



## 4.24 Recycled Paper Compliance Policy

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<b>Policy Section:</b>	4 Information for Departments
<b>Policy Number &amp; Title:</b>	4.24 Recycled Paper Purchasing
<b>Origin:</b>	03/04/04 (PEOC)
<b>Revised:</b>	04/01/04

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### A. Introduction

The [Princeton Environmental Oversight Committee](#) (PEOC), established by President Tilghman in 2002, received approval to implement a University-wide policy on the use of 100% recycled paper. [Refer to the article published in the March 22, 2004 issue of the Princeton Weekly Bulletin.](#)

### B. Background

Approval was granted based on the results of a blind test that was performed during the summer of 2003 as well as a recent announcement by the major paper producers of an increase in the price of cut sheet both virgin and 30% post consumer paper. This increase does not effect the 100% recycled and has essentially made it cost-neutral.

### C. Policies/Procedures

It is the policy of Princeton University to purchase and use 100% post consumer paper for all general office needs in accordance with the following guidelines:

General Paper Use:

1. All printing, copying and writing grade papers shall be made with 100% recycled materials. Electronic mail use is encouraged, whenever possible.
2. When ordering from Boise Office Solutions, the product to be ordered is Aspen 100, part number P1054922. Accordingly, effective April 1, 2004, Boise Office Solutions will ship Aspen 100, (Part #P1054922) in lieu of all other general purpose office paper, except colored paper.

The Purchasing Department will monitor requests for paper that do not meet these guidelines, and work with the environmental oversight committee to determine what obstacles remain to purchasing paper meeting these guidelines.

## D. References

- [Princeton Weekly Bulletin Article](#)
- [NAEB Green Buying Article](#)
- [Princeton Environmental Oversight Committee \(PEOC\)](#)
- [New Jersey Higher Education Partnership for Sustainability \(NJHEPS\)](#)
- [Purchasing Policy 4.9 - Environmental Preferable Purchasing](#)

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