



PAPER REDUCTION AND PROCUREMENT OF ENVIRONMENTALLY PREFERABLE PAPER PRODUCTS

This policy updates, [Procurement of Recycled Paper and Recycled Paper Products](#), which was approved on July 23, 1990 and revised on June 2003.

POLICY STATEMENT

The primary objectives of this policy are to reduce the amount of paper the City uses, and to then maximize the recycled-content of paper that is purchased. Traditional paper manufacturing, especially that relying on virgin wood fiber, creates environmental burdens including the overuse of trees, energy, water and other natural resources; soil degradation; the release of greenhouse gases and other air pollutants; and the generation of solid waste. Paper made with recycled content conserves natural resources, reduces pollution, and uses less energy during its production, therefore producing fewer greenhouse gas emissions. The City has several policies and plans that either directly support the use of recycled-content paper products, or support pollution prevention and waste reduction goals that can be achieved in part through the purchase of environmentally preferable paper products. These policies and plans include the:

- **Mercury and Dioxin Reduction Policy (2000)**
(<http://www.cityofpaloalto.org/civicax/filebank/documents/3738>), which discourages the City from purchasing products linked to the generation of dioxins, including chlorine-bleached copy paper and janitorial paper products;
- **City Council-adopted Zero Waste Operational Plan (2007)**
(<http://www.cityofpaloalto.org/civicax/filebank/documents/10289>), which encourages the purchase and use of 100% recycled-content paper as a strategy to build markets for recyclable materials;
- **Environmentally Preferred Purchasing Policy 5-03 (2008)**
(<http://www.cityofpaloalto.org/civicax/filebank/documents/32651>), which directs the City to align its purchasing policies and procedures with Palo Alto's sustainability policies in order to protect natural resources, minimize global warming, solid waste and toxic chemical exposures to people and the environment; and
- **Sustainability and Climate Action Plan Framework (2016)**
(<http://www.cityofpaloalto.org/civicax/filebank/documents/55892>) which set a goal of diverting 95% of the City's waste from landfills by 2030 and emphasizes the City's

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“default to green” strategy, which makes green purchasing the norm, rather than the exception.

Therefore, the City now desires to expand its paper reduction program and increase its purchase of recycled-content and chlorine-free paper products. This policy specifies the recycled paper content for paper products and sets expectations for City coordination for ongoing paper reduction.

This policy shall not require the City to exclude competition, or to purchase products or services that do not perform adequately or are not available at a reasonable price in a reasonable period of time.

DEFINITIONS

Definitions of the relevant terms are consistent with the California Public Contract Code, Article 4, Section 12200

(https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC§ionNum=12200).

- “Post-consumer material” means a finished material that would have been disposed of as a solid waste, having completed its life-cycle as a consumer item, and does not include manufacturing wastes.
- “Recycled products” mean goods or materials that meet the requirements identified in Section 12209, including any good or material that has been reused or refurbished without substantial alteration of its original form.
- “Process Chlorine Free (PCF)” means that no chlorine or chlorine derivatives were used in the recycling process, but that papers which were originally bleached with chlorine or chlorine derivatives may have been used as feedstock.

PROCEDURES**1. Paper Reduction**

The City of Palo Alto commits to reducing its paper consumption by at least 5% annually with the goal of reducing total paper use by 25% or more from the quantity purchased in 2016. Decreasing the amount of paper that is purchased and used for printing and copying will offset some or all of the costs associated with replacing 30 percent post-consumer recycled-content paper with 100 percent post-consumer paper. To achieve this, the City’s Chief Procurement Officer, along with the Information Technology Department (ITD) and Public Works Zero Waste, will work with City Departments to identify business processes where paper use can be reduced or eliminated and assist with the implementation of paperless solutions. This analysis will be incorporated into a

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Paper Use Reduction Plan by June 30, 2018 which will be led by Public Works and Administrative Services. The Plan will identify ways to:

- a) reduce the City's use of paper products by encouraging paperless and electronic forms, digital document review and filing, electronic plan submittals to the Development Center, and electronic materials for City Council packets and interoffice communication. The City will also facilitate a reduction in paper towel usage by strategically installing high-efficiency hand dryers in City restrooms as facility improvements occur;
- b) reduce junk mail and related paper waste;
- c) increase the use of electronic Utility billing by City of Palo Alto Utilities (CPAU) customers;
- d) implement electronic invoice processing, utilize electronic forms and e-signature as appropriate, as well as align City Contracts to City policy to accept invoices from vendors electronically.

2. Environmentally Preferable Papers for City Operations

The following paper types must meet recycled-content procurement standards in addition to the City's other paper performance requirements (e.g., weight, opacity). Virgin paper products, which contain no recycled content, may not be purchased unless no other paper option is available that meets the performance need of the ordering department.

