Recycled Copy Paper

University Policy

Applies to: All employees

Responsible Office

Office of Business and Finance

POLICY

Issued: 07/01/2008
Revised: 01/07/2021 (minor revision)

Units must purchase and use recycled copy paper with at least 30% post-consumer recycled content from the university Stores department (Stores).

Purpose of the Policy

To support university sustainability initiatives by promoting the purchase of eco-friendly paper.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% post-consumer recycled content</td>
<td>Elemental chlorine free (ECF) paper with at least 30% recycled content and with Forest Stewardship Council (FSC) or Sustainable Forestry Initiative (SFI) chain of custody certification.</td>
</tr>
<tr>
<td>Copy paper</td>
<td>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.</td>
</tr>
<tr>
<td>Employee</td>
<td>Faculty, staff, graduate associates, and student employees.</td>
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<tr>
<td>eStores</td>
<td>University ordering system used to purchase goods and services.</td>
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<tr>
<td>Exception</td>
<td>Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).</td>
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<tr>
<td>Unit</td>
<td>College or administrative unit.</td>
</tr>
<tr>
<td>Waiver</td>
<td>Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.</td>
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</tbody>
</table>

Policy Details

I. Purchase of recycled copy paper through Stores is required to streamline the procurement process, lower costs by aggregating enterprise-wide purchases, and ensure environmental standards are met.

II. Departments not located on the Columbus or regional campuses may purchase recycled copy paper from external suppliers.

PROCEDURE

Issued: 07/01/2008
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I. Requisitions entered into eStores for recycled paper products workflow for unit approval.

II. Units are strongly encouraged to make every effort to eliminate excessive or unnecessary use of copy paper. Effective strategies include, and are not limited to:
   A. Employ effective communications to heighten awareness of eco-friendly practices;
   B. Encourage double sided copying and printing;
   C. Streamline and reduce paper laden processes;
   D. Target mailings to reduce volume;
   E. Use electronic mail, document imaging, and other paperless communications; and
Applies to: All employees

F. Use half sheets of paper for all brief, printed on-campus communications.

III. Waivers to this policy must be approved in advance and documented by the Office of Business and Finance, using the Business and Finance University Policy Waiver Request.

IV. Policy Violations
A. All policy violations must be tracked as an exception in accordance with the Fiscal Stewardship policy.
B. The university may require successful completion of training.
C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.
D. The university may seek restitution, as appropriate.
E. Criminal charges may be filed, as appropriate.

Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Stores</td>
<td>Stock recycled copy paper with 30% post-consumer recycled content.</td>
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</tbody>
</table>
| 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

Governance Documents
- Fiscal Stewardship policy, go.osu.edu/fiscal-stewardship-policy

Forms and Other Resources
- Business and Finance University Policy Waiver Request, docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fd68959a-4af8-48bb-a0ae-67521b9ad821&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2
- eStores, busfin.osu.edu/estores
- Purchasing, busfin.osu.edu/purchasing

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail/URL</th>
</tr>
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<tbody>
<tr>
<td>Policy questions</td>
<td>Stores, Office of Business and Finance</td>
<td>614-292-2694</td>
<td><a href="mailto:stores@osu.edu">stores@osu.edu</a>, busfin.ohio-state.edu</td>
</tr>
</tbody>
</table>

History

Issued: 07/01/2008
Edited: 12/01/2008
Edited: 08/01/2018
Revised: 01/07/2021 Minor revision