

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Assistant Vice President for Administration and Chief of Staff, Finance & Administration
Policy Title & Policy :	Recycled Paper Policy (UO Policy 01.00.14)
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration

**SELECT ONE:**  New Policy  Revision  Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes  No

**If yes, which attorney(s):** Missy Matella, April 2017

### GENERAL SUBJECT MATTER

The Recycled Paper Policy (UO Policy 01.00.14) was initially written in 2003 to demonstrate the university's compliance with two (now-archived) Oregon state executive orders, one from 1998 which spoke to recycling goals and the reduction of hazardous waste and toxic substances and another from 2000 which addressed the promotion of sustainability and protection of resources in state agencies and, specifically, the Department of Administrative Services (DAS).

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

- Environmental Policy, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-7-real-property-facilities-planning/environmental>, addresses the overarching purpose of the Recycled Paper Policy and includes guiding principles around balancing best value with environmental impacts and promotion of reduction, reuse, and recycling
- Executive Order 98-07, [http://archivedwebsites.sos.state.or.us/Governor\\_Kitzhaber\\_2003/governor/legal/execords/eo98-07.pdf](http://archivedwebsites.sos.state.or.us/Governor_Kitzhaber_2003/governor/legal/execords/eo98-07.pdf), was posted in 1998 and is now archived. It included goals to be met by 2005 and 2010 on recycling and reduction of hazardous waste and toxic substances, such as for chlorine-free recycled paper, double-sided printing, and file-sharing over email to become the norm.
- Oregon Executive Order 00-07, [http://archivedwebsites.sos.state.or.us/Governor\\_Kitzhaber\\_2003/governor/legal/execords/eo00-07.pdf](http://archivedwebsites.sos.state.or.us/Governor_Kitzhaber_2003/governor/legal/execords/eo00-07.pdf) was posted in 2000 and is now archived. It is/was relevant to this policy in that it required that DAS create a sustainable supplier council to develop sustainable purchasing policies by 2001 specific to paper goods and other products.

A number of units on campus actively promote sustainable paper procurement and use:

- Purchasing and Contracting Services webpage on sustainability, <http://pcs.uoregon.edu/content/sustainability>, offers resources such as sustainability-focused buyer's guides including some specific to paper and office supplies.
  - The Campus Zero Waste program has a page dedicated to smart paper choices and other resources related to environment-friendly paper use and practices, <http://zerowaste.uoregon.edu/paper.htm>
  - The Office of Sustainability promotes sustainable paper use and practices through its Green Office Certification Program, <https://cpfm.uoregon.edu/GRO>
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## STATEMENT OF NEED

We propose repealing this policy for the following reasons:

(1) The Recycled Paper policy does not meet the definition of a policy as outlined on the Policies website in that it need not be implemented to ensure compliance with a law and by itself it is not necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risk, etc.

(2) The university's Environmental Policy, updated this past March, addresses the underlying intent of this policy: "to steward resources sustainably and responsibly." It includes guiding principles which speak to balancing value and environmental impacts when making purchases, maintaining programs to support recycling, and minimizing the use of hazardous materials.

(3) The executive orders from which the policy stems are outdated and the provisions of the policy itself are very specific and also outdated. For example, chlorine-free paper made of 30% recycled content has become the industry standard for office paper; Printing and Mailing Services is committed to using paper of the highest recycled content available as appropriate to each job; neon and other heavily-dyed paper is now manufactured using water-soluble dye and no longer requires special recycling; standard printers and copiers accept recycled paper.

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## AFFECTED PARTIES

Anyone responsible for purchasing paper in the university setting would have been affected by this policy prior to the various requirements becoming the norm. Repeal of the policy should have no effect.

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## CONSULTED STAKEHOLDERS

Name	Office	Date
John Boytz	Printing and Mailing Services	April 2017

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Craig Ashford, Greg Shabram	Purchasing and Contracting Services	April 2017
Steve Mital	Office of Sustainability	April 2017
Karyn Kaplan	Zero Waste Program	April 2017
Missy Matella	Office of the General Counsel	April 2017
Jamie Moffitt	VP, Finance and Administration	April 2017

**Text of Current Policy: Recommended for REPEAL**

***Recycled Paper Policy***

Last Updated: 11/29/2010  
 Effective Date: 04/08/2003

Responsible University Office and Contact Person:  
 Printing and Mailing Services

Reason for Policy:  
 This policy coordinates university use of recycled paper with statewide executive orders.

Policy Statement:  
 The University of Oregon's recycled paper policy requires the purchase and use of recycled paper products in accordance with Executive Orders EO-98-07 and EO-00-07. The purchasing of paper made with 100% post-consumer waste (PCW) - which is compatible with all copiers purchased through the State of Oregon contract - is encouraged. Every effort should be made to eliminate excessive or unnecessary paper use including electronic mail or other paperless communication, double-sided copying and printing, and reduced printer margin defaults. Use of heavily dyed and neon papers is discouraged since its production uses hazardous chemicals and its disposal requires special recycling procedures.

At a minimum, the University of Oregon policy requires the following:

- Paper products purchased and used by UO staff must be made from minimum 30% post-consumer waste.
- Paper must be sourced from mills using elemental chlorine free (ECF) processes
- University of Oregon requests for bids or quotes for purchase of paper products, including authorized printing from outside vendors, shall include a solicitation of bids or quotes for recycled paper and papers that have not been bleached with elemental chlorine or other hazardous materials.
- Bid specification shall not exclude the use of recycled paper or tree-free products.

- The default for all university office equipment that use paper such as copiers, printers and fax machines, shall be set to comply with this policy (minimum 30% PCW and ECF process).

Staff may purchase paper containing less than 30% PCW only when such PCW paper (a) can not be found to satisfy printer/copiers not purchased under current state contract, (b) is not available in the desired quantity, (c) is not available within a reasonable period of time, or (d) is not priced competitively. Whenever 100% virgin paper is required due to printer/copier specifications, Forest Stewardship Council (FSC) certified paper is required. We anticipate that as university printers and copiers are replaced, printer/copiers that require 100% virgin paper will be phased out.

Unless otherwise specified, University Printing and Mailing Services will provide and use elemental chlorine-free (ECF) recycled paper with 100% post-consumer content. In support of this policy, Printing and Mailing Services shall:

- Provide up-to-date information about state contract printer/copier specifications, chlorine use, recycled paper availability, and pricing information on its website to assist staff with paper purchasing decisions
- Educate the University community about this policy
- Review and recommend updates to this policy periodically to ensure it meets all applicable standards

Who is Governed by this Policy:  
University community.

Who Should Know This Policy:  
University community.