



Sustainable Paper and Office Supplies

March 2015

OCP Sustainable Purchasing Program – Who We Are & What We Do

- Assist DC in meeting its sustainability goals by furthering green procurement of goods and services through:
 - Developing and maintaining environmental specifications for products and services
 - Offering training and online resources for DC Agencies and procurement professionals to assist in green procurement
 - Vendor education and outreach
 - Consulting services for Agencies seeking to buy green
 - Tracking green purchasing progress and recommending improvements to the program

Learning Objectives

- At the completion of this training, you will be:
 - Introduced to the benefits of procuring sustainable paper and office supplies.
 - Introduced to the sustainable specifications for paper and office supplies.
 - Informed of differences in cost and performance of products meeting the specifications compared to conventional products.
 - Aware of options for including more aggressive environmental attributes not included in the guidance specification.

Agenda

1. Paper
2. Office Supplies
 - a. Binders
 - b. Folders
 - c. Envelopes
 - d. Mailers
 - e. Markers
 - f. Notepads
 - g. Paper
 - h. Writing instruments
 - i. Break room materials
3. Toner



Scope (Paper)

The paper specification addresses the following types of paper:

1. Copy, printer, and multi-purpose (all sizes, 20-24 lbs, 92-100 brightness)
2. Roll stock
3. Continuous
4. Construction paper
5. Newsprint
6. Offset



Image courtesy of Sage Ross

Importance

- The District spent \$6.9M on paper and office supplies in FY13 – FY15, including \$2.8M on paper, and \$4.1M on Office Supplies, respectively.
- Products with recycled content typically require less energy and water throughout their life-cycle
- The Paper specification promotes sustainable forestry practices resulting in significantly lower rates of deforestation
- The environmental benefits of purchasing recycled content products can be estimated using:
 - Environmental Paper Network's Paper Calculator, available at c.environmentalpaper.org/home
 - EPA's ReCON tool, available at epa.gov/epawaste/consERVE/tools/warm/ReCon_Online.html

Paper Requirements

Specification Language

Paper purchased by the District of Columbia shall meet the environmental criteria defined below.

1. Paper shall contain at least 30% postconsumer recycled content (PCRC).
2. Paper shall be certified by the Forest Stewardship Council (FSC).



Review Background Section

Background Information



Postconsumer recycled content

(PCRC) reflects the proportion of a product recycled from consumer materials that otherwise would have been disposed. For paper, PCRC is measured based on weight, often

referred to as postconsumer waste (PCW). Along with many jurisdictions throughout the country, the [U.S. EPA's Comprehensive Procurement Guidelines](#) recommend purchasing uncoated office paper with at least 30% PCRC. Office paper containing 30% PCRC has been proven to perform well and is widely available in the marketplace at costs comparable to non-recycled paper. When buying recycled content paper, purchasers should ensure that the paper is rated for its intended use. Paper rated as multi-purpose meets the needs for copiers, laser printers, and ink jet printers. Other forms of recycled content not included in the specification include pre-consumer recycled content and total recycled content. Pre-consumer recycled content refers to the percent of a product made from manufacturing waste, while total recycled content refers to the sum of the postconsumer and pre-consumer recycled content. Note that the recycled content logo is not required. For more information, see EPA's product category definitions at epa.gov/epawaste/conserva/tools/cpg/products/define.htm.



FSC certification signifies that the [Forest Stewardship Council](#), an independent, third-party standard setting organization, has certified that a wood or paper product meets or exceeds FSC's criteria for sustainable forestry and supply chain

management. FSC certification requires that forest managers meet FSC's principles and criteria, including promoting biodiversity, protecting indigenous peoples' rights, and eliminating toxic chemical use. In addition, certification requires that each company in the supply chain retain and document FSC-certified content during the processing, manufacturing, and distribution process. FSC certification is highly regarded; it continues to be the only forestry certification recognized by [LEED](#). FSC-certified paper is widely available in the marketplace at costs similar to paper without the certification. FSC labels vary depending on the content they contain (ex. FSC Recycled, 100% Mixed Source, Controlled Wood). Paper products containing any of the available FSC labels meet the FSC requirement of the specification.

