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TRANSMITTAL

REF

Classification No.: ~~EPA~~ 1000.25

Approval Date: 8911-0040 January 24, 1990

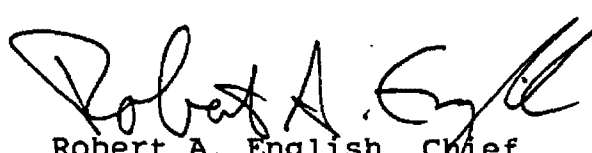
1000.25

Addressee:

Information
EPA (100-04)
401 M Street, SW
Washington, DC 20460

EPA ORDER - USE OF RECYCLED PAPER

1. PURPOSE. This Transmittal issues EPA Order 1000.25 -- Use of Recycled Paper.
2. EXPLANATION. This Order establishes Agency policy to encourage the use of recycled paper.
3. FILING INSTRUCTIONS. File the attached in a three-ring binder established for the EPA Directives System.


Robert A. English, Chief
Agency Management Analysis Branch

Originator

EPA Form 1315-12 (5-86)

Procurement and Contracts Management Division/Office of
Administration and Resources Management

JUL 31 1995

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Use of Recycled Paper

1. PURPOSE. This Order establishes Agency policy to encourage the use of recycled paper.

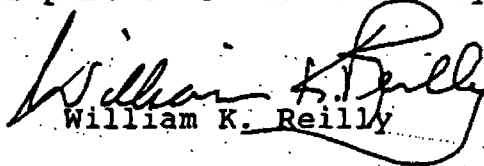
2. BACKGROUND. The EPA has set a goal for the nation to reduce and recycle twenty-five percent of municipal solid waste by 1992. One of the keys to making recycling successful is the development of stable markets for products containing recovered materials. The Federal government needs to do its part by purchasing such products; the EPA should be a leader in this effort. This Order promotes this end by establishing an Agency policy promoting the use of recycled paper.

3. POLICY. It is Environmental Protection Agency policy to use, and to promote the use of, recycled paper.

4. RESPONSIBILITIES. The Procurement and Contracts Management Division (PCMD) is directed to ensure that all new contracts specify that contractors use recycled paper for all reports required for delivery to the Agency. Where feasible, PCMD should seek to modify existing contracts to include the same requirement.

The Grants Administration Division (GAD) is directed to include in all new grants and cooperative agreements a special condition requiring that grantees and recipients of cooperative agreement funds use recycled paper for all reports submitted to the Agency.

All Agency employees should be mindful of our initiatives in the area and should do their part to reduce and recycle waste.


William K. Reilly