



<b>Policy Title:</b>	Paper Purchasing and Printing Policy
<b>Policy Number:</b>	AS-1-142
<b>Effective As Of:</b>	November 1, 2016
<b>Next Review Date:</b>	November 1, 2017
<b>Responsible Office:</b>	Procurement Services, supported by the Office of Sustainability & Administration
<b>Responsible Position:</b>	Director of Procurement Services

**I. Policy Statement**

UMass Lowell is committed to reducing the environmental impacts associated with paper use and printing on campus. The paper manufacturing process burdens forests, consumes energy, and generates greenhouse gas (GHG) emissions, wastewater and solid waste. Production of paper from virgin tree fibers has a much greater environmental impact than production of paper with a high recycled content. A ton of paper made from recycled fibers instead of virgin tree fibers is said to conserve 7,000 gallons of water, 17-31 trees, 4,000 kWh of electricity and 60 pounds of air pollutants. UMass Lowell is committed to: (1) increasing the recycled content of paper purchased for campus use and produced in an environmentally preferable manner, and (2) increasing the use of environmentally preferable inks used in printing, in order to be more sustainable and do its part to reduce environmental impacts. Specifically, UMass Lowell is committed to purchasing paper with a goal of 50% or more recycled content for printing and copying and processed without chlorine compounds and printed with environmentally preferable inks to the extent possible.

**II. Purpose**

This purpose of this policy is to establish guidelines for specifying the recycled and chlorine content of printing and copying paper and specific inks purchased by the University to be applied across campus to the extent possible. As part of this policy, we seek to balance customer service, cost-efficiency, and environmental impacts. This policy supports the University’s commitment to sustainability, environmental stewardship and education.

**III. Scope**

This paper purchasing and printing policy is part of a broader sustainability program and is consistent with the environmental policies and guidelines of the Commonwealth and the UMass System.

- By establishing this paper purchasing and printing policy, we support multiple goals and consistency with state guidelines, notably: The Governor’s Executive Order 515 – Environmental Purchasing, which establishes minimum standards for the procurement of Environmentally Preferable Products and environmental procurement goals.
- In January of 2012, UMass Lowell signed the University’s Climate Action Plan (CAP) committing to proactively reduce GHG emissions and eventually achieve climate neutrality. Increasing the recycled content of paper will reduce GHG emissions and help UMass Lowell achieve this goal.
- The UMass Lowell Strategic Plan specifically addresses the need and objectives for sustainability. Annual measurement of progress is included within the University’s “report card.”

- UMass Lowell is a member of the Association for the Advancement of Sustainability in Higher Education (AASHE) and a participant in its Sustainability Tracking, Assessment & Rating System (STARS). This program recognizes institutions that utilize its purchasing power to select environmentally and preferable products.

#### IV. Definitions

**AASHE:** The Association for the Advancement of Sustainability in Higher Education (AASHE) is a college/university specific membership organization responsible for advancing sustainability in higher education. AASHE leads to main programs, (1) the American College & University Presidents' Climate Commitment (ACUPCC) and, (2) the Sustainability Tracking, Assessment & Rating System (STARS).

**STARS:** The Sustainability Tracking, Assessment & Rating System (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance.

**CAP:** A Climate Action Plan (CAP) is a strategy(ies) often including policies and procedures to reduce greenhouse gas (GHG) emissions. Development of a CAP is a requirement for signatories of the American College & University Presidents' Climate Commitment (ACUPCC).

**GHG:** Greenhouse gas (GHG) is an atmospheric gas that captures heat from the sun resulting in global warming. Carbon dioxide is the most common greenhouse gas.

#### V. Procedures

To the extent possible, this paper purchasing and printing policy should be made universally known to the Campus community.

- Multi-purpose printing and copying paper shall contain a minimum of 30% postconsumer recycled and/or be Forest Stewardship Council (FSC) certified to the extent possible. FSC-certified paper ensures that the wood fibers come from forests that are managed following rigorous standards that help ensure long-term renewable harvests, sustainable re-growth and biodiversity protection.
- Paper containing 100% post-consumer recycled content and environmentally preferable inks should be considered to the extent possible and if feasible with existing equipment. If this is not feasible with existing equipment, no less than 30% post-consumer recycled content will be used.
- Preference is given to double-sided printing for all printing activity at UMass Lowell.
- Preference should be given to process chlorine free or total chlorine free paper.
- The Office of Sustainability will exclusively utilize 50% postconsumer recycled, processed chlorine free paper.
- The Procurement Services department, with support from the Office of Sustainability will serve as a resource to support on-campus paper and ink purchasing entities with the selection of acceptable and preferred products.
- The Procurement Services department, with support from the Office of Sustainability, will track and measure paper and ink purchases that meet and exceed the guidelines outlined in this policy.

**VI. Responsibility**

The implementation of this policy is the responsibility of the UMass Lowell Procurement Services Office with support from the Office of Sustainability.

**VII. Attachments**

None

**VIII. Related Policies, Procedures and Announcements**

UMass Lowell Climate Action Plan, 2012:

[http://www.uml.edu/docs/2012.01.09%20222915.00%20UMass%20CAP%20FINAL\\_tcm18-108135.pdf](http://www.uml.edu/docs/2012.01.09%20222915.00%20UMass%20CAP%20FINAL_tcm18-108135.pdf)

Sustainable UMass “Green Office” Program: <http://www.umass.edu/sustainability/get-involved/green-office>

Office Max “BuyGreen” Program: <http://www.officedepot.com/a/guides/buygreen/buygreen/>

US EPA Minimum Recycled Content for Federal Agencies:

<http://www.epa.gov/wastes/conserve/tools/cpg/products/paperproducts.htm>

**IX. Approval and Effective Date**

On file with the Policy Office.