3. The City must purchase paper products with the sustainability attributes detailed below:

- a. All grades and types of white copy machine, printer and multi-purpose paper shall have 100% post-consumer recycled content and be process chlorine-free (PCF);
- b. All letterhead, stationary and matching envelopes, and utility bill inserts shall have 100% post-consumer recycled content and be process chlorine-free (PCF);
- c. All paper towels, toilet tissue and seat covers, facial tissue, and paper napkins shall be certified by either Green Seal; and/or UL EcoLogo, and contain 100% PCF recycled content paper;
- d. The following types of paper-based office supplies shall have a minimum of 30% post-consumer recycled content when available (consistent with the US EPA's Comprehensive Procurement Guidelines), although 100% post-consumer recycled content products are preferred: note pads, notebooks, manila file folders, calendars, mailing labels, sheet dividers, sticky notes and easel pads; and
- e. Other types of paper products that are covered by the US EPA's CPGs should strive to meet or exceed the minimum post-consumer recycled content levels of each CPG-designated item or contain 100% total recycled content. This includes, but is not

limited to the following:

- i. Mailing tubes: minimum 75% post-consumer recycled content
 - ii. Corrugated cardboard boxes: minimum 25% post-consumer recycled content
 - iii. Kraft envelopes: minimum 20% post-consumer recycled content
 - iv. Dyed filing products (e.g. hanging files, pocket files, pressboard files, tickets, etc.): minimum 20% post-consumer recycled content
 - v. Index cards: minimum 10% post-consumer recycled content
4. If a paper product is not available with the designated post-consumer recycled content, the Public Works Zero Waste program can review and waive the requirement. To receive a waiver, either the Purchasing Division (Chief Procurement Officer or other Purchasing Division staff), or the department contact ordering the paper may contact the Zero Waste Program. The Zero Waste Program will review the available recycled content of the product in question and may provide technical assistance by finding a suitable alternative, or waiving the requirement.

5. External Printer compliance with City Policy

- a. Outside vendors bidding to provide printing services to the City shall be required to comply with the specifications of this policy. City solicitations for external printing vendors shall include specifications for policy compliance as part of the performance criteria and evaluation.
- b. Outside contracted vendors that provide printing services must be able to report the total amount of paper used for a calendar or fiscal year, its cost and specifications upon request, in an electronic format. This requirement must be listed in contract solicitations and will be a required evaluation criterion.
- c. This policy's requirements shall be referenced in other Purchasing guidelines and requirements (e.g., Terms and Conditions, professional services contracts, and construction contracts).

6. Compatible Imaging Equipment

- a. All imaging equipment such as multi-function imaging devices, copiers and printers, shall be capable of making two-sided images and come and be maintained pre-set to automatically duplex;
- b. When purchasing or replacing copy machines or computer printers, compatibility with 100% recycled content paper products will be a required evaluation criterion with the expectation that this will be a required performance criterion. New equipment shall have warranties that are not invalidated by the use of 100% recycled-content paper. Recycled paper shall be used in all copiers, printers and

multi-function devices as the default.

7. Paper Sourcing:

- a. The Purchasing Division will structure contracts to include the paper requirements outlined in this policy in with core “market basket” items to qualify for the greatest discounts, or to be at least equivalent in price to lower percentage recycled-content products. The Purchasing Division reserves the right to source the lowest price paper that meets the recycled content and other performance specifications;
- b. Purchasing will add companies that specialize in recycled paper products to their list of firms that receive bid requests for paper supplies and products. Companies will be allowed to submit partial bid packages for recycled products so as not to preclude suppliers who are unable to offer a full spectrum of paper goods;
- c. When a paper product is procured, Purchasing shall require all suppliers and bidders to certify in writing to the City that it meets the specifications based on the product label or certification certificate. The supplier shall state the post-consumer recycled content as well as other environmental attributes of their paper products;
- d. The City will cooperate, to the greatest extent feasible, with other governments to develop comprehensive, consistent and effective procurement efforts intended to stimulate the market for recycled and other environmentally preferable paper products (including any third-party certifications they have earned).

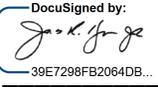
8. Purchasing shall promote paper reduction and the procurement of environmentally preferable paper products by:

- a. Placing notices about this policy in bid solicitations and discussing it at bidders' conferences;
- b. Distribution and regular training by Purchasing staff to inform other departments about this policy;
- c. Maintaining relevant information about this policy and other policies with environmental performance specifications in the City of Palo Alto's Purchasing Manual;
- d. Developing and posting online case studies of City departments that have successfully reduced their paper consumption and purchased environmentally preferable paper products;
- e. Periodically assessing the quantity of paper used and conformance to policy objectives;
- f. NOTE: Questions and clarifications should be directed to the Administrative Services Purchasing Department unless otherwise noted. The Administrative

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Services Department may work with Public Works –Zero Waste Program for technical review of paper options.

- 9. Policy noncompliance: Non-compliance with this policy shall be directed to the Chief Procurement Officer and Department Head of the nonconforming workgroup for review, follow up and corrective action.

Recommended:		5/1/2018
	_____	_____
	Administrative Services Director	Date
Recommended:		5/2/2018
	_____	_____
	Public Works Director	Date
Approved:		5/3/2018
	_____	_____
	City Manager	Date