

## **SAM – WASTE PREVENTION AND RECYCLING OF NON-HAZARDOUS WASTE**

### **PAPER**

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Paper and paperboard products make up around 20% of office or business disposal in California. State agencies should reduce the amount of paper consumed by implementing paper waste prevention activities such as the use of electronic filing systems, setting printer defaults to duplex printing mode, and establishing paper reuse areas for one-sided paper. Many State agencies already have paper and cardboard recycling programs, because paper products comprise the greatest volume of recyclables for the typical office. The most common paper types generated in state offices are: white ledger (copier and printer paper), colored paper, newsprint, magazines, phone books and directories, paper bags, and cardboard. Mixed paper is what occurs when these commodities are not sorted. Sorting white paper from other types could produce revenue depending on the amount generated, market prices, and how well it is sorted. Some facilities mix paper and other recyclables into a single bin that is sorted at a material recovery facility. The single bin concept creates convenience for staff, but produces a lower grade of recycled paper that will produce little or no revenue. Recycling paper, even mixed paper, avoids disposal costs and helps agencies meet their 50% diversion requirement. These recycling programs also support the State of California's 75% statewide waste diversion goal, in accordance with the provisions of [AB 341 \(2011\)](#). For recycling non-confidential records, the shredded paper should be bagged to avoid litter.

For more information on paper waste prevention, reuse, and recycling:

<http://www.calrecycle.ca.gov/Paper/>

CalRecycle manages a paper and beverage container recycling contract that provides free service to participating state agencies in the Sacramento area. For more information on CalRecycle's recycling contracts:

<http://www.calrecycle.ca.gov/StateAgency/Assistance/Contracts.htm>

For more information on Confidential Records Destruction, see [SAM 1600](#)