

The Senate

STATE CAPITOL
HONOLULU, HAWAII 96813

December 7, 2007

Aloha and Happy Holidays! In keeping with our theme of sustainability announced during the 2007 legislative session, the Hawai'i State Senate is adopting a "paperless" process initiative beginning with the 2008 legislative session. Each year, the legislature considers measures to improve management of our state's waste stream, and "source reduction" is a primary strategy in our state's waste management policy. Through the Senate's "paperless" process initiative, we will be adopting a source reduction strategy to include:

- ◆ eliminating the subscriber boxes in the Senate Print Shop, thereby reducing the total number of hard copies of legislative documents that are printed during the session;
- ◆ limiting the number of hard copies of legislative documents that can be requested at the Senate Print Shop window;
- ◆ replacing hard copy communications of administrative matters by Senate leadership and Senate support offices with electronic communications; and
- ◆ requesting that all Senators, Senate staff, and our constituents work together to recycle paper waste through approved recycling programs operating in our respective communities.

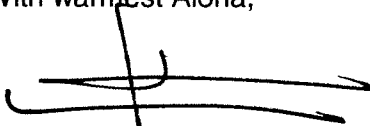
If all of us commit to using electronic formats for legislative document storage and retrieval, the Hawai'i State Senate can significantly reduce the 4,375,000 sheets of paper (approximately equivalent to 525 mature trees), used this past legislative session. As most of you are aware, all legislative documents are available on our website at: www.capitol.hawaii.gov. To further support our migration from a paper dependent process to a "paperless" process, we will also be offering:

- ◆ a daily CD containing all bills that are introduced in the 2008 legislative session;
- ◆ a digest, in both hard copy and electronic formats, of all bills that are introduced in the 2008 legislative session; and
- ◆ hearing notices online and via email subscription with links to the bills, resolutions, and committee reports;
- ◆ posting of testimony received on all bills considered by a Senate committee, on the Senate's website, for viewing during and after a Senate committee hearing.

We recognize that the Senate's "paperless" initiative moves us away from a 20th century tradition of using hard copy documents within our legislative process. And while we have invested significant time during this 2007 interim on internal discussions, research, and testing of this initiative, we also recognize that there may be consequences that we have not anticipated nor intended. Thus, we are attaching two documents for your information. The first document includes a list of resources that you can consult to assist you in accessing legislative documents from the legislature's website, including how to subscribe to "really simple syndication" (RSS) that will notify you when changes to legislation that you are tracking have been posted on our website. The second document is a brief survey requesting your feedback about our "paperless" process initiative, which you can submit in electronic format via the Public Access Room e-mail address: par@capitol.hawaii.gov

We hope that we can count on you to work with us to reduce paper waste in the Hawai'i State Senate, and, thereby sustain our state's resources for future generations.

With warmest Aloha,

A handwritten signature in black ink, appearing to be 'Colleen Hanabusa', written over a horizontal line.

Colleen Hanabusa
President of the Senate

ACCESSING LEGISLATIVE DOCUMENTS AND INFORMATION
FROM THE HAWAII LEGISLATURE'S WEBSITE

www.capitol.hawaii.gov

Aloha! In conjunction with the Hawai'i State Senate's paperless process initiative, we are offering the following list of resources that you can consult on accessing legislative documents and information from the Hawai'i legislature's website.

If you are visiting the State Capitol, there are several places to go for assistance:

The **Public Access Room (PAR)** is located on the fourth floor at Room 401. The PAR staff are trained experts in assisting and educating the public about how to participate in the legislative process, both on-line and at the State Capitol. Contact them in January at 808-587-0478 to learn about their training sessions.

The **Legislative Reference Bureau Library (LRB)** located at Room 005 in the chamber level (basement) on the Senate side of the building. The LRB Library staff includes librarians and library techs who offer information assistance to both legislators, legislative staff, and the public.

Your **Senator's office** located on the 2nd floor of the state capitol or the **Senate Clerk's office** located at Room 010 in the chamber level (basement) on the Senate side of the building. If you are visiting your Senator and need information about a specific issue or measure, your Senator's staff or the Senate Clerk's office staff can provide this information. If you need more in-depth training to learn how to use the state legislature's website, the **PAR** and **LRB Library** have more readily available resources.

If you are already using our website, here's two ways to receive updates:

Subscribe to **Really Simple Syndication (RSS)**. RSS feeds are an easy and efficient way to receive notification when new information is available in a specific area of interest. RSS feeds save time, allowing users to receive notification only when new content is available. Website visitors choose the information they wish to subscribe to and can unsubscribe from any feed at any point. The Hawai'i legislature currently provides RSS feeds for individual bill status. To view the feeds or learn how to subscribe, please visit:

http://www.capitol.hawaii.gov/site1/docs/rss_help.asp.

Subscribe to **E-mail Notification** to receive electronic notices when committees schedule public hearings on measures you are tracking. The Hawai'i legislature's website offers users the opportunity to select the committees from which you will receive electronic hearing notices. To subscribe, please visit:

<http://www.capitol.hawaii.gov/site1/docs/hearing/email1.asp>

**Hawai'i State Senate
Paperless Process Initiative
Feedback Form**

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|--|-----|----|
| I plan to request a CD of all bills introduced | YES | NO |
| I plan to access legislative documents via the website | YES | NO |
| I plan to subscribe to RSS feeds to receive website updates | YES | NO |
| I plan to subscribe to e-mail notification of legislative hearings | YES | NO |

Organization: _____

Address: _____

Contact: _____

Title: _____

Telephone: _____

E-Mail: _____

FAX: _____

COMMENTS/CONCERNS/QUESTIONS: _____

Please transmit this feedback form via e-mail to: **par@capitol.hawaii.gov**

PLEASE RESPOND BY JANUARY 11, 2007