Post-Consumer Recycled Content (PCRC) Background

- Postconsumer recycled content (PCRC) reflects the proportion of a product recycled from consumer materials that otherwise would have been disposed.
 - PCRC is often referred to as postconsumer waste (PCW)
- Note that the recycled content logo is not required
- Paper specification for uncoated paper for printing services matches DC's paper specification.
- All recommended PCRC levels with EPA's Comprehensive Procurement Guidelines and regularly used by printers and specified for federal procurements.



Forest Stewardship Council (FSC) Certification Background

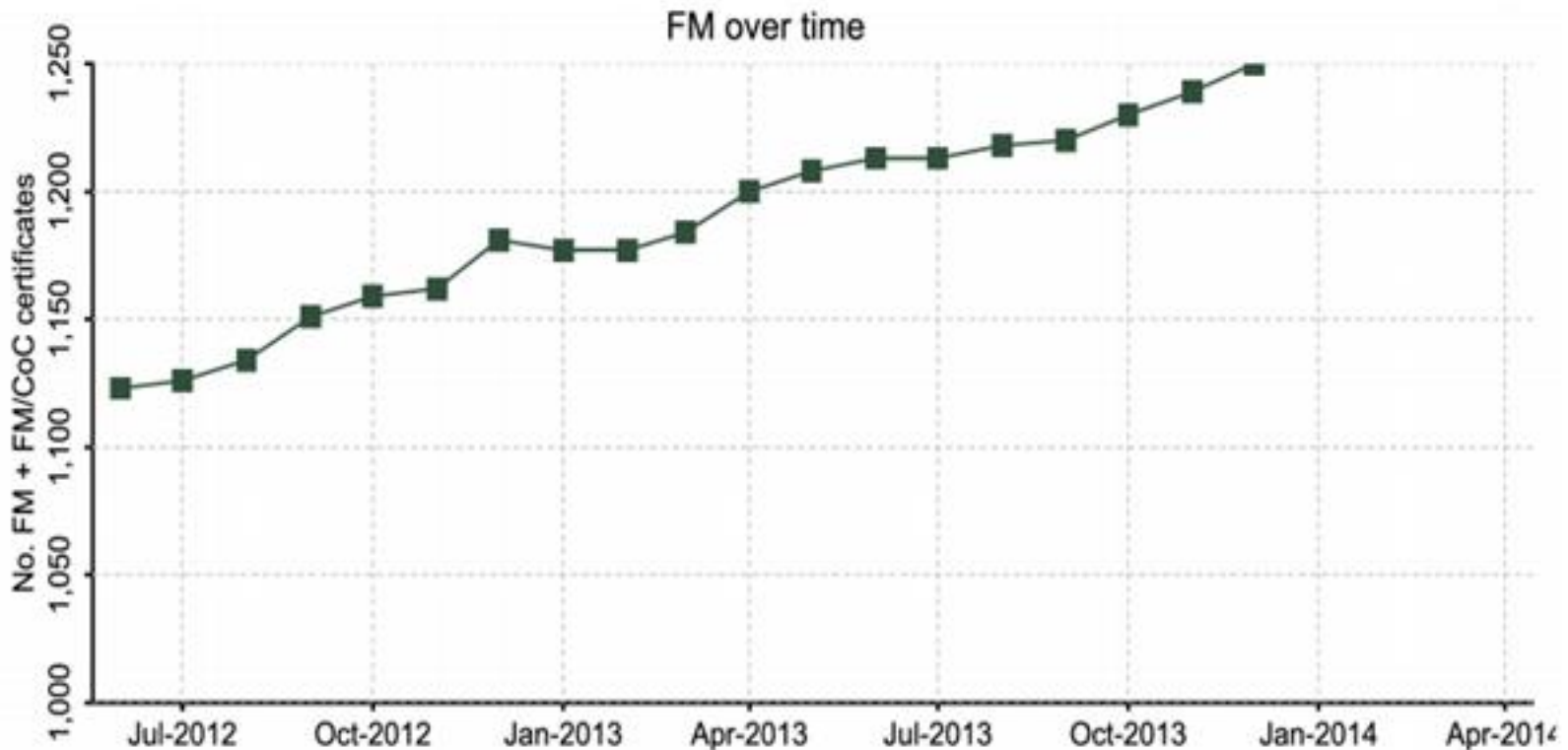
- To be certified by FSC, products must meet both the Forest Management and Chain of Custody standards:
 - Forest Management certification requires that forest managers meet FSC's principles and criteria, including promoting biodiversity, protecting indigenous peoples' rights, and eliminating toxic chemical use
 - All companies in the supply chain must hold Chain of Custody certification. Chain of Custody certification ensures that the companies retain and document the product's FSC-certified content throughout processing, manufacturing, and distribution
- District employees can verify the paper they are using is FSC certified by the presence of the FSC logo on the package. A list of paper products that are FSC certified is available here: <https://us.fsc.org/paper-printing.212.htm>
- While the specification requires use of FSC-certified paper, it does not require printers themselves to have Chain of Custody certification.



