HI, this is Daniel O’Connor and this is a really quick guide on how to deliver a Stationery Amnesty. We’re going to go through what stationary amnesty is, we’re going to highlight why it’s important and some of the views that might not have occurred to you at the first glance. We’re going to talk about how we are going to approach this.

We’re then going to go through a 10 point plan and then were going to analyze and show you the free resources that are available for most to download. So, what’s Stationery Amnesty ? Basically, anyone in your organization has a couple of staplers in your drawers. Staplers cost £3-£4 each or $68 each. And you probably got thousands more stuff in your organization.

That adds up to quite a lot of surplus assets that are out there worth a bit of money, okay? So its high volume low value assets which you often hear. What we do is we invite staff to empty their drawers, declutter their drawers, declutter their cupboards, bring that surplus to one point and then redistribute it.

Why is a Stationery Amnesty important? Well, obviously to save money and they reduce the environmental impact. Because they reduce procurement, they reduce the unnecessary procurement of stationery that you’ve already got. But also a Stationery Amnesty is going to act as a keystone habit. A keystone habit is one of those habits that your staff can take on which then affects other working areas of their lives.

So, for our focus being the reuse of surplus assets the Stationery Amnesty can be the first step towards doing a more developed, more complex reuse of surplus assets across the estate. For example, a change in keystone habits in your organizations is difficult. This chap Paul O’Neal was a new CEO in a company called Alcoa which is in the aluminum industry the industry was in decline. Paul O’Neal didn’t focus on bringing in more revenue, increasing more sale or whatever you normally do to rescue your organization.

What he did was he tackled health and safety he turned to health and safety because nobody can argue that improving health and safety is a bad thing, right? So, he tackled health and safety first and he made the company extremely safety conscious. And when that staff absorbed those habits and developed those habits in being safe.

It had a knock on effect everything else in the organization so the quality of the product went up. Because the quality of the product went up, sales went up. When the academics have analyzed this process they’ve realized that when Paul O’Neal introduced the safety features and the safety controls that’s when the organization started to recover from its slumber. So, safety was a Keystone habit.

So, the approach is so stationery amnesties, we like to roll them out incrementally. So, we do an office or a building at a time. The benefit of that is, when you do one property or one building, you deliver them as Stationery Amnesty and you learn. And when you go to the next one you can implement those learnings. So its test and proof deliver, test and proof deliver, okay?

Now another good aspect of this approach, the incremental roll out is you can actually create a demand or waiting list for Stationery Amnesty and humans go crazy. So, this incremental roll out created demand because you know, people can’t wait for them to come to the waiting list. Once in the waiting list it’s just like any restaurant. If you walk down the street and you’ll see a restaurant it’s full of people with a little queue outside it, versus a restaurant that’s empty with no queue, you know, you cannot go to the one with the queue.

So, can create demand for you amnesty. Then you monitor the impact from a savings point of view. When you’ve got that evidence, you’re going to illustrate the benefit to others, and then you start to repeat that process, okay? Remember Stationery Amnesty is a Keystone habit and so at the end you’re looking to develop either bigger reuse projects or more sustainability activities, okay? We’re going to do the top 10 steps now.

First one is you know, there’s going to be barriers. There’s going to be people what say “Yes, we tried this before, this isn’t going to work.” Yaddy yaddy yadda all of that sort of thing. So, you’ve got to be prepared for that, and you’re going to be prepared for it and have a plan if things go wrong. So, you’re going to develop like a thick skin and you going to develop like a reaction to the people who are going to say this with some logic behind you’re argument.

Step 2, set a goal yeah define what success looks like, that is we’re going to do 10 buildings this year or we’re going to finish our first pilot up before October. The really handy thing with this is you know trying to align it with an existing strategy.

So, if you’ve got a sustainability strategy or resource use strategy or procurement strategy which is something is something in the line of, reduced procurement or reduced purchasing or develop sustainable purchasing plan or whatever align it with that strategy, okay? Perhaps it brings senior management on board and it shows that you are not deviant from the path.

