



# United States Department of the Interior

BUREAU OF RECLAMATION  
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Denver, Colorado 80225-0007

IN REPLY REFER TO:

84-21131  
RIM-1.10

April 12, 2011

VIA ELECTRONIC MAIL ONLY

## MEMORANDUM

To: [Recipients]

From: [Sender]

Subject: Paper Reduction and Duplex Implementation Requirements

The purpose of this memorandum is to outline an implementation strategy for enabling duplex (i.e., double-sided) printing and copying to reduce the waste and cost associated with Reclamation's printing and reproduction practices. Implementation of this strategy, where feasible, will assist in complying with the Bureau of Reclamation's *Environmental Stewardship Policy*, ENV P05 and achieving compliance with Executive Order 13514—*Federal Leadership in Environmental, Energy, and Economic Performance (EO 13514)* and the Department of the Interior, Strategic Sustainability Performance Plan.

The Chief Information Office is committed to supporting sustainability efforts and reducing our carbon footprint by practicing environmental stewardship, and I support Reclamation offices adopting the following:

1. Set all capable network printers and copiers for duplex as the default operating mode. This reduces energy and paper costs as well as reducing the overall lifecycle environmental impacts. Users will continue to be able to choose to print simplex (single-sided) documents; however, the default operating mode would be duplex.
2. Consolidate wherever feasible the number of individual printers, scanners, fax machines and copiers and replace with optimized multi-functional devices (MFD) in appropriate areas. Consolidating printers and optimizing the use of MFDs will help reduce the amount of consumables required, and lower the collective energy consumption.
3. Develop a migration plan to move from simplex to automated duplex printers. All new printers and MFDs should be auto duplex capable and perform effectively using 30 percent or more recycled paper content.

4. Require paper purchases meet or exceed Federal Recycled Content Guidelines of Executive Order 13101—*Federal Acquisition, Recycling, and Waste Prevention*.
5. Develop effort to educate the staff about the importance of duplex output and waste reduction and challenge them to reduce. All employees and contractors will support duplex printing and copying whenever possible on all documents. The Denver Office has developed some educational information to assist with promoting the reduction of printing documents and encourages self motivational challenges;
  - A decal label (see attachment) that may be applied to all duplex devices for identifying the default setting and the devices ability to help reduce our carbon footprint.
  - A poster (see attachment) that may be posted in appropriate areas to help stimulate the concept of duplexing and how to help reduce paper consumption.

Please provide an update on your regional efforts in adopting these requirements by September 12, 2011, to [Contact Name]. If you have any questions regarding this memorandum or need further assistance, please contact [Contact Name, Email, Phone Number].