SingHealth Office of Biosafety (OoB) has several work processes that relied on printing hardcopy documents. The aim was to streamline some of these work processes to reduce printing.

**AIM**

SingHealth Office of Biosafety (OoB) has several work processes that relied on printing hardcopy documents. The aim was to streamline some of these work processes to reduce printing.

**METHODOLOGY**

**Step 1: Identify**

Key processes that required significant amount of papers to be printed were identified.

**Step 2: Evaluate**

Each process was evaluated to determine if paperless approach was practicable.

**Step 3: Review**

Internal workflows were reviewed to circumvent the need to print hardcopies.

**Step 4: Implement**

The new workflows were implemented in different phases to prevent work disruption.

**RESULT**

**Annual Savings**

Based on data from 2015 - 2018

- **7138** A4 papers
- **$1761** (Assuming all documents printed on both sides)
- **98 hours** (Costs of consumables for printing, mailing and filing)

- **E-signed documents (in pdf) had better resolution** than scanned documents. Softcopies are easier to navigate with the search function.

- **Sharing of information is now easier and faster. Email communication allows for better traceability and documentation.**

- **Elimination of problems** associated with mailing hardcopies, such as time delayed during delivery and potential displacement of important or sensitive documents.

**CONCLUSION**

The paperless approach has been a great success. The transition took little effort, incurred no addition costs and has generated multiple tangible and intangible benefits. OoB will continue to constantly evaluate other work processes to explore the possibility of implementing similar systems.