





Office of the Mayor  
City of Seattle  
Gregory J. Nickels, Mayor

**Executive Order: 01-05  
Paper Waste Prevention**

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CITY OF SEATTLE  
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CITY CLERK

*An Executive Order directing City departments to reduce paper use, increase recycling and to purchase environmentally preferable paper as defined in the SMC 3.04, Definitions and Federal Executive Order 13101.*

- \* *This Executive Order directs City departments to use double-sided printing and copying, adopt technologies and adjustments that eliminate the need to print unnecessarily and to be selective about what is printed with a target of reducing the City's paper purchasing by 15% of 2004 levels by the end of 2005.*
- \* *This Executive Order directs City Departments to comply with related City policies:*
- \* *SMC 3.04.200 and SMC 3.04.218 (1992), "Recycled Content Product Procurement Program" (1992); Enacting Ordinance 116270*
- \* *The Mayor's Environmental Action Agenda (2002) "Buying Green- Highlights"*
- \* *The Department of Information Technology (DOIT) Citywide Printing Policies (1999)*
- \* *Environmental Management System, Section 6.12 (2001) "Waste Reduction and Recycling"*
- \* *Seattle Solid Waste Comprehensive Management Plan, Chapter 9 (1998 and 2004 Update-in process) "The City's Own Solid Waste Practices"*
- \* *The Mayor's 60% Recycling Plan (2003)*

WHEREAS it is the City of Seattle's policy to develop, implement and promote policies that improve resource-efficiency and environmental responsibility;

WHEREAS, the City's paper consumption is financially and environmentally significant (73.95 million sheets of 8 1/2 x 11 copy and printer paper, exceeding \$288,000 in 2003) and, based on experience in other jurisdictions in the northwest, this usage is capable of being decreased;

WHEREAS several City departments use more than the national average number of reams of paper per employee per year;

WHEREAS, 100% post-consumer-recycled paper is the environmentally preferable choice for the City because it saves 17 trees, 7,224 gallons of water and 11,909 BTUs of energy per day, and 17,924 lbs. of water pollutants, and 279,756 lbs. of solid wastes per year, and is readily available through current City contracts;

WHEREAS according to Citywide Printing Policies, all workgroup printers now purchased by the City of Seattle are duplex capable, have the appropriate duplex printing drivers installed and duplex printing is set as the default. And whereas City employees are encouraged to print on both sides of paper unless there is a business need to the contrary;

WHEREAS, SMC 3.04, Recycled Content Product Procurement Program, requires that the City substantially increase the procurement of recycled content products by all departments, providing a model to encourage comparable commitment by Seattle citizens and businesses in their purchasing practices;

NOW, THEREFORE, I, Gregory Nickels, Seattle Mayor, do order that City departments take steps to use all reasonable means to reduce paper waste and improve recycling rates, purchase 100% recycled paper as the City standard for printing and copying, and make duplex (two-sided) printing and copying the default machine setting and standard procedure for all jobs.

Furthermore, I direct information technology staff to seek and apply available technology that will create efficiencies from installing and activating duplex printing and other paper-saving options.

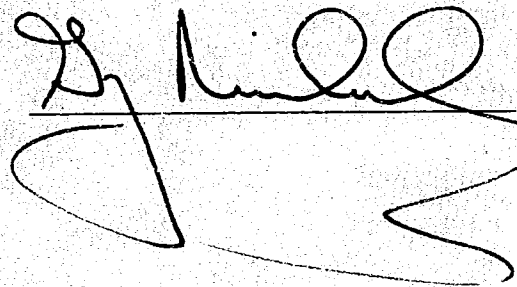
Furthermore, I direct that City departments apply these paper waste prevention measures to procurement, and direct all consultants and vendors to duplex print and copy and use other paper-saving and recycling measures in business they conduct with and for the City.

Furthermore, I direct that these paper waste prevention measures be applied to contracts for printing, copying, and related services from outside vendors for City departments.

Furthermore, I direct each City Department Director to report progress towards the City's overall 15% paper reduction goal in their 2005 Accountability Agreement and to work with their staff to ensure implementation of this Executive Order and the City policies cited above.

Questions regarding implementation of this Executive Order may be directed to Jetta Antonakos, Seattle Public Utilities at (206) 615-0712.

Dated this 16<sup>th</sup> day of February 2005.

A handwritten signature in black ink, appearing to read 'Gregory J. Nickels', written over a horizontal line. The signature is stylized and cursive.

Gregory J. Nickels  
Mayor, City of Seattle