Agenda

1. Context
   1. Key Terms
   2. Approach to Purchasing Guidance

2. Procurement of Office Paper Products
   1. Environmental, Social, and Economic Impacts
   2. Recommended Actions
   3. Metrics + Indicators
   4. Challenges and Unresolved Issues

3. Q&A + Discussion
## Types of Recommended Actions

<table>
<thead>
<tr>
<th>Types of Recommendations</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Recommendations</td>
<td>Many categories recommend exploration of existing policies and finding ways to improve them. Institutionalizing this inquiry process could result in significant cost savings for the organization as well as a more strategic use of funds that are spent.</td>
</tr>
<tr>
<td>Operational Recommendations</td>
<td>Sometimes the largest opportunities for mitigating the environmental, social, and economic impacts associated with purchasing require leveraging operational changes. Operational changes often provide benefits for seemingly unrelated purchasing categories.</td>
</tr>
<tr>
<td>Purchasing Recommendations</td>
<td>How can the organization buy better?</td>
</tr>
</tbody>
</table>
Agenda

1. Context
   1. Upcoming Pilot Program Education Sessions
   2. Key Terms
   3. Approach to Purchasing Guidance

2. Procurement of Office Paper Products
   1. Environmental, Social, and Economic Impacts
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3. Q&A + Discussion
Office Paper Products Defined

The scope of this section includes the following:

• Copy, print, and multi-purpose paper
• Roll stock paper
• Envelopes, file folders, notepads and other office related paper products

This Wood and Agrifiber section does not (yet) include guidance on the following:

• Paper for janitorial uses (e.g., tissues, toilet paper)
• Apparel
Impacts

- Forest degradation and fragmentation
- Biomaterials depletion
- Economic impacts of illegal logging
- Land use and ecosystem change
- Forest conversion
- Global warming impacts over lifecycle
- Local community impacts
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- Soil health, compaction
- Agrochemical use
- Freshwater toxicity potential
- Loss of indigenous culture, identity, and rights
- Conflict timber
- Workers’ health, safety, and rights
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• Workers’ health, safety, and rights
# Recommendations

## Office Paper Products

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<tr>
<th>Action and Results: What makes a difference?</th>
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<tr>
<td><strong>Consider the paper needs for the organization, including product performance aspects.</strong></td>
</tr>
<tr>
<td>Before effective and impactful policies can be put into place for paper purchasing, it is important to understand the types of paper products needed and the extent to which alternatives can be obtained.</td>
</tr>
<tr>
<td>Additionally, depending on the organization’s printing infrastructure, there may be limits to the type of paper that can be used in machines. Be sure to do this research as part of developing a strategy.</td>
</tr>
</tbody>
</table>
## Recommendations

### Considering functional performance

<table>
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<tr>
<th>Example considerations</th>
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<tbody>
<tr>
<td><strong>Grade</strong></td>
</tr>
<tr>
<td>Paper may be defined in terms of its use. Each grade serves a purpose, usually suggested by its grade name. Some of the most common classifications of printing papers are bond, coated, text, cover, book, offset, index, and label.</td>
</tr>
<tr>
<td><strong>Brightness</strong></td>
</tr>
<tr>
<td>Brightness is a measure of the amount of light, of a specific wavelength, a sheet reflects. The more light reflected, the higher the brightness. High-brightness papers give more contrast, allowing colors to stand out; low brightness papers are easier on the eyes for periods of extended viewing or reading.</td>
</tr>
<tr>
<td><strong>Curl</strong></td>
</tr>
<tr>
<td>Curl is one of the most common paper problems in digital printing, and a very frequent cause of paper jams. Selection of a low curl paper with proper moisture content will make a significant difference in your system's productivity.</td>
</tr>
<tr>
<td><strong>Whiteness</strong></td>
</tr>
<tr>
<td>Whiteness is an important property of paper as it relates strongly to the visual appeal of the printed product.</td>
</tr>
<tr>
<td><strong>Gloss level</strong></td>
</tr>
<tr>
<td>Gloss is the reflectance of the surface responsible for its shiny or lustrous appearance. A higher gloss is achieved by making the surface more reflective through pressing and/or coating choices.</td>
</tr>
</tbody>
</table>
Recommendations

Considering functional performance

• What types of printing machines are currently used by the organization?

• For what types of paper are the machines optimized?

