

## Operational Controls Form

<b>A. Significant Environmental Aspect:</b>  Paper / Ink Consumption	<b>B. ACTIVITY GROUP</b>  Printing and Copying Packaging/Shipping File/Storage All activities involving paper use.	<b>C. Document Control Code:</b> <b>Metcalfe OC 3.0</b> <b>Revision 1</b>  <b>D. Date:</b> <b>June 16, 2004</b> <b>Revised</b> <b>January 24, 2005</b> <b>Effective Date:</b> <b>January 24, 2005</b>
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**1. Activity Group:**                 Printing and Copying  
   Packaging/Shipping  
   File/Storage  
   All activities involving paper use.

**2. Activities (and corresponding written controls, where applicable):**

- a. Establish paper utilization and recycle standards (existing)
- b. Establish paper quality standards (existing)

**3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):**

- 1. paper utilization and recycle standards
  - a. The Region 5 Printing Control Officer will require all printing of Region 5 GPO request comply with 100% recycled, 100 post consumer, chlorine free paper. All inks to be used will be soy based inks.
  - b. All procurement request for forms, packaging and shipping containers must also comply with our paper requirements listed above.
  - c.. All GPO printing orders will be filed and stored on the 21<sup>st</sup> floor GPO files drawer!
  - c. The Region 5 Printing Officer reports to Headquarters the GPO orders placed each year.
  - d. Region 5 Recycling Coordinator will monitor all paper purchases and track the amount of paper used each quarter.
  - e. Dollar amounts saved by reducing paper consumption will also be monitored by the Region 5 Recycling Coordinator.
  - f. The Region 5 Recycling Coordinator tracks all outgoing paper recycling for the Metcalfe federal building. Quarterly reports are available from the Employee Services Branch or the GSA managers office in the Metcalfe Federal building and also on the Region 5 Intranet recycling page.
  
- 2. paper quality standards
  - a. All paper materials purchased in Region 5 will contain the highest content of recycled material available. All material for shipping and packaging and file/storage containers must contain the Region 5 recycled contents which is ordered by the Region 5 Printing officer.
  
  - b. The Region 5 Printing Control officer tracks and monitors all paper purchases in Region 5 by a blanket purchase order.
  
  - c. Purchase order blanket is available in hard copy at the Region 5 Printing Control Officers work

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station and also on the Region 5 document tracking system.

d. Paper usage is tracked by division each quarter and is available on the Region 5 Intranet ESB Intranet website.

e. Paper cost reported to the procurement office for Headquarters reporting requirements.

### 4. Maintenance plan(s) for the operational controls:

a. Review procedures periodically

b. GPO contract printer oversight

c. Quality Review of sample printings

a. No paper order's will be processed without the signature of the Region 5 Printing Control officer.

b. No orders requesting paper materials other than the Region 5 paper requirements will be processed.

### 5. Actions to be taken if controls fail:

a. Additional training for employees requesting print orders and paper orders

b. Report to Government Printing Office for non compliance printing order's received

#### 6.1. Record(s):

Printing Control Officer records

#### 6.2. Person Responsible and Record Location:

Printing Control Officer, Region 5 US EPA;  
Printing Control Officer records

### 7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

#### 7.1 Title

Printing Control Officer, Region 5 US EPA

#### 7.2 Responsibility

a. to ensure controls are in place  
b. to ensure controls keep working  
c. to take action when controls fail  
d. to create and keep records relative to operational controls)

### 8. Competence of operators on the basis of training, education or experience:

#### 8.1 Title

#### 8.2 Competence

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