Cost, Performance, and Availability

- FSC-certified, 30% PCRC office paper performs well and is widely available in the marketplace.

FSC forest management certificate growth since 2012 (FM and FM/CoC)



Cost, Performance, and Availability

- According to local printing services and paper supply companies interviewed in 2014
 - 30% PCRC tends to be ~5% more than non-recycled paper; however prices fluctuate based on the job and the market.
 - Price premiums for paper may increase significantly when the percent post-consumer recycled content is 50% PCRC or more.
 - FSC certified paper is cost-competitive with conventional paper according to leading local vendors.

Market Research: Explore

Market Research

Tools:

- Internet
- Catalogs
- Other

Jurisdictions



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OFFICE SUPPLIES

TECHNOLOGY

FURNITURE

MAINTENANCE & BREAKROOM

SHOP ALL CATEGORIES

FEATURED

Batteries & Electrical Supplies

File & Storage Cabinets

Safety & Security

Binders & Binding Supplies

File Folders, Portable & Storage Box Files

Shipping & Mailroom

Breakroom Supplies

Forms, Recordkeeping & Reference Materials

Shredders & Accessories

Calendars, Planners & Personal Organizers

General Office Accessories

Stamps & Stamp Supplies

Carrying Cases

Identification Badges

Staplers & Punches

Cash Handling

Index Dividers

Tags & Tickets

Classroom Teaching & Learning Materials

Labels & Stickers

Tape, Adhesives & Fasteners

Crafts & Recreation Room Products

Mouse Pads & Wrist Rests

Tools

Cutting & Measuring Devices

Paper & Printable Media

Writing & Correction Supplies

Desk Accessories & Workspace Organizers

Presentation/Display & Scheduling Boards

Envelopes, Mailers & Shipping Supplies

Room Accessories

Search These Results:

You've selected:

- Category: Office Supplies
- Category: Paper & Printable Media
- Category: Office Paper
- Global Product Type: Paper-Copier/Printer
- Size: 8 1/2 x 11
- Compliance Standards: FSC Certified
- Brightness Rating (US): 92

Filter Search Results:

BRAND

- Boise® (3)
- Hammermill® (1)

SHEETS PER UNIT

- 2500 (2)
- 5000 (2)

PAPER FINISH

- Bond (1)

MACHINE COMPATIBILITY

- Copiers (3)
- Fax Machines (2)
- Inkjet Printers (3)
- Laser Printers (4)
- Multifunction Machines (1)

