



Executive Directive 08-02
Enhancement of Recycling and Resource Conservation

March 4, 2008

By virtue of the power and authority vested in me by Section 3.100 of the San Francisco Charter to provide administration and oversight of all departments and governmental units in the executive branch of the City and County of San Francisco, I do hereby issue this Executive Directive to become effective immediately:

City Departments Shall Purchase 100 Percent Post-Consumer Content Recycled Paper. Pursuant to Sec. 506(a) (3) of the Resource Conservation Ordinance, the minimum recycled content of office paper used by the City shall be raised from 30 percent to 100 percent post-consumer content where available.

City purchasing officers as well as contractors that provide printing services to City agencies shall specify only 100 percent post-consumer recycled content paper for copier and bond paper. Uses for this paper includes any uncoated duplicating, printer and letterhead paper used in a variety of end use applications such as letters, letterhead, promotional materials, advertisements, educational pamphlets, newsletters, exhibits, reports, business cards, calendars, commission and committee notices, agendas and minutes, requests for proposals or qualifications, invitations for bids, and other specialty items.

City Departments Shall Reduce Paper Use. Paper purchases shall be reduced by an average of 15 percent of 2007 levels by the end of 2008. By the end of 2009, City departments shall achieve a 20 percent average reduction over the 2004 level. Decreasing the amount of printing, and of paper purchased, will mitigate any costs associated with replacing 30 percent post-consumer paper with 100 percent post-consumer paper.

Department of Telecommunications and Information Services (DTIS) and the Department of the Environment shall provide technical assistance to all City departments and offices regarding the best practices for reducing paper consumption. The Department of the Environment shall work through the citywide network of Departmental Recycling Coordinators previously established by the Resource Conservation Ordinance to provide this technical assistance.

Departments Shall Purchase Only Approved Green Products. The Department of the Environment maintains a list of "SF Approved" products that have been fully screened for their environmental benefits, cost, reduced toxicity, and performance. Categories of green products include but are not limited to janitorial cleaners, office paper, disposable food containers and utensils, and janitorial papers. Any purchases, whether direct or through a service contract, that fall under these categories must be selected from the appropriate "SF Approved" list, with exceptions as noted. "SF Approved" products are listed on www.SFEnvironment.org under "Quick Links." Purchase of any stand alone print devices, such as laser printers, fax machines, or single printer copiers must be approved by DTIS.

These measures, when fully complied with, will yield significant environmental benefit and cost reduction. I congratulate the City and County staff for its continued commitment to making San Francisco a leading example of sustainable urban living.

A handwritten signature in black ink, appearing to read "Gavin Newsom".

Gavin Newsom
Mayor