



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT
WASHINGTON DC 20420

IL 049-07-03
November 28, 2006

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Human Resources and Administration; Assistant Secretary for Management; Assistant Secretary for Public and Intergovernmental Affairs; Assistant Secretary for Congressional and Legislative Affairs; Assistant Secretary for Information and Technology; and General Counsel

ATTN: All Directors, Chiefs, Team Leaders, and Supervisors

SUBJ: Cost-Effective Paper Waste Reduction and Prevention Efforts

1. The purpose of this Information Letter (IL) is to provide Department-wide guidance on the printing and duplication of presentations and other materials for distribution at meetings and training sessions that VA sponsors or participates in (e.g., seminars, conferences, workshops, orientations).
2. The goals and objectives of this IL are to:
 - (a) reduce paper consumption and prevent paper waste;
 - (b) reduce costs involved in purchasing paper;
 - (c) reduce costs involved in printing and copying; and
 - (d) reduce costs involved in shipping handout materials both off-site and back to the participants' home facilities.
3. Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, requires the Department of Veterans Affairs (VA) to promote cost-effective waste prevention and recycling of reusable materials in all of its facilities. The Federal Electronics Challenge, in which VA is a Partner, also promotes the reduction of paper waste through the use of double-sided printing and copying.
4. VA Handbook 0052, Affirmative Procurement, Recycling, and Waste/Pollution Prevention Programs, promotes waste prevention throughout VA. Paragraph 11 of the handbook states:

2.

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"To promote waste prevention throughout the Department, employees are strongly encouraged to use such techniques as electronic transfer and double-sided copying of all documents.

Contracts, grants, and cooperative agreements shall include provisions that require documents be printed double-sided on recycled paper meeting or exceeding VA paper preference standards. Contracting offices shall use electronic data interchange acquisition systems to the maximum extent feasible. . ."

5. In preparing materials for distribution at meetings, seminars, conferences, workshops, orientations, and other types of training sessions for VA staff or outside entities, consideration should be given to the method that most cost-effectively prevents or reduces paper waste and reduces shipping costs when such training is offered off-site. Such methods include:

- **Web Site:** If the lead office (i.e., the office conducting the training) has its own program web site, it should post, whenever feasible, all presentations on the web site and make such availability known to the participants, preferably in advance of the training date, but not later than one week after the event. Participants who choose to print individual copies of presentations for themselves should do so as noted below—see hard copy production.
- **Electronic Transfer:** Electronically mail the presentation, meeting agenda, or other handout documents to participants, whenever feasible.
- **Hard Copy:** In those cases where hard copy handouts of presentations or other materials must be provided, minimization of paper use should be considered. For example, if the presentation consists of six or more slides, then two to three slides, depending on legibility, should be printed on each side of a single sheet of 30 percent recycled content paper. All documents exceeding one page should be duplex printed or copied (front and back).

6. Reports and drafts should be duplex printed or copied to the extent feasible.

7. The duplex function on printers and copiers should be set as the default, where this option is available.

8. To further reduce paper waste, single-sided drafts or otherwise unneeded single-sided documents containing **non-sensitive information** should be recycled for reuse on the remaining blank side, as appropriate.

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9. All directors, chiefs, team leaders, and other supervisors shall ensure that their employees involved in the preparation of meeting and training materials and the printing or copying of materials as noted herein are aware of the guidance presented in this IL.

10. Questions regarding this IL may be directed to Barbara Matos, Environmental Program Manager, Office of Acquisition and Materiel Management (O492A), at (202) 273-6121 or barbara.matos@va.gov.

A handwritten signature in black ink, appearing to read "Charles E. Roberson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles E. Roberson

Distribution: Electronic Only