

# The East Bay Regional Park District

The East Bay Regional Park District manages 59 regional parks that cover 92,000 acres in Alameda and Contra Costa Counties and employs 570 people. The Park's mission is to "acquire, develop, manage, and maintain a high-quality, diverse system of interconnected parklands."



## Facts-at-a-Glance

### Challenges

- High copying costs
- Tons of paper waste
- Limited capital to fund new projects
- Desire to increase administrative efficiency

### Solutions

- Research and cost-benefit analysis
- \$18,000 Business Waste Prevention Fund Award
- Software and staff training costs offset by award funds
- Transition to digital copiers and electronic document distribution

### Benefits

- Increased downloads from website
- Enhanced public services
- Decrease in paper purchasing
- Staff efficiencies
- \$22,000 cost savings

## The Story

Pat O'Brien, General Manager of the East Bay Regional Park District, directed staff to improve the environmental performance of the Park District. He called on StopWaste to provide the technical assistance services that could help. As part of this effort, the StopWaste Partnership and the Park District decided to work together to eliminate as much office paper waste as possible. Not only did the Park District improve its environmental performance, it reduced costs as well.

*"The net result was a reduction in white paper use, copying cost savings, and a significant increase in downloads from the District's website."*

STEVEN MYLI  
Facilities Manager

## Challenges

The East Bay Regional Park District sought to reduce office paper waste while improving the quality of public services and cutting costs.

The Park District wanted to move away from paper and toward digital forms and documents. However, the staff was comfortable with paper-based documents and forms, so switching over to electronic formats would not be easy. Another complication was the existing pool of light-duty desktop printers and fax machines throughout the office—machines that were inefficient and made it difficult to track the number of copies. Finally, budget constraints discouraged the Park District from purchasing the software and training needed to make necessary changes.



The East Bay Regional Park District switched to duplex copying, high-volume printers, and electronic document distribution to cut costs and reduce waste.





# Solutions

Switch to duplex copying, high-volume printers, and electronic document distribution to cut costs, reduce waste, increase staff efficiencies, and improve public services.

## Electronic Documents

The StopWaste Partnership researched the technology required for the East Bay Regional Park District to switch from paper to electronic documents and provided \$18,000 in grant funding. These funds helped the Park District purchase software and organize staff training. Staff resistance to the changes was eased by training, a positive internal champion that understood the changes needed, good form design, and engaging the support of key users. Previously, when park users requested information, the staff responded by faxing or mailing out brochures. Now park staff can direct users to the District's website, where users can download brochures and participate in real-time discussions about services. The Park District saves \$12,000 annually on labor and office machine leasing costs, and has reduced its paper use by 250,000 sheets.

machines in favor of high-volume printers and multifunction devices that combine digital printing, copying, and faxing all in one device. By scanning printed documents and distributing them electronically, setting all copiers and printers to automatically print duplex, and sending and receiving digital faxes, the Park District was able to reduce the amount of paper used by over 500,000 sheets and save \$10,000 a year.

*"We have found that many users of our financial information actually prefer electronic documents for storage and searching. They end up printing only selected portions of information."*

RANDALL O. CARLTON  
Chief Financial Officer/Controller

## Increased Recycling

The Park District also placed additional recycling bins throughout the administration building and promoted recycling to its employees. Email, person-to-person meetings, and guides describing what can and cannot be recycled encouraged staff to participate. The collector of recyclables began placing a 12-inch gold star above the bins of the department recycling the most. The competition between departments quickly boosted recycling rates. The result: paper recycling increased by 20 percent.

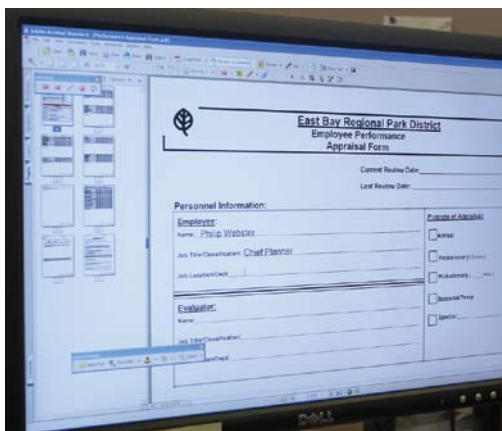
## Smart Printing and Copying

The Park District phased out almost all of its light-duty desktop printers and fax



## The StopWaste Partnership

The StopWaste Partnership is a free technical assistance service dedicated to improving the environmental performance and reducing costs of Alameda County businesses and public agencies. The program provides expert support and funding to prevent waste, conserve water and energy, and use all resources more efficiently.



## The bottom line:

- Labor and copying costs cut by \$22,000 a year
- Prevention of 11 tons of paper waste a year
- 220% return on investment from software purchase
- \$18,000 Business Waste Prevention Fund Award

Visit [www.stopwaste.org/partnership](http://www.stopwaste.org/partnership) or call 1-877-STOPWASTE.