BRIGHTNESS RATING (INTERNATIONAL)

- 104 (3)
- 105 (1)

PRE-CONSUMER RECYCLED CONTENT PERCENT

- 0% (1)

POST-CONSUMER RECYCLED CONTENT PERCENT

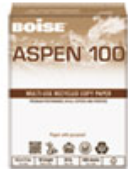
- 100% (1)
- 30% (2)
- 50% (1)

4 items found

Showing Items 1 to 4 of 4

Sort by **Best Match**



Select



Boise®
ASPN 100% Recycled Office Paper, 92 Bright, 20lb, 8-1/2 x 11, White, 5000/ CT

[Quick View](#)


- Paper with purpose.
- Maintains the same hardworking characteristics and brightness as a non-recycled sheet.

\$227.73 / Carton
CAS054922

1 Qty



[Add to Favorites](#)



Boise®
SPLOX 30% Recycled Office Paper, 92 Bright, 20lb, 8-1/2 x 11, White, 2500/ Carton

[Quick View](#)


- Paper with purpose.
- Proven to reduce risk of musculoskeletal injury, fatigue and discomfort.

\$90.83 / Carton
CASSPR020

1 Qty



[Add to Favorites](#)



Boise®
ASPN 50% Recycled Office Paper, 92 Bright, 20lb, 8-1/2 x 11, White, 5000/ CT

[Quick View](#)


- Paper with purpose.
- Maintains the same hardworking characteristics and brightness as a non-recycled sheet.

\$216.61 / Carton
CAS055011

1 Qty



[Add to Favorites](#)



Hammermill®
Great White Recycled Copy Paper, 92 Brightness, 20lb, 8-1/2 x 11, 2500 Shts/ Ctn

[Quick View](#)

- Formulated with a flat, even surface for consistently high readability.
- Excellent performance in all plain paper office equipment.

\$180.55 / Carton
HAM67780

1 Qty

[Add to Favorites](#)

Select

Also Consider



UNV21200
\$177.42 / Carton

Copy Paper, 92 Brightness, 20lb, 8-1/2 x 11, White, 5000 Sheets/ Carton

1

Consider this similar item!
SOSDP2000
\$154.00 / Carton
Copy Paper, 97 Brightness, 20lb, 8-1/2 x 11, White, 5000 Sheets/ Carton


1



SNANMP1120
\$97.64 / Carton

Premium Multipurpose Paper, 97 Brightness, 20lb, 8-1/2x11, White, 5000/ Carton

1



UNV11201
\$14.78 / Ream

Colored Paper, 20lb, 8-1/2 x 11, Canary, 500 Sheets/ Ream

1



HEW112000
\$18.50 / Ream

Multipurpose Paper, 96 Brightness, 20 lb, 8 1/2 x 11, White, 500 Sheets/ Ream

1

Showing Items 1 to 4 of 4

Sort by **Best Match**



Boise®

SPLOX 30% Recycled Office Paper, 92 Bright, 20lb, 8- 1/ 2 x 11, White, 2500/ Carton

Item: CASSPRC20

Packaging: CT

List Price: \$90.83 / Carton

Your Price: **\$90.83 / Carton**

Quantity:

[Add to Cart](#)

[Add to Favorites](#)



Product Details

Technical Specs

Compliance Standards

FSC Certified

Global Product Type

Paper-Copier/Printer

Paper Weight

20 lb

Size

8 1/2 x 11

Paper Color(s)

White

Machine Compatibility

Copiers,Fax Machines,Inkjet Printers,Laser Printers

Sheets Per Unit

2500

Brightness Rating (US)

92

Brightness Rating (International)

104

Post-Consumer Recycled Content

Percent

30%

Total Recycled Content Percent

30%

Package Contents

Includes 2,500 sheets.

