

**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. These measures 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. The County provides services and information in person, on forms and other publications, and via the internet. By utilizing technology, the County helps residents and businesses use less paper, fuel and postage when doing business with the County. The County also uses recycled paper for copying and printing, including tax bills, sample ballot books, and other documents.

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 double-sided copying and printing; reviewing, editing, scanning, and sending electronic files rather than via hard-copy printing; and refraining from printing e-mails.
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.

Responsible Departments

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

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Sunset Date

This policy will be reviewed for continuance by 12-31-2022.

References

Board Action

June 16, 2009 (27)

December 15, 2015 (21)