• What product options are available with improved environmental, social, or economic performance aspects?
## Recommendations

### Office Paper Products

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<tr>
<td>Seek opportunities for overall demand reduction of paper.</td>
</tr>
<tr>
<td>• Implement automatic duplexing.</td>
</tr>
<tr>
<td>• Implement print monitoring strategies.</td>
</tr>
<tr>
<td>• Use computer tablets for staff who frequently travel or typically receive reports/memos for meetings, allowing them to access content without having to print it out.</td>
</tr>
<tr>
<td>• Refer to the IT Hardware and Services - Imaging Equipment section of Chapter 4 for additional information.</td>
</tr>
</tbody>
</table>
**Recommendations**

**Office Paper Products**

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<tr>
<td>Purchase paper products with reduced environmental, social, and economic impacts.</td>
</tr>
<tr>
<td>Any virgin fiber within the paper should be certified that it comes from responsibly managed forests. If the paper is from 100% virgin fiber, seek out paper that is Total Chlorine Free (TCF). Otherwise, seek out paper that is Elemental Chlorine Free (ECF).</td>
</tr>
<tr>
<td>Information on related certifications is available on SPLC’s Guidance v1.0 Wood Resources Page <a href="https://www.sustainablepurchasing.org/wood-resources/">https://www.sustainablepurchasing.org/wood-resources/</a></td>
</tr>
<tr>
<td>Any remaining percentage of the paper that is not virgin fiber certified to come from responsibly managed forests should be from post-consumer recycled content.</td>
</tr>
<tr>
<td>If the paper contains recycled content, seek out a variety that is Elemental Chlorine Free.</td>
</tr>
</tbody>
</table>
Recommendations

Guidance v1.0 Resources for Wood and Agrifiber Products

Overview: Certifications in SPLC's Guidance v1.0
The Council recognizes the important role that certifications and standards have played—and will continue to play—in supporting institutional leadership in sustainable purchasing. At their best, sustainability-oriented labels, standards, and certifications translate expert knowledge about the most significant impacts associated with a particular product category—and about best practices that meaningfully address those impacts—into a consistent, practical framework for decision-making. SPLC seeks to build upon the decades of valuable work that stakeholders have invested in the creation of such high quality standards and certifications by integrating them into our Guidance v1.0 and, ultimately, into our Rating System for Leadership in Sustainable Purchasing.

As a first step toward such integration, in developing the Council’s Guidance v1.0, each Technical Advisory Group sought to understand and communicate the extent to which various certifications and product labels evaluate and measure the most significant environmental, social, and economic impacts of relevant products or services. This information allows purchasers to align the certifications they specify with their strategic sustainability goals.

Information regarding how paper- and wood-related certifications map to the most significant impacts associated with this type of purchasing are available on this page. The significant impacts of paper, agreed upon by the Wood Technical Advisory Group, are explored in the Understanding section.

The following programs have provided information about their certification as it pertains to the impacts described below:

• Forest Stewardship Council
• Sustainable Forestry Initiative
## Recommendations

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<tr>
<td><strong>Provide infrastructure for paper recycling</strong></td>
</tr>
<tr>
<td>• Collect the recyclable paper <strong>before</strong> it becomes part of the trash.</td>
</tr>
<tr>
<td>• <strong>Make it convenient.</strong> Consider providing employees with their own paper collection bin by their desks.</td>
</tr>
<tr>
<td>• Some of the best places to put large collection bins are near <strong>copiers, mailrooms, and printers.</strong></td>
</tr>
<tr>
<td>• <strong>Clearly label all collection bins</strong> and include slotted lids to reduce contamination.</td>
</tr>
<tr>
<td>• <strong>Separating or combining white and mixed paper:</strong> White or cream paper generally has the highest value if collected separately. Mixed paper, on the other hand, which includes paper of all color and type, is generally of lower value.</td>
</tr>
<tr>
<td>• <strong>Frequency of pick-up:</strong> The amount of paper generated over a set timeframe and storage capacity will determine pickup schedule.</td>
</tr>
</tbody>
</table>
Metrics and Indicators

Metrics
• Amount of paper products purchased, by cost, type, and by number, within a specified timeframe
• Amount of paper printed by individuals or departments (if using software programs that track printing and use in this way)
• Amount of paper, by weight or volume, recycled

Indicators
• Amount of paper purchased, by cost and percent of total, which contains virgin fiber certified to come from responsibly managed forests.
• Amount of paper purchased, by cost and percent of total, that contains post-consumer recycled content
Challenges and Unresolved Issues

When is it optimal to use virgin material from sustainably managed forest and recycled content?

• Both can be viable options in the right context.
• Sustainably sourced virgin fiber is essential for the long-term functioning of the paper industry.
• Organizational purchasers must ensure the infrastructure for collecting recyclable paper is available, maintained, and monitored.
• What about sanitary paper products?
Challenges and Unresolved Issues

How do tree-free paper products differ from an impact perspective?

• Tree-free paper products are developed from agricultural residues, fiber crops, and textile waste.
• It is possible that there are contexts within which use of tree-free paper is optimal.
Available Resources
Questions