Beyond the Specification

- Recycled Content
 - Look for >30% PCRC
 - DDOE uses 50% PCRC
- Chlorine Free Bleaching
 - Bleaching process can result in the formation of harmful chemicals such as dioxins and furans, which are known to cause cancer in humans
 - **Most Preferred Option:** Process Chlorine Free (PCF)
 - No chlorine or chlorine-containing compounds used in the bleaching process for *recycled* paper
 - Generally available in paper with 50% to 100% PCRC (price premium)



Image courtesy of www.dreamstime.com

Beyond the Specification

- Use less paper!
 - Print double-sided!
 - Be sure that copiers and imaging devices are set to “duplex” both-side printing.
 - Go paperless.
 - Print on Demand: reduce waste by only printing the quantities you need.
 - Design materials to conserve space.



Image courtesy of www.dreamstime.com

Beyond the Specification

- Ecologo or Green Seal paper - must meet specifications
 - 30% PCRC
 - FSC certification
- Wood-free paper alternatives
 - Agricultural residues (e.g., sugarcane husk)
 - Fiber crops (e.g., hemp, kenaf, jute, flax, etc.)
 - Textile and cordage wastes (e.g., cotton, linen, rope)
 - Wild plants (e.g., bamboo, sisal)
 - Often more expensive than recycled paper
 - Rainforest Alliance is leading the development of an [Alternative Natural Fiber Standard](#) using ISEAL guidelines for standard development. Check status and review draft standard [here](#).



Image courtesy of www.dreamstime.com

Benefits

- **Environmental benefits** of recycled-content paper can be calculated with the Environmental Paper Network's Paper Calculator, available at <http://c.environmentalpaper.org/home>

Scope (Office Supplies)

The office supplies specification addresses a host of products used in and around the office, including:

- Binders
- Folders
- Envelopes
- Mailers
- Markers
- Notepads
- Paper
- Writing instruments
- Break room materials



Image courtesy of www.officearc.com

Importance

- The District spent \$4.1M on office supplies in FY13 – FY15 Q2
- Products with recycled content typically require less energy and water throughout their life-cycle
- The Paper specification promotes sustainable forestry practices resulting in significantly lower rates of deforestation
- The Office Supplies specification prohibits the use of some potentially toxic chemicals.

Environmental Requirements ~ Office Supplies

Environmental criteria defined in the detailed table found in the guidance document

- Focuses on PCRC
- AP nontoxic markers
- FSC-certified pencils
- Refillable pens
- Rechargeable batteries
- Prohibits antimicrobial coatings
- Prohibits PVC
- No expanded polystyrene (Styrofoam) for cups & plates

Product	Environmental Criteria
Address, shipping, file folder sheet-style labels: white	30% Postconsumer Recycled Content (PCRC); no antimicrobial coatings
Binders: 3-ring, chipboard or cardboard	75% PCRC; no antimicrobial coatings
Binders: 3-ring, pressboard	30% PCRC; no antimicrobial coatings
Binders: 3-ring, plastic with chipboard or cardboard interior	30% PCRC; no PVC; no antimicrobial coatings
Binders: 3-ring, solid plastic	No PVC; no antimicrobial coatings
Clip portfolios: plastic	90% PCRC; no antimicrobial coatings
Clipboards: metal	30% PCRC; no antimicrobial coatings
Clipboards: plastic	30% PCRC; no antimicrobial coatings
Calendars: coated paper, desk and hanging	10% PCRC
Calendars: non-coated paper, desk and hanging	30% PCRC
Clipboards: hardboard	100% RC; no antimicrobial coatings
Construction paper	See the Office Paper specification
Correction tape	No antimicrobial coatings

