



September 15, 2017

Annual Report to the Metropolitan Council

Ordinance # BL2008-248

Reduction of Paper Consumption and Postage Expenses by the
Nashville MTA

Nashville MTA takes the following steps to reduce paper consumption and postage expenses:

- Paper:
 - We very conscientiously continue to reduce, reuse, and recycle.
 - Scrap paper is repurposed whenever possible, and if not, it is recycled.
 - The default settings on our copy equipment are set to black and white and double-sided print.
 - Reports, schedules, and time cards are emailed.
 - USB flash drives are used to send large documents to individuals outside of MTA and Metro.
 - The training department puts the majority of our training manuals on CD and utilizes PowerPoint for classes instead of handouts.
 - As often as is practical and acceptable, electronic files are used instead of paper copies for disbursement of information.
 - The use of electronic data instead of paper continues to increase annually.
 - Hard copies are shared to minimize the need to print more.
 - Scanned PDF copies are distributed vs. hard copies as much as possible.
 - The procurement department emails all bids and RFP's, sending a hard copy only when requested.
 - File folders are reused turning them inside out.
 - Whenever practical, electronic files are kept in lieu of paper without paper back-up.
- Postage:
 - Email continues to be the preferred method of business mail for Nashville MTA whenever possible.
- Other:
 - All MTA facilities are fully furnished with recyclable containers.