

A Study on Environmental management system for concerning communication activities in an office

: A case study of activities for paper-use reduction in a company

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1. INTRODUCTION

This study presents the implementation of Environmental Management System (EMS) for managing copier paper-use from an environmental aspect. It is important to understand that copier paper is used as a medium of communication to carry out business. It is possible that environmental activities are not implemented for prolonged periods in a company if it is not in harmony with the purpose of business. Therefore, the Measurement Survey was conducted as a case study in order to gain an understanding of the actual situation in using copier paper in an office. The Measurement Survey is critical for environmental management as environmental management decisions are dependent on its results.

2. THE PROBLEMS OF ACTIVITIES FOR PAPER-USE REDUCTION IN INDUSTRIAL COMPANIES

The questionnaire survey was created and conducted in order to comprehend the situation of implementation of EMS for reducing copier paper-use in 11 companies. 9 companies among them have established and maintained a procedure of EMS based on ISO14001 to reduce copier paper-use. 7 out of 9 companies have established objectives and targets to cut the amount of paper-use. The fulfillment of the objectives and targets is evaluated from the point of basic year. However, the objectives and targets were established without the companies recognizing a probable cause. They answered that monitoring and implementing Measurement Survey are the most difficult aspects in coming out the activities of reducing paper-use.

3. THE CONCEPT OF THE MEASUREMENT SURVEY

EMS is based on the dynamic cyclical process of plan, implement, check and review. For improvement-based environmental management, an extensive Measurement Survey as monitoring system is needed in the process of checking. The result from the Measurement Survey must be referred to when a management review is processed in order to change policies, objectives and other elements of EMS for the purpose of reducing copier paper. In the present research, the Measurement Survey consists of two steps of survey in the present research. Step one of the survey (survey I) is to figure out the aspect of using copier paper in an office. Step two (survey II) is recognizing the conditions for reducing the amount of paper.

4. IMPLEMENTATION AND RESULT OF TWO MEASUREMENT SURVEYS

21 different types of documents were distributed according to the official routine before surveying. The survey I was processed by 17 office bearers who filled in the amount of paper-use after making documents over the period of a month. The situation of using paper for each document was found from the result. Survey II was made based on the results of survey I. The conditions needed to reduce paper-use were figured out from the results of survey II. In conclusion, standard rules need to be determined documents to be drafted as only one-sided and to not be reused as scrap paper. However, the management or rules for making documents and disposal of used documents is needed to promote using both sides and reusing one-sided sheets of scrap paper for reduction of paper-use in harmony with business. This is a key point in order to maintain the function of EMS continuously.