

**COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject

Environmentally Responsible Use of Copy and Printing Paper

**Policy
Number**

A-137

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Purpose

To establish a policy to reduce the County's impact on the environment by limiting the County's paper usage and promoting the use of recycled paper.

Background

The County of San Diego is committed to reducing its impact on the natural environment by implementing a broad range of measures as are outlined in the County's Strategic Initiatives. Sustainability is part of this framework to set measurable goals across the organization to include: increasing energy conservation and efficiency, installing renewable energy systems, reducing emissions, conserving water and other resources, and seeking new technology and means of delivering services in an efficient and cost effective manner. The County has implemented the use of technology to help residents and businesses use less paper, fuel, and postage when doing business with the County. The County, as a good steward of the environment and taxpayer resources, will continue to look for sustainable solutions and technology.

Policy

It is the policy of the Board of Supervisors that:

1. County departments and agencies shall, when appropriate and feasible, limit their paper consumption through techniques such as refraining from excessive printing; utilizing double-sided copying and printing; and reviewing, editing, scanning, and sending electronic files rather than via hard-copy printing.
2. Copy and printing paper shall contain a minimum of 30% post-consumer recycled paper, unless not operationally feasible.
3. The County's acquisition of photocopiers, fax machines, printers, and other printing and copying equipment shall, whenever practicable, be compatible with the use of recycled-content paper products and have the capability to print and copy double-sided. Specialty printers (e.g., photo printers, large format plotters, receipt printers, etc.) shall be exempt from this policy.
4. County departments and agencies shall encourage consultants, contractors, and grantees to conform to this policy.
5. County departments and agencies shall conduct periodic reviews to analyze paper consumption and determine if the department or agency should take additional actions in furtherance of the environmentally responsible use of copy and printing paper.

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6. Depending on operational requirements and their own specific sustainability goals, Departments should consider implementing dual-sided printing as standard practice; collecting for reuse any single-sided paper (provided the printed side does not contain any confidential or sensitive information); and maximizing use of recycling bins for paper products.

Responsible Departments

1. Department of Purchasing and Contracting
2. County Technology Office

Sunset Date

This policy will be reviewed for continuance by 12-31-2029.

References

Board Action

June 16, 2009 (27)

December 15, 2015 (21)

REVISION DATE