Environmental Requirements ~ Office

Product	Environmental Criteria
Corrugated containers	25% PCRC
Crayons	AP nontoxic (ASTMD 4236)
Desk trays	25% PCRC; no antimicrobial coatings
Easel pads	30% PCRC
Envelopes: wove	30% PCRC
Envelopes (catalog): kraft, white, and colored (including manila); paper	20% PCRC
Envelopes: kraft, unbleached paper	10% PCRC
Facial tissue	10% PCRC; 100% Total Recycled Content (TRC)
File folders and pocket folders: paper	10% PCRC
Markers and highlighters (permanent markers, dry erase markers)	AP nontoxic (ASTMD 4236); no antimicrobial coatings
Napkins	30% PCRC; 100% TRC
Notebooks and notepads	30% PCRC
Office paper	See the Office Paper specification
Padded mailers: paper	5% PCRC
Paper clips	50% PCRC; no PVC or plastic coatings; no antimicrobial coatings
Paper towels	See the Cleaning Supplies specification
Pens and mechanical pencils	Refillable; no antimicrobial coatings
Post-it notes	30% PCRC
Report covers (pressboard)	20% PCRC
Trash bags	See the Cleaning Supplies specification
Wastebaskets	20% PCRC; no antimicrobial coatings
Wood pencils	Forest Stewardship Council (FSC) certified wood; no antimicrobial coatings

Environmental Requirements ~ Office Supplies

Product	Environmental Criteria
BREAKROOM AND OTHER SUPPLIES	
Appliances	See the Appliances specification
Batteries	Rechargeable
Cleaning supplies: dish soap, all-purpose cleaner, etc.	See the Cleaning Supplies specification
Cups, plates, cutlery	See the Food Services specification
Toner/ink cartridges	See the Toner Cartridges specification

When seeking out products and services that fall under two product categories, review the tangential specification by visiting the Sustainable Purchasing Webpage, using these linkable references.

Environmental Requirements ~ Office Supplies (cont.): Detail

- PCRC specifications
 - Closely follows the U.S. EPA's Comprehensive Procurement Guidelines, which serve as the model in many other jurisdictions
 - Incorporates requirements from the Northeast Recycling Council's (NERC's) recent Model Specifications and Purchasing Guidelines for Environmentally Preferable Purchasing of Office Supplies.

Environmental Requirements ~ Office Supplies (cont.): Detail

- Approved Product (AP) Nontoxic (markers)
 - Indicates that the Art and Creative Materials Institute (ACMI) has certified that a product is nontoxic and conforms to the requirements of ASTM D-4236. ACMI's toxicologists test and certify products for both acute and chronic hazards.
- FSC certified pencils
 - Made from FSC certified wood
- Refillable pens
- Rechargeable batteries

Environmental Requirements ~ Office Supplies (cont.): Detail

- No **antimicrobial coatings** on plastics
 - Contributes to antibiotic resistance through overuse
 - Presents toxicity concerns (e.g., cancer, hormone disruption)
 - Often marketed as “antibacterial” or “germ resistant”
 - This is an added feature - **stay away from these products**
- No PVC plastics (polyvinyl chloride)
 - Presents concerns for factory workers and consumers due to its toxicity
 - Alternative products may identify the type of plastic material used, such as polypropylene or polyethylene and sometimes are labeled as “PVC-free”

Environmental Requirements ~ Toner

Remanufactured cartridges

Toner cartridges shall be fully remanufactured to specifications meeting or exceeding original equipment manufacturer (OEM) standards for performance and function.

STMC Product Standard(s)

Remanufactured toner cartridges shall meet or exceed the remanufactured toner cartridge standard(s) adopted by the Standardized Test Methods Committee (STMC) of the International Imaging Technology Council (I-ITC), using the most recent version of the STMC-recommended standard(s) in effect at the time of purchase.

Provision of Toner Cartridge Take-Back Service

The contractor must offer the District of Columbia an effective and reliable means of returning empty toner cartridges for remanufacturing and/or recycling on request. This service may be provided by the contractor, manufacturer, or a third party. Notification of the take-back service, including how to utilize the service, shall be available to the purchaser at time of purchase through written or online documentation.

