



Saving Dollars and Cutting Carbon

Reducing your Company's Carbon Footprint and Adopting Electronic Content Management as Part of Your Green Initiative

Adopting an Electronic Content Management system, like iSynergy, will create efficiencies that will enable you to reduce your company's direct impact on your local ecosystem and create cost savings that could fund additional components of your company's Green initiative. By analyzing the costs and carbon footprint associated with paper alone, it is easy to see the recklessness of our current way of doing business.

The Paper Problem

The paper industry is the third greatest contributor to global warming emissions. One ream of paper generates 18.5 pounds of carbon, excluding transportation and shipping at a direct cost of \$4 per ream. With the average worker consuming some 10,000 to 12,000 sheets of paper per year, a department of 20 employees is generating over 8,880 pounds of carbon for paper consumption alone. Below are five facts about paper consumption that you may not be aware of:

1. Recent US Department of Commerce figures indicate that paper and printing purchases represent between 5% and 15% of all corporate expenditures exclusive of labor.
2. Per capita consumption of paper in the US is currently over 748 lbs. Developing nations, India and China, with their combined 2 billion inhabitants, consume less than 25 lbs. of paper per capita. Paper consumption has increased six-fold over the past 50 years.
3. The U.S. Environmental Protection Agency reports that 38 % of our garbage is paper.
4. Commercial sources such as office buildings, schools and institutions make up 35 to 45 percent of all municipal solid waste, according to the U.S. Environmental Protection Agency. In addition, about 93 percent of all office waste by weight is paper.
5. Per the American Forest & Paper Association, a typical business generates about 1.7 pounds of material per employee per day.

Weighing the Economic and Environmental Costs

Among the direct economic costs associated with paper consumption are:

- Cost of paper, ink and energy for printing, copying, and faxing
- Cost of support, maintenance and manufacturing of print devices
- Cost of shipping documents, both handling and transportation costs
- Cost of storing documents
- Cost of recycling and destruction of documents
- Cost of employees handling, sorting, filing, retrieving, searching for lost documents

When you start putting dollar figures alongside these costs, you will quickly realize how paper is eating into your profits. For example, based on the statistics mentioned above, here's what a 50-person small business would typically spend on paper and its resulting carbon footprint:

Each employee is responsible for 10,000 to 12,000 sheets of paper per year, or 20-24 reams of paper. At a cost of \$4 per ream, each employee is responsible for \$80 - 96 in paper alone. Now add ink. The typical ink cartridge costs \$25 and is good for printing roughly one ream of paper. So add another \$500 - 600 to the employee's tab. The total for the company is over \$40,000 just on paper and ink. This cost does not include machine maintenance costs, the technician that has to come fix it when it breaks, service plans, trips to the office supply store, etc... The same business' carbon footprint would be 370-444 pounds of carbon per employee, or 18,500-22,200 for the whole company. Use the same parameters for a 500-person company and the carbon footprint numbers skyrocket to 185,000-222,000 pounds (92.5-111 tons) of carbon per year.

Not including commuting emissions, shipping costs, and the additional associated costs with the employees in this number is to omit a large portion of the problem. According to the Nature Conservancy's Carbon Footprint calculator, if a person drives 1,000 miles per month in a 20-30 mpg mid-size vehicle, they produce 8.5 tons of carbon dioxide per year. Multiply that by 50 and 500, that produces an additional 425 and 4,250 additional tons to the corporate footprint respectively.

As we try to reduce our impact on the environment and think of ways to reduce carbon emissions, landfills and tree consumption, the solution is to rethink the way we work with and use paper. Whereas paper has been the main destination for information, we need to make paper, at the very least, a transitional state for information that is not the end result but simply a means to complete the process. In addition, enabling remote access to mission-critical information can offset some of the commuting impact for employees.

Paperless Office as a Green Initiative

Reducing paper consumption, reducing shipping costs, reducing energy use, streamlining processes and optimizing business processes will all positively impact the bottom line and help the environment around you. For years companies have struggled with the elusive Paperless Office concept. Some part of the initiative's failure has been the fact that software solutions have not been where they needed to be to serve the requirements of the industry. Today, broadband, blazing fast processors and advances in software have removed many of the previous barriers to adoption.

iDatix can directly help you reduce your total consumption and set new standards in business operations to ensure your positive role in improving our environmental future. The best part is that at the same time, your business will become more efficient, productive, responsive and profitable. You will quickly notice the cascading effects of minor changes and realize the major improvements and cost savings.

By implementing an Enterprise Content Management solution, companies can improve employee accountability, gain insight into process metrics and streamline audits while reducing operating costs. All these, plus the increased speed of processing and efficient repeatability of repetitive tasks, will give your employees a platform to drive innovation at your organization and give you an edge over competitors. Agility drives success.

In addition to the paper issues, enhancements in organizational efficiency will reduce operating costs and increase productivity, if done correctly. By providing Enterprise Search and Work Process Automation capabilities, focus will be put on getting results, not catching up with busy work. With iSynergy you can almost eliminate the need to print, copy and transport documents, driving your paper consumption down to zero.

- By eliminating physical document routing, staff will be able to handle more work without needing to add more resources or increase office space, and managers will be able to handle requests for approval instantaneously.
- By automating document routing, less time will be spent looking for documents, and staff will no longer be able to attribute things not getting done to lost or misplaced documents.
- Work Process Automation allows people to telecommute or perform data entry activities in distributed offices, thus reducing individual travel to work, saving gas and further reducing your company's impact carbon footprint.

iSynergy: Saving Dollars and Cutting Carbon

By using iSynergy your company could reduce your paper consumption by over 90%, enable at-home and remote office work while also increasing productivity by at least 20%. The results were impressive for a small company of 50 employees:

1. Reduction in their yearly carbon emissions by at least 16,650 pounds and savings of over \$30,600 on direct paper costs.
2. Drastically reduced the need to use courier services to ship paper documents and offset some additional carbon emissions and costs. Making the assumption that a business sends 10 packages via courier per week at a rough cost of \$30 per transaction, with a 90% reduction, the company saved an additional \$14,000.
3. Enablement of remote and at-home workers with a reduction in overhead and at least 4,250 pounds of carbon dioxide due to reduced employee commuting.
4. Increase in productivity increasing profits while reducing carbon per transaction.

Reduce your company's dependence on paper and create efficiencies in how you handle and manage content within your organization. iSynergy is an integrated Enterprise Content Management and Work Process Automation platform that enables users to innovate how they create, share and manage content, documents and information. With iSynergy, users can expect to:

- Have information integrated throughout the organization without spending any additional funds for customization and integration programming.
- Enable secure remote access to documents, 24/7
- Optimize the human resource as a critical and integral component of the business process.
- Enable reduction or elimination of manual administration and monitoring of document routing and handling.
- Deliver a solution easily understood by non-IT experts that automates and enforces business rules and processes.

About iDatix

iDatix is an emerging leader in the development of document management and workflow automation software all designed to simplify the workplace. Launched in 2000 by Founder and CEO, Steve Allen, the company is headquartered in Clearwater, Florida. iDatix has a proven track record of saving companies millions of dollars through the use of its technology and focus on business automation. Designed with ease of use, seamless integration and accelerated deployment in mind, the iDatix software offers companies increased productivity and a quick ROI.

If we all invest in reducing paper from the business equation, all corporations could positively and drastically reduce their impact on the environment and save money while doing it. For more information on iSynergy, please contact us via our Website at www.idatix.com, email us at sales@idatix.com or call us at (727)441-8228.