

1 [Recycled Paper.]

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3 **Ordinance amending Section 21A.7 of the Administrative Code to require the City to**
4 **purchase paper with 100% post-consumer content for specified uses.**

5 Note: Additions are *single-underline italics Times New Roman*;
6 deletions are *strikethrough italics Times New Roman*.
7 Board amendment additions are double underlined.
8 Board amendment deletions are ~~strikethrough normal~~.

8 Be it ordained by the People of the City and County of San Francisco:

9 Section 1. Findings.

10 A. In May 2000, the Board of Supervisors enacted the Resource Conservation
11 Ordinance, which requires City departments to reduce waste generation and buy recycled
12 products.

13 B. The Resource Conservation Ordinance provides that the minimum post-
14 consumer content of paper products should be increased as such paper becomes available;
15 and that paper should be chlorine-free as such paper becomes available at a reasonable
16 price. The Director of the Department of the Environment has determined that chlorine-free
17 paper with 100% post-consumer content is now readily available and reasonably priced for all
18 copy, printer and letterhead paper uses in the City.

19 Section 2. The San Francisco Administrative Code is hereby amended by amending
20 Section 21A. 7 to read as follows:

21 Sec. 21A.7. PURCHASE AND USE OF PRINTING AND WRITING PAPER
22 PRODUCTS.

23 (a) Every publication exhibit, form and letter produced by a City department,
24 including all materials distributed to the public shall be on printing and writing paper products
25 that contain:

1 (1) A minimum of ~~30%~~ 100% post-consumer materials processed chlorine free for
2 copier and bond paper (including any uncoated duplicating, printer and letterhead paper used
3 in a variety of end use applications such as business forms and offset printing, ~~but excluding~~
4 ~~high quality papers used for stationery, envelopes and other specialty items~~); and

5 (2) A minimum of 30% post-consumer materials for all other printing and writing
6 paper products including, without limitation: publications, forms, letters, letterhead,
7 promotional materials, advertisements, educational pamphlets, newsletters, exhibits, reports,
8 business cards, calendars, commission and committee notices, agendas and minutes,
9 requests for proposals or qualifications, invitations for bids, checks, tickets, high quality
10 papers used for stationery, envelopes and other specialty items and other printed materials.

11 (3) The minimum level of post-consumer content for paper in Section 21A.7(a)(2) will
12 be reviewed annually by the Director. Pursuant to Section 21A.12, the Director may raise, but
13 not lower, the minimum level of post-consumer content as higher post-consumer content
14 paper becomes available.

15 (4) For paper in Section 21A.7(a)(2), ~~All~~ printing and writing paper products shall be
16 on processed chlorine free paper as it becomes available at a reasonable price. The
17 availability of processed chlorine free paper will be determined by the Director pursuant to
18 Section 21A.12.

19 (b) All pre-printed materials intended for distribution that are purchased or produced
20 in quantities greater than 50 sheets after the effective date of this Chapter must include a
21 recycled content logo and the percentage of post-consumer material in the paper.

22 (c) Each City department including the Purchaser, shall use its best efforts to
23 incorporate the standards set forth in this Section into existing contracts for the provision of
24 printing and writing paper and services. If the City department is unable to amend an existing
25 contract, the City department is authorized to enter into another contract to procure products

1 that do comply with this Section, provided that the City department complies with all other
2 applicable laws. Nothing in this Chapter is or shall be interpreted to require or authorize any
3 City department to breach the terms of a contract. Each City department shall document its
4 efforts pursuant to this Section in a report filed with the Director, explaining the circumstances.

5 (d) This Section does not apply to commercial sanitary products, paperboard and
6 packaging products, newsprint products or other products not generally considered to be
7 printing or writing paper products. Such products are covered under Section 21A.8.

8 (e) The contracting officer shall require all suppliers of printing and writing paper
9 products or services to certify the minimum content of post-consumer materials in the
10 products to be provided in the performance of a contract.

11 (f) Unless specifically provided by court rules or other legal mandates, all pre-
12 printed City forms and other pre-printed material shall be printed on double-sided pages.

13 (g) In all contracts for printing services for the City, the contract shall specify and
14 require that the contractor use paper products meeting the standards set forth in this Section,
15 and, unless inappropriate for the end use, that the contractor print the document on both sides
16 of the paper.

17 (h) Any City department seeking the preparation and/or submission of any bid,
18 report, request for proposal, quotation or other document shall specify and require the
19 document to be submitted on paper which meets the requirements in this Chapter and printed
20 on double-sided pages.

21 APPROVED AS TO FORM:
22 DENNIS J. HERRERA, City Attorney

23 By: _____
24 Rona H. Sandler
25 Deputy City Attorney