Now, like any project, you need to develop a plan, who’s going to deliver what, by what time, what the actual milestones are, and all that sort of thing. So sit down and deliver a plan. Step 4, break that plan down into milestones. So, you’re going to break down the project into significant milestones.

The benefits of breaking down the milestones is you can set deadlines and you want to really set very short deadlines. Because if you set a deadline in the future, nothing is going to happen until two or three days before that deadline. Just set short deadlines or small milestones, okay? That way you’ll feel like you’re winning, so you’ve got many wins each time. So, you feel like you’re winning and you keep that in mind okay? So, we now want to break the project into milestones for you.

Step 5, first thing you want to do is develop your pilot Stationery Amnesty . So, pick one office, pick one building or pick one floor, whatever you want to use, okay? Probably the best you want to do is your department. So, the department that you have most contacts and networks in. You need to pull a team together in that department who are involved with stationery.

That might be a stationery procurer, it might be the person who monitors the stationery cupboard, and it might just be some interested stakeholders. Certainly someone from procurement, maybe someone from sustainability, maybe someone from waste, and maybe someone from logistics. You’re going to do a pilot Stationery Amnesty in your department first, okay?

Now one that is done, you publicize the results and then you get your second pilot. As, you are doing your second pilot, that’s when you start developing your waiting list of the next buildings to get Stationery Amnesty, okay? Because we're creating demand there through scarcity. So, how we are going to do it?

Now this will change depending on your work scenario, you might have an open plan office, nobody might have drawers, or you might know those old type of office everyone has got their own station, you might have station you might have station for it so this is just a guide. You got to develop a local plan which works within your organization.

Top tips, you got to make this fun, you are going to have, you should be because you are doing this on an incremental fashion in attack in office by office, or buying buildings format. You are going to have nice communication materials which we are going to feed in here and you can see some examples are banners, pull up banners, wall banners, posters, and email signatures so you’re hitting the staff and you’re telling them exactly what’s going to happen, okay?

You telling them exactly what’s going to be expected of them okay? So make fun, you know, get on twitter, create your own hashtag, do a competition on photos, do a coffee morning where everyone is bringing their stationery, all that sort of thing. So, just think creatively and make it fun.

Now this is the crooks of the Stationery Amnesty. You need to collect in all that surplus stuff, okay? And the humble copier paper box is your friend the lid and the box. So, start holding them in holding these items now. What you do is you put a label in each one, one saying stapler, one saying pens, one saying calculators, one saying Lever Arch files or whatever.

You will get your staff to come to a central point and drop off their stuff in these different labelled boxes. Now these boxes can follow you around your estate during your amnesties and are a great examples of reuse. Obviously if you want to go further with a plastic box. If you’re going to do a Stationery Amnesty or roll a Stationery Amnesty over a couple of years then get yourself a plastic box.

But you’ve already got the resource, that service in your organization so demonstrate reuse with this, okay? Now, next thing to do is total all of those assets, and put them into your reuse system. Now, your reuse system might be an email you’re using, it might be a message board, or you might have an online platform like the one I’m going to show you right now.

So, I’ve logged into our reuse platform, you can use other reuse platforms but I’m just going to show you how it hangs with our reuse platform. So, you add and item, click on add an item, do a personal detail, so I will put in stapler, and the system will guess. So stapler, now let’s pretend you’ve got 150 staplers. Condition is fair, location is my office.

They’re available from today and let’s just after that for a couple of weeks. Now, if you have a photo, you can upload it obviously. But if you don’t have a photo, you can click from the photo library and that’s just. So we’ve added staplers, now you’re probably have some Lever Arch files. Well re-categorize that as files, put in Lever Arch files box folder, great. Let’s pretend we’ve got loads of them as well.

So were going to have a lot of them, put this up and the stapler off and this one search the photo library for Lever Arch files, perfect. Same details so out of those files next thing we do, is click add an item and those files go into the system. That’s how we add items on our system, okay? Obviously yours might be different, I’ll talk a little bit more at the end about how the system works.

