



Administrative Regulations

Number AR37-4
Issue: 1

Subject: Green Printing Policy

I. PURPOSE

The purpose of this administrative regulation is to reduce the amount of paper the City uses. This Policy is implemented in order to:

- Save money by reducing the amount of paper purchased and reducing delivery, storage and recycling costs
- Conserve natural resources, materials and energy
- Reduce delivery and truck trips
- Reduce waste, decrease the landfill waste disposal rate and increase beneficial re-use

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

The following policy applies to all covered individuals in their use of multifunctional devices, printers, copiers and computers.

Document Printing and Copying

- A. When printing or copying, all employees shall double-side all copies and printing for all City documents, unless otherwise required by law.



- B. When printing or copying in bulk, either through Reprographics or outside vendors, all documents will be printed and/or copied double-sided.

Electronic Documents

- A. Employees shall utilize electronic documents as often as possible, both in sending and saving documents.
- B. Employees shall utilize electronic document features, such as document-tracking or print preview features, to conduct review and/or editing of documents electronically as often as possible.
- C. Employees are encouraged to share documents and work collaboratively with electronic documents to the fullest extent possible to avoid wasting paper and printing unnecessary materials.

Multifunctional Devices, Copiers and Printers

- A. All default settings for multifunctional devices, printers and copiers will be set to duplex or two-sided mode.
- B. Departments will plan to consolidate individual printers to multifunctional devices where ever possible.
- C. When purchasing new equipment, such as multifunctional devices or copiers or printers, Departments will ensure the new equipment includes duplexing capabilities.

IV. RESPONSIBILITIES AND GUIDELINES

Covered individuals are responsible for complying with this policy. Managers and supervisors are responsible for enforcing this policy.

V. DEFINITIONS

- A. Duplex – The ability to copy and/or print on both sides of the paper
- B. Source Reduction – Products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging

VI. DATE OF IMPLEMENTATION

- This policy shall go into effect on March 1, 2010