

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Campus Sustainability Office
Subject:	Paper Purchasing Policy
Date Issued:	February 24, 2012
Date Revised:	July 10, 2012
Approved By:	

I. Policy/Procedure

Luther College Document Center, Book Shop and all offices and departments shall purchase and use FSC-certified white, 8.5 x 11 inch, 20# copier paper made with at least 50% post-consumer fiber.

II. Purpose

The purpose of this policy is to assist in achieving Luther's goal of reducing its carbon footprint by 50% by 2015, as stated in the five-year strategic plan. It is also a specific goal for Luther to switch to 8.5 x 11 inch, 20# copier paper with at least 50% post-consumer content.

III. Scope

This policy applies to all offices and departments of Luther College along with any contracted services operating on campus.

IV. Terms and Definition

- Forest Stewardship Council (FSC) is an independent, non-governmental, not-for-profit organization established to promote the responsible management of the world's forests. FSC certification provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value.
- Post-consumer content is the paper material that individuals routinely discard, that finds its way to a landfill. Paper with a higher percentage of post-consumer content contains more paper that has been used and recovered through the recycling process, and less raw material from forests.

V. Procedures and Guidelines

- A. This policy concerns the purchasing and use of white, 8.5 x 11 inch, 20# copier paper only.
 - FSC-certified white copier paper with 50% post-consumer content in 8.5 x 14 and 11 x 17 inch sizes is available upon request. Offices and departments are not required to purchase FSC-certified white copier paper with 50% post-consumer content in these sizes.

- FSC-certified colored copier paper with 30% post-consumer content in 8.5 x 11, 8.5 x 14, and 11 x 17 inch sizes is available upon request. Offices and departments are not required to purchase FSC-certified colored copier paper with 50% post-consumer content in these sizes.
- B. Offices and departments are encouraged to order paper on campus through the Document Center at ext. 1631, email at doccenter@luther.edu or online at: luther.ikontrac.com.
- A CBORD number is needed to charge the paper.
 - When ordering 8.5 x 11 inch, 20# white copier paper it will automatically be FSC-certified paper with 50% post-consumer content.
 - 8.5 x 11, 20# FSC-certified white copier paper with 50% post-consumer content will be in stock at all times.
 - There is no minimum order quantity.
 - There is no discount for purchasing a certain quantity. The Document Center charges customers the price they pay the vendor.
- C. Greater than 50% post-consumer content 8.5 x 11, 20# inch white copier paper is available upon request.
- This paper won't be in stock at the time of ordering and will need to be special ordered.
- D. If an office or department decides to purchase 8.5 x 11, inch, 20# white copier paper off-campus, they are required to purchase FSC-certified paper with at least 50% post-consumer content.