

EXECUTIVE DEPARTMENT

STATE OF CALIFORNIA

EXECUTIVE ORDER W-7-91

WHEREAS, April 15 through 21, 1991 has been designated California Recycle Week; and

WHEREAS, reducing the amount of solid waste landfilled in California has been established as a high priority for the State; and

WHEREAS, California's cities and counties are developing waste management plans to divert 25 percent of waste from landfills by 1995 and 50 percent by 2000; and

WHEREAS, recycling diverts valuable recyclable material from landfills; and

WHEREAS, buying recycled goods creates markets for recyclable materials, and

WHEREAS, state agencies are mandated to buy recycled content products to meet certain goals; and

WHEREAS, the State of California is dedicated to the wise use of public funds and the conservation of natural resources; and

WHEREAS, the State of California should set the example of leadership in minimizing waste and promoting increased use of recycled products; and

WHEREAS, the Department of Conservation, the California Integrated Waste Management Board and the Department of General Services are committed to assisting all state agencies in achieving the goals stated herein;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California declare that all State agencies abide by the following orders, effective immediately:

IT IS ORDERED that all State agencies provide for:

- collection and recycling of aluminum, glass, plastic and metal containers;
- collection and recycling of white office paper, colored paper, corrugated cardboard, newspaper, surplus reusable equipment and other materials generated in sufficient quantities for a viable recycling and reuse effort;
- printing of all documents on recycled-content paper to the maximum extent feasible;
- requiring contractors, through State contracts, to use recycled content paper and products, when feasible;
- use of two-sided copying of all State documents, to the maximum extent feasible;

- use of electronic mail, computer-based bulletin boards and postings, rather than distribution of information by printed memos or hard copy documents, to the extent feasible;
- reduction in the number of intra-department and intra-agency filing copies and make standard forms available by computer to avoid paper waste in matching printed forms with printers;
- consolidation within executive departments, all public mailings of official documents and notices; using the smallest mailing envelopes appropriate to the size of the contents; avoiding mailings with non-recyclable windows where feasible; and monitoring, updating and revising mailing lists frequently to minimize duplication;
- minimize duplicate newspaper, journal and publication subscriptions;

IT IS FURTHER ORDERED that:

- the California Integrated Waste Management Board, and the Department of Conservation shall perform at least five (5) waste audits at work sites to determine the presence of other waste that could be addressed; and
- the Department of General Services shall conduct ongoing education and training for all State, university and college, and local government procurement offices regarding the availability of recycled-content products for all State purchasing, including delegated purchasing decisions; and

IT IS FURTHER ORDERED that in all waste reduction and recycling efforts undertaken by the State, consideration must be given to the amount of recyclables generated in each facility, the local market for recyclable materials, and the capacity and characteristics of facilities, including storage space and fire and safety regulations; and

IT IS FURTHER ORDERED that the Department of General Services shall revise the necessary policies and guidelines to implement the provisions of this order.

NOW, THEREFORE, BE IT RESOLVED that all state agencies begin compliance with this order during California Recycle Week and continue such compliance thereafter.

FURTHER BE IT RESOLVED, that the University of California, State College systems, State Legislature and Constitutional Officers are strongly encouraged to adopt similar policies to those outlined in this Executive Order.

IN WITNESS WHEREOF I have hereunto set my hand
and caused the Great Seal of the State of
California to be affixed this 10th day of
April 1991.

Governor of California

ATTEST:

Secretary of State