
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Environmental Policy - Paper Use

POLICY NUMBER: 9040

9040.1 [DISTRICT] employees and customers of the [DISTRICT] are encouraged to conserve and recycle paper whenever possible through the adoption of simple practices. Whenever possible, [DISTRICT] staff will:

9040.1.1 Make every effort to use the recycle bins located in the cubicles, hallways and kitchen.

9040.1.2 Maximize printing and copying options and enable default settings to double-sided printing.

9040.1.3 Edit documents using word processing tools (as opposed to printing and mark ups).

9040.1.4 Post and utilize electronic meeting agendas and avoid printing hard copies of meeting materials for participants unless requested.

9040.1.5 Conserve paper and cut costs by emailing documents in place of sending them via mail.

9040.1.6 Save used one-sided printer paper in designated areas and reuse for notepaper.

9040.1.7 Set all page margins to 1 inch and use Arial 10 or Times Roman 12 fonts.

9040.1.8 Encourage the use of e-mail instead of faxes.

9040.2 [DISTRICT] staff shall utilize ordering stationary paper and other supplies from recycled paper suppliers where sources are available and not at an increased cost. Notations of use of recycled paper should be made to advertize and encourage others in its use.