

**PROPOSED POLICY GOVERNING PURCHASE OF PAPER PRODUCTS**  
**EFFECTIVE JULY 1, 2008**

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In alignment with our institutional values, The Ohio State University community has a strong preference for the purchase and use of ecologically sustainable paper products.

The University is committed to purchasing recycled copy paper that contains a minimum of 30% post consumer content.

The procurement of recycled copy paper will be streamlined by requiring that University entities order via the University's Stores Department. Benefits of this approach are many:

- facilitates visibility into spending
- leverages the university's volume buying power
- avoids time and costs associated with off campus / off contract "shopping"
- capitalizes on investment in eProcurement technology that streamlines ordering and approval processes

Strategies for reducing paper consumption – including review of paper laden processes, utilizing two-sided printing, integrating document imaging technologies, and heightening community awareness – are strongly encouraged.

Price premium estimated to be about \$300,000 or 14%.

This policy will be reevaluated annually to look for additional opportunities to increase purchase of ecologically sustainable paper and forest products.

**DEFINITIONS:**

For the purpose of this policy, "copy paper" is defined as:

- White in color
- Letter (8 ½" x 11"), legal (8 ½" x 14"), and tabloid (11" x 17") sizes
- Paper that is used in copiers, fax machines and printers

**EXCEPTIONS:**

- OSUMC can continue to use proprietary ordering system. Other policy requirements apply.
- Computer labs are excluded pending further consultation.
- To remain competitive with external suppliers, University Printing Services and Cop-ez are encouraged, but not required to use recycled paper when producing printed material for resale to university customers.
- Outlying University locations not serviced by Stores may purchase recycled paper from external suppliers. Other policy requirements apply.
- Paper can be purchased from State Certified Minority Business Enterprises (MBEs) provided the products meet the other policy requirements.