

Board of County Commissioners

Leon County, Florida

Policy No. 96-15

Title: Procurement of Paper Products

Date Adopted: August 27, 1996

Effective Date: August 28, 1996

Reference: 2010 Comprehensive Plan, Solid Waste Element, Policy 1.1.5

Policy Superseded: Policy No. 92-9, "Procurement of Paper Products" adopted 6/23/92

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

All County departments and agencies shall use recycled content paper products and recyclable paper products to meet their procurement needs whenever practical and commercially available. Whenever practical, the County shall require its contractors and consultants to use recycled paper and recyclable paper products in fulfilling contractual obligations to the County.

The following minimum materials content standards shall be specified when purchasing or causing the purchase of printing and writing paper:

- a. For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes, the minimum content standard shall be no less than 20 percent post-consumer materials beginning December 31, 1996. This minimum content standard shall be increased to 30 percent beginning on December 31, 1998.
- b. For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard shall be 50 percent recovered materials, including 20 percent post-consumer materials beginning on December 31, 1996. This standard shall be increased to 30 percent beginning on December 31, 1998

Leon County will follow State guidelines for product standards, specifications and product certification of recycled content materials. White recycled paper stock shall be purchased in lieu of colored paper except as required for special projects.

The County shall promote the use of recycled and recyclable products by publicizing its procurement policy and having the recycling symbol printed on all pre-printed office paper purchased by the County.