Chapter 3
Management

Museum employees' activities have a direct impact on the environment. It is possible to establish structures that will help reduce those impacts. Here are some examples of actions and policies that your institution can adopt.

1. Electronic document management policy

Contrary to what you might believe, with the arrival of email, printing has increased. Having an electronic document management policy is an effective way to reduce the number of print-outs that your institution makes. Such a management system facilitates information sharing among colleagues and helps archiving or sound printing of documents. It is important to remind everyone to file their documents regularly. As such, you ensure that all official files are kept up to date, which is also a legal requirement for public institutions subject to access to information laws.

2. Printing and paper document policy

Promote printing documents only when it is absolutely required; most people print out of habit rather than out of necessity. You can also install software that will calculate the number of print-outs per user. Here are a few tips for reducing printouts:
- Print double-sided and/or several pages per sheet
- Read documents online instead of printing them, or print only those pages that you need
- Reduce document margins
- Use a routing slip and circulate a single copy of memos, articles or other printed documents
- Use your electronic signature to remind recipients not to print it unless it is essential
- Shred files containing personal and confidential information and then recycle them
- Reuse paper for making notes or for printing internal documents
- Re-use file folders
- Choose paper containing at least 30% post-consumer recycled material

Photocopiers
Use photocopiers as little as possible. If you need a limited number of copies, use the printer or fax instead. Purchase an appropriate photocopier with easy-to-use controls. Use the energy-efficiency and/or stand-by mode. Most photocopiers have an energy-saver feature that puts them to sleep when they are not being used. Remind your employees to keep the cover closed; this will activate the energy-efficiency mode. Use the double-sided photocopying option as much as possible to reduce energy and paper consumption. Try to group copying jobs together. Set aside a special tray to gather photocopy jobs and do them all in one session.

3. Office lighting

The lighting systems in your institutions can make a huge contribution to supporting sustainable development processes. By using technologies that encourage energy efficiency in your building, you send a message to the community in which you operate. The chapter on property management (10) provides further information on this topic.

> **Example: Lighting at the Biosphère**
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> One of the technologies that stands out at the Biosphère is the automatic lighting system (ALS). The system allows great flexibility for indoor and outdoor lighting of the building and for the stops/starts of equipment plugged into dedicated outlets. Since the Biosphère is a museum opened daily to visitors and employees, the lighting schedules are designed to minimize energy consumption in each room and in the offices.

4. Greening offices

Adding plants to your work environment is a simple solution for improving air quality. Plants absorb many air pollutants while creating a pleasant, welcoming setting.[1]

The *Guide de verdissement intérieur en milieu scolaire* [a guide for greening schools] created as part of the AVEC project by CRÉ Laval, provides a host of information on the toxic items found in the air of buildings, their impact on human health, as well as purifying ability of several plant species. Available in PDF format (French only):

http://www.crelaval.qc.ca/doc/pdf/avec/Guide%20du%20verdissement%20des%20écoles.pdf

The National Research Council has also developed good material on topics such as air quality in offices:

http://irc.nrc-cnrc.gc.ca/pubs/ctus/64_e.html

5. Disposal of confidential documents

Many companies destroy archives and documents with a shredder, find out more on how they work. Recyclage Vanier (www.recyclagevanier.com) is an organization that recycles paper and destroys confidential documents, while promoting social rehabilitation.

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[1]Green your Business: Toolkit for Tourism Operators,
 Tourism Industry Association of Canada, Canadian Tourism Commission and Parks Canada, 2008, p100

6. References and tools

- Environment Canada's green office toolkit
  http://www.ec.gc.ca/education/default.asp?lang=En&n=9E9BC2CD-1

- Buyer's guide for office equipment
  http://www.cec.org/files/PDF/ECONOMY/NAGPI-Office%20Equipment-FS_en.pdf

- The EcoLogo program offers a great deal of information about products and purchases for offices
  http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=259

- Avoid wasting pages with the GreenPrint software, which alerts you before printing pages containing only a few lines
  http://www.printgreener.com/

- Environment Canada's green meeting guide
  http://www.ec.gc.ca/publications/index.cfm?screen=PubDetail&PubID=774&CategoryID=30&lang=e

- The Hood Museum of Art at Dartmouth College offers good surveys
  http://www.dartmouth.edu/~sustain/docs/OfficeECO-AuditandSurvey.doc