

Subpart 4.3 - Paper Documents

Parent topic: [Part 4 - Administrative and Information Matters](#)

4.300 Scope of subpart.

This subpart provides policies and procedures on contractor-submitted paper documents.

4.301 Definition.

Printed or copied double-sided, as used in this subpart, means printing or reproducing a document so that information is on both sides of a sheet of paper.

4.302 Policy.

(a) Section 3(a) of E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management, directs agencies to implement waste prevention. In addition, section 2(e) of E.O. 13514, Federal Leadership in Environmental, Energy, and Economic Performance, directs agencies to eliminate waste. *Electronic commerce* methods (see [4.502](#)) and double-sided printing and copying are best practices for waste prevention.

(b) When *electronic commerce* methods (see [4.502](#)) are not used, agencies *shall* require contractors to submit paper documents to the Government relating to an *acquisition printed or copied double-sided* on at least 30 percent postconsumer fiber paper whenever practicable. If the contractor cannot print or copy double-sided, it *shall* print or copy single-sided on at least 30 percent postconsumer fiber paper.

4.303 Contract clause.

Insert the clause at [52.204-4](#), *Printed or Copied Double-Sided on Recycled Paper*, in *solicitations* and *contracts* that exceed the *simplified acquisition threshold*.