

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 4.19**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 09/25/08**

**SUBJECT: GENERAL SERVICES  
ENVIRONMENTALLY PREFERABLE  
PURCHASING POLICY – OFFICE PAPER**

**SUPERSEDES: N/A**

**I. PURPOSE**

The purpose of this Administrative Regulation is to promote and establish the use of Environmentally Preferable Products by all departments and agencies. "Environmentally preferable" products or services have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

Specifically this policy addresses the use of Post Consumer Content Recycled Paper (also known as "Green Paper"). This policy supports the City's Sustainable Chesapeake Initiative to promote environmental responsibility and sustainability throughout the operations of the City and within the broader community.

Recycled paper conserves natural resources; creates less toxic by-products; and reduces long-term costs associated with incineration and landfills, environmental damage, and healthcare.

**II. DEFINITIONS**

For the purposes of this policy, "Recycled Paper" or "Green Paper" refers to a minimum of 30% post-consumer fiber recycled content paper. Both 100% and 35% post-consumer recycled content paper products are available from the City's current office supply vendor.

"Postconsumer fiber" means paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item, including: used corrugated boxes; old newspapers; old magazines; mixed waste paper; tabulating cards; and used cordage; and All paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste.

"Postconsumer fiber" does not include fiber derived from printers' over-runs, converters' scrap, and over-issue publications.

**III. POLICY**

All departments and agencies shall use recycled paper for normal office use after all current paper supplies have been depleted. The City shall only utilize office supply vendors which offer recycled paper. Exceptions to this policy may only be made when it has been demonstrated to the City Manager or designee that recycled paper is not acceptable for a specific normal office use.

To further promote sustainability within City operations, all departments shall reduce paper use to the extent possible through the use of two-sided copies, two-sided printing, electronic scanning and posting of documents, and other means as appropriate.

**IV. PROCEDURE**

The normal procedure for ordering office supplies will be used to purchase recycled paper.

  
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William E. Harrell, City Manager

  
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Date