Environmental Requirements ~ Toner (cont.): Details



- Standardized Test Methods Committee (STMC)
 - Committee organized by the I-ITC to identify and promote selected standardized test methods for the printer cartridge industry
 - Test methods are used to evaluate toner printer cartridge performance
 - Specification requirements assure that cartridges have the same performance characteristics as OEM cartridges
- Take Back Services
 - Offer of services must be provided by contractor, manufacturer or a third party at the time of purchase

Cost, Performance, and Availability

Office Supplies

- Those products made with PCRC selected for the specification are generally available with at most a modest price premium. Vinyl-free and antimicrobial-free products are available at comparable prices.

Toner

- Properly remanufactured toner cartridges, are widely available and can perform just as well as OEM cartridges
- Most remanufacturers will provide a performance guarantee.
- On a per-copy basis remanufactured cartridges typically cost 30 – 60% less than new cartridges

Figure taken from FSC's Facts and Figures June 2014

Cost, Performance, and Availability

A list of companies that provide remanufactured toner cartridges that comply with STMC standards for performance are linkable through the toner specification guidance document.

Background Information



STMC is a committee organized by the International Imaging Technology Council (I-ITC) to identify and promote selected standardized test methods for the printer cartridge industry. The selected test methods are used to evaluate remanufactured toner printer cartridge performance to assure that remanufactured cartridges have the same performance characteris-

tics as OEM cartridges, thereby eliminating a common reason for choosing OEM cartridges over remanufactured cartridges. A company that is STMC certified is one that has had their employees successfully trained by an authorized trainer in these test methods, attests to using these test methods, and has purchased the correct test equipment. A list of STMC certified companies can be found here.

Note: OCP maintains a city-wide contract for black remanufactured toner with vendor Laser Art CW19688

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Eco-conscious products from Office Depot can help you create a greener workplace. Recycled paper, remanufactured ink, efficient lighting and non-toxic cleaners are just some of the choices available at Office Depot.

www.officedepot.com/a/browse/greeneroffice/N=5+11332/?cm_sp=FooterLinks--products--GreenerOffice

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Wilson Jones® Ultra Duty View Binder, 5" D-Ring, 39% Recycled, White

Write the first review Item # 545069
 Also available in...

- Binder D-rings easily open with the Single-Touch trigger
- No-gap D-rings close tightly and hold more paper than round rings.
 - Constructed of proprietary tear resistant material and built to last.

More details

Your Price **\$33.99** / each

One-Time Delivery

Subscription Delivery ⓘ

Quantity

ADD TO CART

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✓ In Stock

✓ Next Business Day Delivery
 Order in the next 4 hours 24 minutes and get it Tuesday, September 9 ⓘ

Pricing, Assortment and Availability

Description	Product Details	Customer Reviews
Item #	545069	
Manufacturer #	W86650PP2	
ring type	D-ring	
ring size	5 inches	
spine label holder	no	
inside pockets	yes	
cover material	polypropylene	
number of rings	3	
sheet lifter included	no	
quantity	1	
postconsumer recycled content	39%	
total recycled content	39%	
brand name	Wilson Jones	
manufacturer	ACCO BRANDS	
binder color	White	
binder sheet capacity	1050 sheets	
binder sheet size	8 1/2" x 11"	
Product Type	binder	

Non-View Binders best sellers



★★★★★ (4)
 Wilson Jones® Binder, 1" Rings, 36% Recycled, Black
 \$2.59 / each



★★★★★ (2)
 Wilson Jones® Binder, 2" Rings, 49% Recycled, Black
 \$4.49 / each

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Beyond the Specification

Office Supplies

- Look for the highest % PCRC you can find
- NERC's recent draft model specifications
 - Preferred specification goes above and beyond
 - Provides additional categories of office supplies to consider
 - Information can be found at:
nerc.org/model-epp-specifications



Image courtesy of www.dreamstime.com