



OBJECTIVE

To support the university's sustainability initiatives by promoting the purchase of eco friendly paper and forest products.

POLICY

Applies to: Individuals who purchase goods and services on behalf of the university
Issued: 07/2008
Edited: 12/2008

I. General Overview

- A. University departments are required to purchase and use recycled copy paper with at least 30% post consumer content.
- B. Purchase of recycled paper through the university's Stores Department is required to streamline the procurement process, lower costs by aggregating enterprise-wide purchases, and ensure environmental standards are met.
- C. This policy is evaluated each year to identify additional opportunities to increase the purchase of ecologically friendly paper and forest products.
- D. Departments are strongly encouraged to make every effort to eliminate excessive or unnecessary use of paper. Effective strategies include, but are not limited to:
 - 1. Streamline and reduce paper laden processes.
 - 2. Utilize electronic mail, document imaging and other paperless communications.
 - 3. Encourage double sided copying and printing.
 - 4. Use half sheets of paper for all brief, printed on-campus communications.
 - 5. Target mailings to reduce volume.
 - 6. Employ effective communications to heighten awareness of eco friendly practices.



II. Exceptions

- A. The Ohio State University Medical Center may continue to use its proprietary ordering system to purchase recycled paper.
- B. University computer labs are encouraged, but not required, to use recycled paper pending further consultation.
- C. To remain competitive with external suppliers, University Printing Services and Cop-ez are encouraged, but not required, to use recycled paper when producing printed material for resale to university customers.
- D. University locations not serviced by the Stores Department may purchase recycled paper from external suppliers.

PROCEDURE

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I. Definitions

Copy paper -- defined for this policy as letter size (8 ½" x 11"); legal size (8 ½" x 14") and tabloid size (11" x 17") white paper used in copiers, fax machines and printers.

eStores -- the university's electronic ordering system used to purchase goods and services.

30% post consumer content – for this policy defined as elemental chlorine free (ECF) paper with at least 30% recycled content and with Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI) chain of custody certification.

II. Ordering Process

- A. Requisitions entered into eStores for recycled paper products electronically work flow for departmental approval. Once approved, orders are delivered the next business day.



- B. Recycled paper may be purchased from State Certified Minority Business Enterprises (MBE's) or EDGE suppliers provided the products meet the policy requirements of section I.A. (General Overview).

RESOURCES

Ohio State, Stores Department, <http://osustores.osu.edu/>, 614-292-2694
Ohio State, iBuy, <http://ibuy.osu.edu/>