

**CITY OF PORTLAND  
CITY ATTORNEY'S OFFICE  
SUSTAINABILITY PLAN**

**I. SUSTAINABILITY VISION STATEMENT**

The City Attorney's Office seeks out and implements sustainable methods of office operation.

**II. SUMMARY OF EXISTING SUSTAINABILITY EFFORTS**

Currently, the City Attorney's Office is providing a number of the sustainable, operational efforts in recognition of which it was awarded the City's BlueWorks award. The office currently:

- A. Uses a minimum of 30% recycled paper for all its printing needs.
- B. Uses recycled paper products for its other paper needs, including but not limited to envelopes, packaging products, writing tables, and CD mailers.
- C. Provides a collection box for used batteries for recycling.
- D. Recycles the ink cartridges through HP Corporation.
- E. Limits personal office trash pickup to once a week.
- F. Provides recycle bins at every desk/workstation.
- G. Uses energy efficient light bulbs.
- H. Uses occupational room sensors.
- I. Reuses mail boxes and materials.

**III. NEW SUSTAINABILITY ACTIONS FOR NEXT YEAR**

In 2008 the City Attorney's Office will implement, seek to implement or investigate the following sustainable office practices:

- A. Investigate the use of "Green Printing" software and other methods to decrease unnecessary paper printing.
- B. Investigate the use of less polluting inks for printers.
- C. Increase paper recycle content to 100% for photocopiers and printers.

- D. Continue educating staff on how to recycle in the office, including more clearly labeling recycling containers located in copy rooms and indicating what can and cannot be recycled.
- E. Determine rating of office electronic equipment in terms of the Electronic Product Environmental Assessment Tool (EPEAT) and what this office can do to use equipment that is better rated.
- F. Increase the use of refillable ink pens.
- G. Contact City Attorney's offices in other cities and see what they are doing to practice sustainability and attempt to incorporate any useful practices.
- H. Investigate what other countries are doing regarding discarded products whether it is to return them to their place of manufacture or to recycle them. Share that information with the Sustainability Office.

**IV. EMPLOYEE COMMUNICATION STRATEGY**

The City Attorney's Office will involve its employees in the sustainability concept in one or all of the following ways:

- A. Provide an occasional office memorandum reminding staff of the office's commitment to operating in a sustainable way and of what sustainable efforts are being incorporated in office practices and which are available to staff for their use. Also, inform staff of incentive programs which may exist. For example, such as discounts on sustainability devices such as composters, or on larger appliances, etc. The value of recycling clothes and shopping at Goodwill and other reuse stores, how to recycle and purchase recycled home care goods, such as paint, etc., and how to be energy efficient in terms of utility use in the office and at home will also be addressed.
- B. Provide occasional educational programs regarding the concept of sustainable living. For example, Dick Roy's class, METRO educational programs regarding reducing waste disposal, and utility provider programs regarding smart use of utility services.

**V. BUREAU DIRECTOR APPROVAL**

Linda Meng, Portland City Attorney, is fully committed to these efforts.

  
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Linda Meng

Date: 11.13.07