ideas to get you started:



Reinforcing the 3Rs hierarchy at your workplace to improve overall waste management process. Always try to prioritize actions in this order: reduce, reuse, recycle.



Making paper use efficiency a workplace priority.



Carrying out an audit of paper procurement and use.



Placing GOOS bins throughout your workplace!



Choosing lower paper weights when possible.



Reducing the default margins in your printer settings.



Ensuring double-sided printing is a default setting for all printers.



Dedicating one of your photocopier and/or printer trays to GOOS paper.



Sourcing paper that is made from 100% recycled fibre with maximum post-consumer content. Visit the [EcoPaper Database](#) to compare responsible paper options.



Establishing proper systems to make sure paper is recycled properly when it can no longer be used.

Paper Facts

Incorporate facts and trivia about paper production and recycling into your staff meetings or office-wide communications.



Paper use is increasing around the world—even with the rise of digital devices.¹ Reducing the amount of paper used at your school can help reduce your overall ecological footprint.



Paper and paper products account for more than 1/3 of all Canada's waste.² By using both sides of your paper you can help to reduce this number!



Recycled paper production uses 33% less energy and releases 37% less CO₂ than conventional paper production.³ By using recycled paper, you are reducing energy, water, chemical use, pollution, and solid waste, while protecting forests.⁴



Recycling 54 KG of newspaper will save one tree.² By recycling paper you are helping to reduce pressure on forests that play a vital role in addressing climate change.



Consider

calculating the environmental impacts of paper use at your workplace by using this [paper calculator](#).

References:

1. Environmental Paper Network. *Unwrap the Truth*. Retrieved 2020.
2. LBF Group. (2016). *Facts about paper and paper waste*. Retrieved 2020.
3. Environmental Paper Network. (2012). *Comparing Recycled to Virgin Paper*. Retrieved 2020.
4. Environmental Paper Network. *Paper to protect the planet*. Retrieved 2020.

E-mail template

GOOS Paper Email Template



Use the email template below to engage staff in reducing, reusing, and recycling paper.

Dear **[Employee Name/Team/Department]**,

National GOOS Paper Day is an event celebrated each year on the first Thursday in April. On this day, people across Canada take action to promote effective ways to reduce, reuse, and recycle paper.

GOOS stands for **Good On One Side**. GOOS paper is paper that has been used on one side, but is still blank and usable on the other side. When we use GOOS paper, it means that we are ensuring that both sides of our paper is used before it is recycled.

This year, **[insert Workplace Name]** will be participating in National GOOS Paper Day!

We encourage all **[staff/teams/departments]** to design, make, and use their own GOOS paper bins for their **[desk, office, home office]**. All bins can be submitted into a contest and we will then hold a vote on which GOOS paper bin was 'best in show'. Staff are also encouraged to make and use a GOOS bin at home. These small actions can have a big impact on the environment.

Thank you for your support, we look forward to seeing the unique ways you will each join in on raising awareness and taking action!

Sincerely,

[Insert sustainability committee/ workplace name]

Send!