

 DAI HOUSE UNIVERSITY <i>Inspiring Minds</i>	<i>Subject: Paper</i>	<i>Date Issued: May 29, 2013</i>
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<i>Sustainability</i>	<i>Finance and Administration</i>	

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Dalhousie University Paper Policy:

reduce the University's environmental and economic footprint through paper sourcing, reduction, reusing and recycling efforts. By developing a comprehensive paper policy, Dalhousie is making a

1. Using paper efficiently:

- 1.1. Increase paper efficiency based on a target established in the Sustainability Plan. Dalhousie will develop a method for tracking and documenting results.
- 1.2. Institute practices that increase paper efficiency, including, but not limited to substituting electronic methods instead of printing for:
 - 1.2.1. class assignments;
 - 1.2.2. class teaching resources such as course packs;
 - 1.2.3. research ethics submissions;
 - 1.2.4. employee time processes such as tenure and faculty appointments;
 - 1.2.5. evaluations;
 - 1.2.6. memos and e-mails that are not required to be printed electronically. If paper is required, double-sided copying and/or printing should be the standard.
 - 1.2.7. financial and other business transactions; and
 - 1.2.8. invitations, letters, and forms.
- 1.3. reducing single-use office printers. Employees should be connected to multi-functional devices (MFD) that are defaulted to double-sided printing where ever possible. Departments should contact the Print Centre for further information on how to get connected.
- 1.4. Where single-use machines are required, they shall be purchased from an approved list of suppliers who met sustainability standards including default double-siding capabilities. An approved list of characteristics or devices will be provided by the Print Centre.
- 1.5. All computers should be defaulted to print double-sided where this capability exists. Departments should contact ITS support staff to ensure this is in operation.

- 1.6. Reusing products such as file folders, storage boxes, and paper printed on one side where possible.
- 1.7. Rethinking design processes to minimize printing and copying waste.
- 1.8. Minimizing unsolicited mail, both sent and received.
- 1.9. Minimizing overruns and maximizing sell-through for published materials.

2. Purchasing and Printing Products

- 2.1. Purchase and source paper and paper products that contain the highest post-consumer recycled content feasible for each specific need. The base paper purchased by Dalhousie units will be switched to 100% post-consumer paper. This paper shall be purchased through the Dalhousie Print Centre.
- 2.2. Give preference to paper and paper products whose postconsumer recycled content, sustainable forest management, and sustainable paper production is verified by independent, third-party organizations.
- 2.3. Give preference to paper and paper products that are produced locally and contain other recovered materials (e.g. pre-consumer recycled content, agricultural residues, etc.) after maximizing post-consumer recycled content.
- 2.4. Use vegetable-based inks (e.g. soy, linseed, corn, etc.) and inks free of toxic metals whenever possible.
- 2.5. Coordinate all external and internal printing efforts through the Dalhousie Print Centre to ensure fiscal and environmental standards.

3. Procedures and Responsibilities

- 3.1. The University Print Centre (Financial Services) shall be responsible for implementing and promoting the MFD strategy, promoting the paper policy, ordering 100% post-consumer paper as the stock paper for the University, and being the conduit for all employee print jobs to ensure the best financial and sustainability outcomes.
- 3.2. ITS and Facilities Management will work with Financial Services to ensure double-side printing is default on all devices, energy management programs are functioning on all computers and printers, and MFD network drops are available in all offices.
- 3.3. Electronic services and support organized by units such as ITS will need to be provided to Departments and Faculties to make the change from paper-based systems to electronic.
- 3.4. The Office of Sustainability will gather progress data on how the University is meeting the Paper Policy for the public sustainability report to be issued every three years.
- 3.5. Each employee is to follow the goals set out in this policy including avoiding paper use through electronic communication and default double-siding for meeting and events.

Communications

This policy shall be circulated to Departments and onto employees. Progress made on paper policy