

## County of Santa Clara, CA Board of Supervisors

### **3.29 POLICY RELATING TO USE OF DOUBLE-SIDED COPYING IN COUNTY FACILITIES (Adopted 4-6-99)**

The County of Santa Clara is committed to conservation of resources and protection of the environment through effective planning and participation in programs to reduce, reuse, recycle, and dispose of discarded materials. The intent of this policy is to reduce the impact of County operations on the environment by reducing paper use and resulting waste generation. This policy is also expected to save money; reduce filing space needs for departments; and reduce weight of mail handled by the GSA pony system. To encourage active participation by County Government in meeting state-mandated efforts to reduce waste by 50 percent by the year 2000 and to reduce waste produced by County facilities, County managers shall:

1. Use two-sided copies for all documents prepared for general circulation to other County departments, to other agencies, and to the public. This policy applies to memos, billings, documents establishing policies and procedures, requests for information, resource documents, etc. For original documents, such as letters and memos, which are mailed directly to the addressee, only file copies and copies to secondary recipients need be issued as two-sided copies.
2. When appropriate, all contracts for printing services shall specify and require that the contractor print the document using double-sided pages.
3. When appropriate, all preprinted forms and other printed material shall be on double-sided pages.
4. Any department requiring the preparation and/or submission of any bid, report, proposal, quotation, or other document shall specify and require the document to be printed on double-sided pages to the maximum extent possible.
5. This policy does not apply where legal or other requirements specify that documents must be printed one-sided only.
6. Departments without access to copiers capable of printing two-sided copies shall be excused from this requirement for copying of documents for limited distribution, but are encouraged to make use of County Quick Copy or Printing Services for two-sided copying of longer documents intended for broad distribution.

All departments shall work cooperatively to further the purposes of this policy