

PIERCE COUNTY'S RECYCLED PAPER AND REMANUFACTURED TONER POLICY

1.0 PURPOSE

This policy establishes the requirements for all departments to purchase paper products that contain a minimum of 30% recycled material as well as remanufactured black toner cartridges. This will reduce Pierce County's impact on the environment by preserving natural resources and reducing waste generation. This policy will make it possible for the county to meet its 2015 Sustainability Goal of purchasing 50% of office supplies with recycled content and simultaneously save money.

2.0 BACKGROUND

In 2010, the Pierce County Executive and County Council adopted a Sustainability Plan that identified the need for purchasing 50% of office supplies with recycled content.

In 2012, Pierce County spent \$169,276 on paper, \$44,604 less than in 2009. While paper spending has dropped by 20.8 percent (meeting our 2015 Sustainability Goal) there was a dramatic decrease in recycled content to just 26% in 2012, from a high of 37.3% in 2011.

To assist all County departments in achieving this 50% goal we are making it mandatory to purchase paper with at least 30% recycled content and black remanufactured toner cartridges. Participation from all departments is necessary to ensure that Pierce County's goal is met, which will save taxpayer money and operate government in a more sustainable manner.

3.0 GUIDING PRINCIPLES

Pierce County consumes significant amounts of paper and purchases over half a million dollars in toner cartridges in its operations. Pierce County is committed to using less paper by utilizing double-sided printing and looking at ways to electronically file documents and streamline procedures.

- Where printing is necessary, the standard for printing will be double-sided, black and white paper with a *minimum* recycled content of 30%.

Some recurring printing may need exemptions from the standard. Recurring exemptions from the standard are granted by Department Directors. Directors will consider the specific printing requirements and the cost to the organization and the environment when granting recurring exemptions.

- The standard for county paper purchased is a minimum of 30% recycled content for printing and copying office paper. Departments are encouraged to purchase and use 100% recycled office paper where possible.
- All black toner cartridges should be remanufactured – cartridges that have been used at least once and then disassembled, cleaned and had worn parts replaced and toner refilled. Remanufactured toner costs 30 to 50% less than new toner and reduces landfill waste.

Some recurring printing may need exemptions from the remanufactured black toner standard. Recurring exemptions from the standard are granted by Department Directors. Directors will consider the specific printing requirements, the cost to the organization and the environment when granting recurring exemptions.

This policy is intended to provide a framework for a countywide effort. Employees and departments are encouraged to be creative and suggest beneficial actions or procedures for paper use reduction and toner consumption.