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WILLIAM T FUJIOKA
Chief Executive Officer

"To Enrich Lives Through Effective and Caring Service"

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March 18, 2008

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

REDUCTION OF PAPER USE

In a memorandum to the Board of Supervisors dated November 27, 2007, this Office responded to a Board Order instructing the Chief Executive Office (CEO), the Executive Officer of the Board, and the Director of Internal Services, in coordination with the Chief Information Office, to: 1) explore opportunities for reducing paper-based correspondence in favor of a more user-friendly system; and 2) require that all County vendors purchase paper with a minimum 15 percent recycled content.

The memorandum addressed approaches to reducing paper-based correspondence, related legal and security issues, potential economic impact of paper reduction, and efforts related to procurement of recycled-content bond paper. As the County continues to expand paper reduction initiatives addressed in the aforementioned memorandum and progresses towards a more electronic environment, County departments are encouraged to utilize the additional initiatives/strategies outlined below. This Office will be finalizing templates and procedures to implement appropriate measures for CEO correspondence in the coming weeks.

Intra-County Correspondence

To the maximum extent feasible, County departments should distribute all intra-County correspondence, including forms, in electronic format only, unless the recipient requests hard copies or system capacity issues pose an obstacle. This is an interim measure pending the implementation of more robust countywide electronic correspondence systems.

This interim measure does not apply to the Board letter submittal process. With respect to the Board letter filing procedures, the Executive Office of the Board is implementing Microsoft Office SharePoint Server (MOSS), which will better facilitate electronic correspondence, including submission of Board letters. The Executive Office recently purchased the necessary hardware to complete the development of this system, as well as hired a consultant to train Information Resource Management staff on how to validate the infrastructure and security of the MOSS system. This training is scheduled to begin in March 2008.

Two-Sided Printing/Copying

County departments are encouraged to promote two-sided printing and copying by:

- Making staff aware that two-sided copying not only saves paper, it saves postage (from reduced mail volume) and storage space;
- Posting reminders near the copy machines, using interesting flyers or entertaining slogans (e.g., "Two sides are better than one," "Be wise, use both sides," or "Before you're through, use side two.");
- Encouraging staff to save and reuse single-sided paper at their desks;
- Collecting paper that has been used on one side for reuse in copiers, printers, and fax machines and to be made into scratch pads; and
- Adopting a department-wide policy that all individual documents be two-sided.

Note: Please remember to make sure that two-sided documents are identified by an annotation at the bottom of the page. In addition, please exercise judgment and do not reuse paper that may contain confidential information.

Printer/Copier Guidelines

Adhering to the following printing and copying guidelines can assist in conserving paper:

- Be sure that copiers and printers are in good repair;
- Make it policy to only buy copiers and printers that print and copy two-sided;
- Promote a "think before you print" attitude. Remind staff to make sure they really need the copies they are making and not to make excess copies;
- Encourage more centralized printing and establish printing restrictions, which will not only save paper but also saves in purchasing ink cartridges;
- Set up more printers to perform the "duplex printing" feature (prints two-sided on one sheet); and
- When purchasing printers and copiers, departments must clearly specify performance standards to include accommodating recycled-content paper without paper jamming.

Additional Guidelines

Other paper reduction ideas for consideration include the following:

- Encourage the submission of draft correspondence electronically for internal reviews and proofreading, rather than submitting hard copies;
- Encourage the reuse of envelopes (recyclable labels with the office address and logo can be purchased to place over addresses of used envelopes);
- Encourage staff to reuse office items, such as file folders at their desk; excess reusable items can be centrally located;
- Encourage your department to procure paper which has at least 30 percent recycled-content;
- Reduce font size to 11 on letters and documents to reduce the number of pages printed on;
- Recognize sections and divisions within your department for innovative environmental programs, including paper reduction programs; and
- Market a strategy to employees emphasizing cost savings by reducing paper use.

Note: The interim measures outlined above are distinct from the initiatives that are currently being tested/administered (e.g., MOSS, eCAPS/eHR, and Employment Performance System).

This Office will continue to monitor countywide efforts, as well as look at other jurisdictions for best practices, measures they have adopted, and/or programs they have in place that reduce the utilization of paper and reduce paper-based correspondence in favor of an electronic system.

Should you have any questions, please let me know or your staff may contact Kary L. Golden at (213) 974-1319 or kgolden@ceo.lacounty.gov.

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GR:KLG:pg

c: Each Supervisor

2008-03 Reduction of Paper Use Memo to Dept Heads 03-18-08