OP 14: Office Paper Purchasing

1 point available

A. Credit Rationale
This credit recognizes institutions that purchase recycled-content and third party certified office paper. By supporting markets for environmentally preferable paper, institutions contribute to conservation of water, energy, and virgin forest.

B. Criteria
Part 1
Institution has an institution-wide stated preference to purchase office paper that has recycled content, is certified by the Forest Stewardship Council (FSC), and/or is certified to meet similar multi-criteria sustainability standards for paper. This can take the form of purchasing policies, guidelines, or directives.

Policies and directives adopted by entities of which the institution is part (e.g. government or the university system) may count for this credit as long as the policies apply to and are followed by the institution.

Part 2
Institution purchases office paper with post-consumer recycled, agricultural residue, and/or FSC certified content.

C. Applicability
This credit applies to all institutions.

D. Scoring
Each part is scored independently.

Part 1
Institutions earn 0.25 points for Part 1 for having an institution-wide stated preference to purchase office paper that has recycled content, is certified by the Forest Stewardship Council (FSC), and/or is certified to meet similar multi-criteria sustainability standards for paper. Partial points are not available.
Part 2
Institutions earn the maximum of 0.75 points available for Part 2 of this credit by purchasing exclusively office paper that contains 90-100 percent post-consumer recycled and/or agricultural residue content and/or is FSC Recycled certified. Incremental points are awarded based on the percentage of office paper purchased with post-consumer recycled, agricultural residue, and/or FSC certified content. For example, if 50 percent of all office paper purchased by an institution was 90-100 percent post-consumer recycled content, the institution would earn 0.375 points (half of the points available for Part 2 of this credit). Points earned are calculated according to the following table:

<table>
<thead>
<tr>
<th>Percentage of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content</th>
<th>Point Value per Level</th>
<th>Expenditures on Specified Level of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content Office Paper</th>
<th>Divide</th>
<th>Total Expenditures on Office Paper</th>
<th>Equals</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-29</td>
<td>0.15</td>
<td>_____</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-49</td>
<td>0.3</td>
<td>_____</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>50-69</td>
<td>0.45</td>
<td>_____</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70-89 (or FSC Mix label)</td>
<td>0.6</td>
<td>_____</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>90-100 (or FSC Recycled label)</td>
<td>0.75</td>
<td>_____</td>
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</tbody>
</table>

Total points
### Scoring Example: Office Paper Purchasing (Part 2)

Example College purchased $10,000 worth of office paper last year. Of that, $5,000 was spent on 100 percent post-consumer recycled-content paper, $2,500 was spent on 35 percent post-consumer recycled-content paper, and $2,500 was spent on non-recycled-content paper.

<table>
<thead>
<tr>
<th>Percentage of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content</th>
<th>Point Value per Level</th>
<th>Multiply</th>
<th>Expenditures on Specified Level of Post-Consumer Recycled, Agricultural Residue, and/or FSC Certified Content Office Paper</th>
<th>Divide</th>
<th>Total Expenditures on Office Paper</th>
<th>Equals</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-29</td>
<td>0.15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>30-49</td>
<td>0.3</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.075</td>
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<tr>
<td>50-69</td>
<td>0.45</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>70-89 (or FSC Mix label)</td>
<td>0.6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>90-100 (or FSC Recycled label)</td>
<td>0.75</td>
<td>$5,000</td>
<td>$5,000</td>
<td>0.375</td>
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<tr>
<td><strong>Total points</strong></td>
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<td></td>
<td><strong>0.45</strong></td>
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</table>
E. Reporting Fields

Required
- An indication of whether the institution has an institution-wide stated preference to purchase office paper that has recycled content, is certified by the Forest Stewardship Council (FSC), and/or is certified to meet similar multi-criteria sustainability standards for paper.
- An indication of whether the institution wishes to pursue Part 2 of this credit (expenditures on office paper)
- An affirmation that the submitted information is accurate to the best of a responsible party’s knowledge and contact information for the responsible party. The responsible party should be a staff member, faculty member, or administrator who can respond to questions regarding the data once submitted and available to the public.

Conditional
Required if the institution is reporting an institution-wide stated preference to purchase office paper that has recycled content, is certified by the Forest Stewardship Council (FSC), and/or is certified to meet similar multi-criteria sustainability standards for paper:
- A copy of the paper purchasing policy, directive or guidelines (text of PDF upload)
- A brief description of steps the institution has taken to ensure that the paper purchasing policy, directives, or guidelines are followed

Required if the institution is pursuing Part 2 of this credit (expenditures on office paper):
- Total expenditures on office paper (US/Canadian dollars)
- Expenditures on 10-29 percent post-consumer recycled, agricultural residue, and/or FSC certified content office paper (US/Canadian dollars)
- Expenditures on 30-49 percent post-consumer recycled, agricultural residue, and/or FSC certified content office paper (US/Canadian dollars)
- Expenditures on 50-69 percent post-consumer recycled, agricultural residue, and/or FSC certified content office paper (US/Canadian dollars)
- Expenditures on 70-89 percent post-consumer recycled and/or agricultural residue content and/or FSC Mix label office paper (US/Canadian dollars)
- Expenditures on 90-100 percent post-consumer recycled and/or agricultural residue content and/or FSC Recycled label office paper (US/Canadian dollars)

Optional
- An indication of whether the institution uses Forest Stewardship Council (FSC) certified printing services for its publications (in-house and/or external)
- The URL where information about the paper purchasing policy, directive, or guidelines is available
- Notes about the submission
F. Measurement

Timeframe

Part 1
Report on current policies, directives, or guidelines.

Part 2
Report the most recent data available.

Sampling and Data Standards

Part 1
Report on purchasing policies, directives or guidelines that apply to the entire institution.

Part 2
Institutions may track purchases over a one-year time period or take a representative sample to determine the recycled content of office paper purchased. When using a sample, institutions should strive to ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.