PIERCE COUNTY'S RECYCLED PAPER AND DOUBLE-SIDED PRINTING POLICY

1.0   PURPOSE
This policy establishes the requirement for all departments to purchase 100% recycled paper products in Pierce County Government. The County also is establishing double-sided printing as the default for county computers. This will reduce the County's impact on the environment by preserving natural resources and reducing paper use. This policy will help the county meet its goal of purchasing at least 50% of office supplies with recycled content.

2.0   BACKGROUND
In 2009, Pierce County Executive and Council adopted a Sustainability Plan that identified the need for purchasing office supplies with recycled content. In 2010, the Office of Sustainability set a goal to have 50% of office supplies purchased have recycled content.

In 2012, Pierce County spent $169,276 on paper, which was $44,604 less than in 2009. While paper spending has gone down by 20.8 percent (meeting our 2015 Sustainability Goal) our recycled content percentage has stayed below our goal of 50% recycled content.

In 2013, 57% of Pierce County employees reported that their computers were set to print double-sided. Increasing the use of double-sided printing <u>will dramatically reduce paper use and more than offset the cost of buying 100% recycled paper</u>.

Participation from all departments is necessary to ensure that Pierce County's goal is met, which will save taxpayer money and operate county government in a more efficient manner.

3.0   GUIDING PRINCIPLES
Pierce County consumes significant amounts of paper and prints millions of pages annually. We are committed to using 100% recycled paper and utilizing double-sided printing as our default print setting.

- The standard for county paper purchased is 100% recycled content for printing and copying office paper.

  Some recurring printing may need exemptions from the standard. In some cases, certain forms or sizes of paper may not be available in 100% recycled paper. In these cases, FSC-certified paper should be considered as the replacement paper. Recurring exemptions from the standard are granted by Department Directors, who will consider the specific printing requirements and the cost to the organization and the environment when granting recurring exemptions.

- Where printing is required, the standard will be a default setting of double-sided.

  Some recurring printing may need exemptions from the standard. In some cases the state or other government entities may not allow for double-sided documents. Some existing printers may not support double-sided printing. All new printers purchased should have double-sided capabilities. Recurring exemptions from the standard are granted by Department Directors, who will consider the specific printing requirements and the cost to the organization and the environment when granting recurring exemptions.

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