

DATE ISSUED: March 1, 2006

# Administrative Order 06-04

TO: ALL EMPLOYEES

EXPIRES:

SUBJECT: SUSTAINABLE COPY PAPER POLICY

REFERENCES:

SUPERSEDES:

03-10

---

## Purpose

This Administrative Order is issued with support from the Governor's Green Action Team, as part of the State's efforts to promote sustainable paper use strategies and promote energy savings. The policies contained herein are in compliance with California's environmentally preferable purchasing law (Public Contract Code sections 12400 – 12404) and Executive Orders S-20-04 (energy efficiency in State buildings) and S-3-05 (greenhouse gas emission reduction). As a result, an increasing number of State agencies have moved forward to use environmentally preferable products – products that have reduced effects on human health and the environment when compared with competing products that serve the same purpose.

---

## Background/ Impact of Paper Use

The average office worker uses 10,000 sheets of copier paper each year<sup>i</sup> – enough that reducing paper use and buying recycled paper with higher levels of post consumer recycled content can significantly reduce environmental impacts. Given the high demand for paper and associated costs, DGS employees must give priority to reducing paper use and switching to 100 percent post consumer recycled content copier paper. In addition to the financial costs of using paper – printing, copying, faxing, storing, postage, and supplies – paper has environmental costs:

- According to estimates from paper industry experts, making 30 percent recycled content copier paper requires one tree for every two and a half cases of paper.<sup>ii</sup>
- The pulp and paper industry accounts for over 12 percent of total manufacturing energy use in the United States.<sup>iii</sup>
- Over a fifth of the waste sent to California's municipal landfills is paper<sup>iv</sup>, which, when decomposed, breaks down and produces methane, a powerful climate-changing gas.<sup>v</sup>

---

*Continued on next page*

## Administrative Order 06-04, Continued

---

### Policy

The DGS restates and establishes the following policy to reduce paper use and switch to 100 percent post consumer recycled content copier paper by taking the following actions:

#### 1. Use Double-Sided Printing and Copying

Double-sided copying offers many of the same benefits as electronic storage, including reduced costs for procurement, storage space, postage, collection, archiving, and recycling. The Office of Technology Resources shall:

- Adopt an organizational policy that ensures all documents are printed on both sides of the page.
- Purchase printers and copiers that have automatic duplex capability.
- Ensure that computers are set up to default to two-sided printing.

#### 2. Use 100 Percent Post Consumer Recycled Content Copier Paper

100 percent post consumer recycled content paper requires no new trees be harvested. It is made from paper that has been used by consumers and then collected through recycling programs. In addition, producing 100 percent post consumer recycled content paper reduces climate-changing gas emissions by about 30 percent, requires 35 percent less energy, and reduces effluent discharges by more than 40 percent.<sup>vi</sup>

The Procurement Division, the Business Services Office, and all purchasing agents for the DGS shall:

- Purchase only 100 percent post consumer recycled content copy paper.

100 percent post consumer recycled content copier paper is available through the Statewide Office Supplies Contract with OfficeMax (Contract #1-01-75-55). Additional brands are listed in the California Integrated Waste Management Board's Recycled-Content Product Directory that is available on-line at <http://www.ciwmb.ca.gov/rcp/>.

---

*Continued on next page*

# Administrative Order 06-04, Continued

---

## Policy (continued)

### 3. Provide Information Electronically

According to the Federal Network for Sustainability, the cost of printing, copying, storing, and mailing copier paper is 10 times the purchase price of the paper itself.<sup>vii</sup> To reduce paper use, where possible and deemed appropriate, all DGS employees shall attempt to:

- Use e-mail for inter-office memos, announcements, forms, document transmittals and faxes.
- Use group e-mail list-serves to deliver important messages.
- Provide downloadable electronic files on Web sites.
- When possible, make large documents, such as staff reports, available on electronic media and offer them to the public as alternatives to paper copies.
- Provide on-line registration when conducting conferences, workshops, etc.
- When possible, automate standard forms as templates.
- Use onscreen editing features when making changes to draft documents, and then send the new drafts electronically.

---

## Contact

If you need assistance or have any questions, you may contact Craig Duehring at (916) 375-4336 or [craig.duehring@dgs.ca.gov](mailto:craig.duehring@dgs.ca.gov).

---

## Signature

---

Ron Joseph  
Director

---

---

<sup>i</sup> Minnesota Office of Environmental Assistance. See <http://www.moea.state.mn.us/campaign/workplace/>.

<sup>ii</sup> Calculated using data from Conservatree's Web site. See <http://www.conservatree.org/learn/EnviroIssues/TreeStats.shtml>.

<sup>iii</sup> Ernest Orlando Lawrence Berkeley National Laboratory, *Opportunities to Improve Energy Efficiency and Reduce Greenhouse Gas Emissions in the U.S. Pulp and Paper Industry* (July 2000), p.1. Available at <http://www.energystar.gov/ia/business/industry/LBNL-46141.pdf>

<sup>iv</sup> California Integrated Waste Management Board, *Statewide Waste Characterization Study* (December 2004), p. 6.

<sup>v</sup> J. Randall Freed, Anne Choate of the ICF Consulting Group and Eugene Lee of the United States Environmental Protection Agency, *Greenhouse Gas Emission Factors for Municipal Waste Combustion and Other Practices*. Available at [http://yosemite.epa.gov/oar/globalwarming.nsf/UniqueKeyLookup/SHSU5BNPMV/\\$File/canada.pdf](http://yosemite.epa.gov/oar/globalwarming.nsf/UniqueKeyLookup/SHSU5BNPMV/$File/canada.pdf).

<sup>vi</sup> Calculated using the Office of the Federal Environmental Executive's Paper Calculator. Available at <http://www.ofee.gov/recycled/cal-index.htm>.

<sup>vii</sup> Federal Network for Sustainability. See [http://www.federalsustainability.org/initiatives/gfcp\\_faqs.htm](http://www.federalsustainability.org/initiatives/gfcp_faqs.htm).

---