



The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

December 7, 2007

TO: All Senators and Staff

FROM: Senator Colleen Hanabusa
Senate President

Subject: Senate Paperless Initiative

As you may be aware, a staff working group was formed during the interim to discuss information technology issues to improve the efficiency of Senate operations. Under the leadership of Senator David Ige and after several months of meetings, one of the group's major recommendations is to take immediate steps to use technology tools to significantly reduce the volume of paper produced and consumed in the Senate and the community. The "Paperless Working Group" concluded that:

- Too much paper is used and wasted every year, especially during each legislative session. During the 2007 session, the Senate generated more than 4.375 million copies at a cost of about \$31,000. Paper usage for office printers and copying of nonsession documents account for an additional 3 million+ copies.
- Technology is available to reduce the dependency on paper.
- The cost of paper has been increasing.
- Office storage space for documents is limited.
- We need to be more environmentally friendly.

Therefore, beginning with the upcoming 2008 session, the Senate will be implementing a paper reduction initiative to limit the use of paper, improve internal operations and efficiency, and increase public access to the legislative process. A copy of the press release announcing the initiative will be distributed to the media this morning and is attached for your information. Highlights of the effort are outlined below; detailed internal procedures are being finalized and will be distributed as soon as they become available.

Internal Distribution of Legislative and Administrative Documents.

- Hard copies of all Senate legislative documents (bills, resolutions, Governor's messages and other communications, committee reports, hearing notices, Orders of the Day, referral sheets, etc.) will no longer be distributed to Senate offices automatically. Electronic access to all of the documents are available on the Capitol website (www.capitol.hawaii.gov) and in the Legislature's internal information system, Eclipse.

Documents are posted electronically and available as soon as the Clerk's office processes them. The documents are available internally in HTML, pdf, and Word formats and are generally accessible before hard copies are printed.

If, after reviewing all of the available information on this initiative, you would like to receive a hard copy of legislative documents during the 2008 session, you may make a request by sending an email to sclerk and indicating which documents you would like to receive.

- Laptop computers will be issued to all Senators and a limited number of staff with access the internal legislative network (Eclipse and shared files) in all areas of the Capitol, including Senate offices, conference rooms, and the chamber, through a secured wireless network.
- Beginning January 2008, all Senate offices are encouraged to transmit internal correspondence by scanning, emailing, and filing documents electronically to reduce printing and distribution of hard copies. Improved scanning capability and centralized storage of electronic documents will be available shortly. Instructions to scan documents, create useful and standard naming conventions, and file these documents, as well as necessary training, will be available shortly.

Operational Improvements to Increase Efficiency and Reduce Waste.

- Committees will reduce the number of hearing folders produced and public testimony will be printed and collated at the Senate Print Shop. This initiative will significantly reduce both the amount of paper generated and committee staff time needed to manually collate testimony and make copies for members of the public. As we did during the Second Special Session this interim, committees will now only require one copy of testimony to be submitted by interested parties. Committee staff will organize and scan one master set of testimony and transmit it electronically to the Print Shop, where the appropriate number of copies will be printed. Scanned testimony will be available on the Capitol website at the start of the hearing; late testimony will be made available after the hearing. The number of folders will be reduced significantly since immediate access to the testimony will be available electronically.
- The chairs of the Senate committees on Ways and Means and Health have agreed to pilot "paperless hearings" during the upcoming session. All members and committee staff will use laptop computers to access the agenda, measures, committee reports, and testimony during the hearing. Mark-up software will be available on the laptops, enabling members to highlight and make handwritten notes directly on the electronic documents as if using a hard copy. Notes can be stored and retrieved electronically.

Please note: Training on the laptops is tentatively planned for the week of December 17, pending delivery and set up of the computers. The staff working group is also planning a

mock hearing during the same week to demonstrate, gather input, and fine tune the entire committee hearing process, including creating the hearing notice, processing testimony, and conducting the hearing. More information will be available soon.

- Electrical power and data access is available at each desk in the Senate chamber. Members and staff will be able to access email, legislative documents, and the internal network during floor sessions. All information needed for floor votes will be available online, eliminating the need for Third Reading binders.
- All members of the Senate and staff are encouraged to recycle paper, cans, bottles, and other recyclable materials. Receptacles are located at the basement loading dock. Guidelines for collecting and handling recyclables will be issued shortly.

Increased Public Access to the Legislative Process.

- The Legislature recently expanded the wireless capability in the Capitol building to include all Senate and House offices, conference rooms, and chambers. Legislators, staff, and members of the public will be able to access the Internet in most locations throughout the building.
- Senate committee hearing notices and Orders of the Day will include links to the bills, resolutions, messages, committee reports, and testimony. Anyone attending a Senate committee hearing or floor session with a laptop computer will be able to access the agenda on the Internet and retrieve relevant documents with a click of the mouse.
- Public testimony submitted to Senate committees will be scanned and posted online. Senators, staff, and the public will be able to access committee testimony at the start of each hearing.
- Members of the public will be required to submit only one hard copy of testimony to the committees. Previously, individuals interested in testifying were required to submit from 15-45 copies of their testimony and committee staff members were required to collate all of the testimony for the committee folders. The Sergeant-at-Arms staff will continue to receive and deliver faxed testimony and the Public Access Room will process email testimony.
- The Senate will be eliminating the print shop subscriber boxes in the Print Shop, which allowed members of the public to receive a hard copy of every legislative document printed during the session. In lieu of hard copies, the Senate will provide CDs of all bills and resolutions introduced to print shop box subscribers and members of the public. We are working to provide the information in a text-searchable format and updated CDs will be available daily. Members of the public will be able to get a limited number of hard copies each day. A copy of the notice to be sent to print shop box subscribers is attached.

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- A daily digest, in both hard copy and electronic formats, of all bills introduced will be available. The digest will include the bill number, title, description, and introducer(s) and will be available in hard copy at the Senate Print Shop and online at the Capitol website.

As you can imagine, an initiative of this magnitude and complexity will require cooperation from everyone and I ask for your support and patience during this transition. As mentioned earlier, detailed information and training will be provided as soon as possible so you can prepare appropriately.

If you have any questions, please contact Rod Tanonaka of my office or Carol Taniguchi of the Clerk's office. Thank you.