Recycled Paper, 2.01

University Policy

Applies to:  Individuals who purchase goods and services on behalf of the university.

Responsible Office  Office of Business and Finance

POLICY

Issued:  07/01/2008
Edited:  08/01/2018

University units must purchase and use recycled copy paper with at least 30% post-consumer recycled content. Each unit is required to purchase this paper from the university Stores department (Stores).

Purpose of the Policy
To support university sustainability initiatives by promoting the purchase of eco-friendly paper and forest products.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy paper</td>
<td>Letter size (8½” x 11”); legal size (8 ½” x 14”); and tabloid size (11” x 17”) white paper used in copiers, fax machines, and printers.</td>
</tr>
<tr>
<td>eStores</td>
<td>The university electronic ordering system used to purchase goods and services.</td>
</tr>
<tr>
<td>30% post-consumer recycled content</td>
<td>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.</td>
</tr>
</tbody>
</table>

Policy Details

I. Units are required to purchase and use recycled copy paper with at least 30% post-consumer recycled content.
II. Purchase of recycled paper through Stores is required to streamline the procurement process, lower costs by aggregating enterprise-wide purchases, and ensure environmental standards are met.
III. This policy is evaluated each year to identify additional opportunities to increase the purchase of ecologically friendly paper and forest products.
IV. Units are strongly encouraged to make every effort to eliminate excessive or unnecessary use of paper. Effective strategies include, and are not limited to:
   A. Streamline and reduce paper laden processes;
   B. Use electronic mail, document imaging, and other paperless communications;
   C. Encourage double sided copying and printing;
   D. Use half sheets of paper for all brief, printed on-campus communications;
   E. Target mailings to reduce volume; and
   F. Employ effective communications to heighten awareness of eco-friendly practices.
V. Exceptions.
   A. The Ohio State University Wexner 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, UniPrint is encouraged, but not required, to use recycled paper when producing printed material for resale to university customers.
   D. University locations not serviced by Stores may purchase recycled paper from external suppliers.

PROCEDURE

Issued:  07/01/2008
Applies to: Individuals who purchase goods and services on behalf of the university.

Edited: 08/01/2018

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

II. Recycled paper may be purchased from State Certified Minority Business Enterprises (MBE’s) or EDGE suppliers provided the products meet the requirements of this policy.

Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Business and Finance</td>
<td>Evaluate the policy annually.</td>
</tr>
</tbody>
</table>
| Stores department | 1. Stock recycled copy paper with 30% post-consumer recycled content.  
2. Deliver orders on the business day following departmental approval. |
| Units | 1. Purchase and use recycled copy paper with at least 30% post-consumer recycled content.  
2. Make every effort to eliminate excessive or unnecessary use of paper.  
3. Approve eRequests and requisitions for recycled paper entered into eStores. |

Resources

Purchasing, busfin.osu.edu/purchasing eRequest, erequest.osu.edu

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
</thead>
</table>
| Policy questions | Stores, Office of Business and Finance | 614-292-2694 | stores@osu.edu  
busfin.ohio-state.edu |

History

Issued: 07/01/2008  
Edited: 12/01/2008  
Edited: 08/01/2018