Next step is, you’re going to track those savings. On our system, we track them automatically, but you might have to work it out on a spreadsheet. But once you’ve got the value, after you’ve delivered your Stationery Amnesty after 2weeks or a week or however long you want to run up for. Total up the values that you’ve saved, put it in a spreadsheet then use that evidence to develop a business case for more resources to be put into Stationery Amnesty .

So this time it is much better and much more user friendly, much more of a process much more automatic, okay? After you’ve done like 20, 15, 10 stationery amnesties. Then you’re going to have a really significant value there and you use that evidence to strengthen policies, change behavior around reuse. Because you’ve demonstrated to the senior management and the staff how reuse can work, how much money, you can save, okay?

So, you need to be telling everybody about those savings especially the pilot and the other projects afterwards. Tell everybody about it so you need to do a newsletter send the newsletter out. Tell everybody your crazy talk, start right at the start, so it’s like ‘we want to divert x amount tonnage or finance or we want to hit this many buildings.” That sort of thing.

Remember my top tip is, you can create demand for the Stationery Amnesty by using scarcity. So only letting a few buildings releasing the project, building by building. Create a waiting list, where there’s a waiting list you know there’s demand for it, so, you create demand from scarcity, that’s step 10.

Bonus step 11 when you’ve done your series of stationery amnesties and you’ve put on that evidence, and you’ve done that evidence, and you’ve got all that evidence. Now you can use that evidence to develop that reuse campaign, so you might want to do a Declutter Campaign, next for example.

Now, let’s talk about the free communications you are going to get. So, after this session if you want you can go on to our website to our website or you can email me. We can give you some communication materials for this subject, well give you an action plan, with all the milestones and I’m here for help and advice as well okay?

I will show you the communications were going to be sending out. We’ve got these posters, which you can edit and these can be made into wall banners as well. We’ve got something to make big wall banners. We’ve got ones to make pull up banners as well and we’ve also got email signatures. So, get in touch to get those communication plan and the action plan, okay?

So, a little bit about Warpit reuse network, this is where you can get in touch with me to get the communication materials and the spreadsheets where they’ve actually put milestones on, okay? A little bit information about Warpit reuse because it’s what we do it’s an online platform. It allows staff to collaborate each other on surplus assets, we also as well allow an internal trade.

You can trade between large organizations it looks just like this. So it’s an internet site, we track the savings that your platform is making which is also important for senior management and staff to increase participation. We show everything on an online market place so staff can get a visual on what on what other staff and other organizations have surplus to requirements, so it’s just like eBay, just like Amazon, that’s what it looks like.

We track all the trades, you know, who put it on, who took it off, what the value was. It’s not just furniture its anything goes, electrical, stationery, even vehicles and uniforms. We have 2 techniques which means that you don’t really need storage for the system. So, there’s a thing called wish list.

So, I search for cabinet and I don’t find cabinet I can add cabinet to my wish list, then if anybody puts on a cabinet, I get an email saying so and so has got a cabinet. So, what that does is it introduces the donator with the recipient directly. So, there is no need to move that asset to the store. It goes from A to B, not from A to store to B which reduces double handling.

Another really popular feature is what we call a Watchlist. That’s when if you’re doing a building clearance. Let’s say the building clearance comes in full use in May, next year. If you’re doing a building clearance, then staff get a visibility of what’s going to become available in the future and they are going to add it to their Watchlist.

Again what that means is when that asset becomes available, it goes from A to B not A to store to B. and another bonus to that is the building clearance manager can actually see how many people are watching those assets. So, we match up needs and wants in the future. And we are a big charity aspect for this. Charities get systems for free and of course we track the savings. Savings are really important for getting senior management on board, as well as staff that’s carbon, wet and donate to charity, internal savings, that sort of thing.

So, that was a quick overview of Warpit, and that was an overview of a Stationery Amnesty plan. I explained why Stationery Amnesty is important, why you should do one. Then to explain that approach, and the best approach we’ve realized over the last few years. Then to the 10-point plan I then showed you communication materials. Email me to get the communication materials or the spreadsheet with the milestones on. Have a good day!