

# ADMINISTRATIVE PROCEDURES

Procedure Number: 3-29

Effective Date: March 1, 2010

Revision Date: \_\_\_\_\_



*C. D. Durberry*  
County Administrator

---

**SUBJECT: RECYCLED PAPER PURCHASING POLICY**

---

**DEPARTMENT RESPONSIBLE: All County Departments**

---

## **I. PURPOSE**

This administrative procedure establishes a paper purchasing standard that will advance the sustainability initiatives set forth in Resolution No. 2007-84 by applying a green purchasing and waste reduction emphasis to County Departments.

This procedure also implements the Sustainable Action Plan for County Operations (August 2008), which calls upon the County to adopt an administrative procedure for paper purchases with the goal of buying 100% post-consumer recycled paper products.

## **II. PROCEDURE**

- A. All County Departments shall purchase printer, copier and multi-purpose paper that contains thirty percent (30%) post-consumer recycled content, when available. (Paper with higher percentages of recycled content shall not be purchased because they are not compatible with the long-term operation and maintenance of the County's existing reproduction equipment).
- B. When possible, paper purchased should be *chlorine* and *acid-free* to protect indoor air quality.
- C. If purchasing colored paper, select pastel colors when feasible because pastel paper can be recycled. Bright-colored and neon papers typically cannot.
- D. Purchase paper from local suppliers and/or warehouses, when practical, to reduce transportation miles, improve air quality, and lower greenhouse gases.

**III. BENEFITS**

The County purchases approximately 240 tons of paper a year. By purchasing 30% post-consumer recycled paper instead of non-recycled paper, the County will:

- reduce water use by 14%;
- cut energy use by 13%;
- use 30% fewer trees;
- generate 11% fewer greenhouse gas emissions; and
- support markets for eco-friendly products and services.

**IV. RESPONSIBILITIES**

- A. It is the responsibility of each Department Head or designee to: (1) ensure that Department staff is complying with this procedure; and (2) track the amount of recycled paper purchased by their Department on a quarterly basis.
- B. It is the responsibility of the Procurement Department to: (1) make sure 30% post-consumer recycled paper is available on the County's customized office supply website; and (2) prepare and distribute quarterly "green purchasing" reports to County Departments indicating the type and percentage of recycled paper purchased each quarter.
- C. It is the responsibility of the Information Technology Department to stay abreast of new technologies and seek out state-of-the-art equipment that accepts high percentages of recycled paper content and other environmentally-friendly papers. At such time as the Information Technology Department acquires new printers, copiers and reproduction equipment compatible with higher recycled paper content, the Sustainability Manager shall prepare a modification to this policy.