



NEW LAW REQUIRES THE PURCHASE OF 100% RECYCLED CONTENT COPIER AND PRINTER PAPER

The 2009 Washington State Legislature passed [House Bill 2287](#) requiring state agencies to purchase 100% recycled content white cut sheet bond paper; develop and implement a paper conservation program and a paper recycling program, with the goal of recycling 100% of all copy and printing paper. State agencies are encouraged to give priority to purchasing from companies that produce paper in facilities that generate energy from a renewable energy source.

1. What agencies does this apply to?

“State agency” includes but is not limited to colleges, universities, offices of elected and appointed officers, the Supreme Court, Court of Appeals, and administrative departments of state government. It applies to all of their buildings with 25 employees or more.

2. When does the law take effect?

The law took effect on July 26, 2009. By December 31, 2009, all state agencies are required to purchase 100 percent recycled content white cut sheet bond paper used in office printers and copies. The development and implementation of the paper conservation program and the recycling program is required by July 1, 2010.

3. What is the definition of "white cut sheet bond paper" in the new law?

The name “bond” for paper is derived from the paper used to print bonds on. It is a high quality durable copy, printing and writing paper. It most commonly comes in weights of 16, 20, 24, and 28 pounds. This is the weight of 500 sheets of 17” by 22” paper. Today, bond is part of what is known as “uncoated free sheet” made from chemical pulp as opposed to ground wood paper such as newsprint. Bond is available not only in traditional sizes such as 8.5X11, 8.5X14, 11X17, and 17 by 22, but rolls for production printing as well.

- Bond paper is commonly used in copy machines, laser and inkjet printers, high speed printers, form production and envelope production.
- Bond paper is the paper used in most office applications for copy and printing purposes.
- The law only applies to white paper. It does not include colored paper.

4. How do we get 100% recycled bond paper?

The stock of choice for the [University of Washington](#) is Harbor 100, manufactured locally by Grays Harbor Paper. It is 100% recycled content and is manufactured utilizing renewable energy sources. This paper is [available on eProcurement](#) through Office Depot using item# 636948.

5. Are there exemptions from using 100 percent recycled content white cut sheet bond paper?

State agencies that utilize office printers and copiers that, after reasonable attempts, cannot be calibrated to utilize such paper must:

- Purchase paper at the highest recycled content that can be utilized efficiently by the copier or printer; and



- At the time of lease renewal or at the end of the life-cycle either lease or purchase a model that will efficiently utilize 100 percent recycled content white cut sheet bond paper
Print projects that require the use of high volume production inserters or high speed digital devices are not required to meet the 100 percent recycled content standard but must utilize the highest recycled content paper that can be utilized efficiently.

6. The new law directs agencies "to reduce printing and copy paper use by at least 30 percent of their current use, beginning no later than July 1, 2010." At what point is "current use" measured and how do we establish our baseline?

Current use is as of the adoption of the bill, in this case 2009. So, use fiscal year 2008-2009 as your baseline.

7. Efforts to reduce by 30% are to begin no later than July 1, 2010. How long will agencies have to meet the 30% mandate?

There is no deadline in the legislation. The legislation directs each agency to develop and implement a paper reduction plan. The plan should reflect your agency's best strategies to reduce paper consumption over time, within your operating constraints. For some agencies, this may be immediate, for others several years.

Questions or comments? Contact UW Paper Conservation at paperconserv@uw.edu



METHODS OF PAPER USE REDUCTION

PEOPLE WORK HARD TO MAKE PAPER. PLEASE DON'T WASTE IT.

There are a variety of ways to reduce paper use. Consider these:

1. Double sided copying. Set all computers on double sided copying as the default setting for all agency computers. Information Technology staff can easily do this when new computers are deployed as part of the set-up process.
2. Publish documents only to the World Wide Web. Direct customer to the web to download copies of agency documents to their own computers to read.
3. Utilize e-mail as the primary means to distribute information, draft documents for review, etc.
4. Do not print e-mail.
5. Minimize meeting hand-outs. Utilize laptop computers and projectors.
6. Advise meeting attendees that hard copies of documents will not be provided at the meeting.
7. If you have to bring hard copies of documents to meetings, bring the minimum amount necessary. Meeting attendees can share or additional documents can be printed if necessary.
8. Use print options in your word processing software to reduce paper use. Use the "Shrink to Fit" option on the Print Preview Bar or select "2 pages per page" which will print out the document in a booklet style.
9. Always use print preview before printing; make sure you get what you are expecting.
10. Proof read your work on the computer before you print. Print only proofed and final documents.
11. Anticipate your audience for public meetings. Don't print more documents than you expect will be used.
12. Employ process improvement strategies to reduce paper consumption in paper intensive areas of work; i.e. fiscal offices, purchasing, contracts, grants, etc.
13. Send contractor electronic copies of final signed contracts.
14. Utilize electronic documents and signature wherever possible.
15. Automate time sheets and leave slips.
16. Create accountability loops by using "Auditrons" or other method to charge paper use to specific managerial units.
17. Create a printing policy that describes appropriate use of copiers and printers to minimize non-essential printing.
18. Establish a "paperless office" policy. Utilize only electronic communications, document development and review and records management.
19. When a copy of a document is needed, scan it and send it as a PDF file rather than copying on paper.
20. Utilize electronic records to establish and track historical records.