

## Colorado Department of Transportation (CDOT) Paper Consumption Reduction Plan

### Applicable Executive Orders

*From Executive Order D0011 07(emphasis specific to paper consumption reduction added):*

“I direct the Manager and Council to work with all state agencies and offices to achieve the goals described below:

**ii. For materials and resource management:**

- By fiscal year 2008-2009, develop purchasing policies to reduce the state’s environmental impact as a consumer of products and services;
- Adopt a goal of “zero waste” from construction of new buildings and operation and renovation of existing facilities;
- Achieve a *paper use reduction goal* of 20% by fiscal year 2011-2012 using fiscal year 2005-2006 as a baseline;”

*From Executive Order D2010 006(excerpt pertaining specifically to paper consumption reduction):*

“Each agency must develop and implement a plan for paper consumption reduction by December 31, 2010. The plan must include these components at a minimum: double-sided document printing as default settings on printers and copiers; document scanning capabilities; encouragement of fewer print jobs by using on-line forms and staff reminders to consider printing needs. Each plan shall establish methodologies to reliably measure and report paper consumption reduction achievements.”

### Strategies:

- Use double-sided printing as the default setting for printers and copiers.
- Utilize document scanning.
- Encourage fewer print jobs by using on-line forms and staff reminders to consider printing needs.
- Measure and report paper consumption reduction achievements.

### CDOT

**Paper Consumption Reduction Program Coordinator:** CDOT Sustainability Coordinator

**Size – staff:** CDOT has 3,373 employees (as of December 17, 2010)

**Location(s):** Nearly half of CDOT employees work in the Denver Metro area (approximately 1,500).

### Actions CDOT has taken:

Double-sided printing: All printers connected to CDOT servers use double-sided as the default print setting.

Document scanning: Document scanning is available from multi-function printers, where available, to encourage electronic document sharing.

## **Tracking:**

### CDOT will:

- Rely on the State Purchasing Office contract with OfficeMax and Metro Office Solutions to provide paper consumption data based on CDOT office orders.
- Report paper consumption data (provided through the Purchasing Contract) annually in the Greening Government Annual Report Card.

## **Future/Ongoing Efforts:**

### CDOT will:

- Reduce the number of copiers/printers that serve each business entity.
- Utilize mandatory paper purchasing price contract established by the State Purchasing Office.
- Follow the State of Colorado, Department of Personnel and Administration, State Purchasing Office, Environmentally Preferable Purchasing Policy, effective July 1, 2010, which states:
  - Packaging that is reusable, recyclable or compostable is preferred, when packaging is required.
  - Vendors shall be encouraged to take back and reuse shipping pallets, and to collect and re-use or recycle packaging materials whenever feasible.
  - All documents shall be printed or copied using both sides (duplex) to reduce the use and purchase of paper, unless otherwise required by state and federal law.
  - In accordance with 24-103-207 C.R.S., recycled paper is required for at least 50% of total paper purchases must utilize 30% Post Consumer Waste content.
- Utilize the CDOT SharePoint website to minimize the need for printing documents to review and share.

### Where can paper reduction options be enhanced?

- Urge employees with offline printers and those not connected to the server to set their print settings to double-sided.
- Consider performing a print optimization study for the department or facility level that identifies the most efficient number and location of copiers/printers for the organization.

### How will employees participate in this effort?

- Employees will procure paper through the state awards and encourage group orders.

### What employee education is / will be provided?

- Employee update by the Executive Management Team and summary of the progress as summarized in the Greening government Annual Report Card.
- Develop an employee education program.

### What are the expected results?

- With the start of the new State Purchasing Agreement, July 1, 2010 will become the baseline for determining paper consumption numbers, because previous data was not tracked by volume, only department expenditure.

### Actions the employees will take:

- Participate in the two mandatory paper price agreements in order to maximize the cost savings, amount of recycled content, and provide proper consumption reporting.
- Focus on double-sided printing and paperless office techniques (especially scanning and electronic sharing).
- Reduce print jobs.

- Give up the perceived need for a personal printer and use the consolidated printer/copier that is determined to be the most efficient solution.

**Reference:**

State of Colorado, Department of Personnel and Administration, State Purchasing Office, Environmentally Preferable Purchasing Policy, effective July 1, 2010.