

OP 14: Office Paper Purchasing

1 point available

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.

Applicability

This credit applies to all institutions.

Criteria

Institution purchases *office paper* with post-consumer recycled, *agricultural residue*, and/or *Forest Stewardship Council* (FSC) certified content.

Scoring

An institution earns the maximum of 1 point available for this credit by purchasing exclusively office paper that contains 90-100 percent post-consumer recycled and/or agricultural residue content or is FSC Recycled or FSC 100% labeled. 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 0.5 points (half of the points available).

Points for this credit are calculated automatically in the STARS Reporting Tool as follows:

Percentage of post-consumer recycled, agricultural residue, and/or FSC certified content	Factor		Annual expenditures on office paper that meets the criteria at each level		Total annual expenditures on office paper		Points earned
10-29	0.2	x	_____	÷	_____	=	
30-49	0.4		_____				
50-69	0.6		_____				
70-89 (or FSC Mix label)	0.8		_____				
90-100 (or FSC Recycled/100% label)	1		_____				
Total points earned →							Up to 1

Reporting Fields

Required

- ☐ Total annual expenditures on office paper (US/Canadian dollars)
- ☐ Annual expenditures on 10-29 percent post-consumer recycled and/or agricultural residue content office paper (US/Canadian dollars)
- ☐ Annual expenditures on 30-49 percent post-consumer recycled and/or agricultural residue content office paper (US/Canadian dollars)
- ☐ Annual expenditures on 50-69 percent post-consumer recycled and/or agricultural residue content office paper (US/Canadian dollars)
- ☐ Annual expenditures on 70-89 percent post-consumer recycled and/or agricultural residue content and/or FSC Mix label office paper (US/Canadian dollars)
- ☐ Annual expenditures on 90-100 percent post-consumer recycled and/or agricultural residue content or FSC Recycled/100% label office paper (US/Canadian dollars)
- ☐ A brief description of the time period from which the figures reported above are drawn (e.g., one-year time period or representative sample)

Optional

- ☐ Website URL where information about the institution's paper purchasing is available
- ☐ Additional documentation to support the submission (upload)
- ☐ Data source(s) and notes about the submission
- ☐ Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

Measurement

Timeframe

Report the most recent data available from within the three years prior to the anticipated date of submission.

Sampling and Data Standards

Institutions may track purchases over a full one-year time period, report average annual expenditures over a two or three year period, or estimate annual expenditures based on a representative sample. When using a sample, institutions should strive to ensure that the sample recognizes seasonal and other variations that influence purchasing behavior.

At a minimum, the figures provided must include office paper expenditures by the institution's central purchasing unit, department, portal, or vendor. Other paper expenditures may be excluded at the institution's discretion to simplify reporting.

Standards and Terms

Agricultural residue

Consistent with the Environmental Paper Network, agricultural residues are defined as:

residues left over from food production or other processes... Fibers include: cereal straws like wheat straw, rice straw, seed flax straw, sorghum stalks, sugar cane bagasse, and rye seed grass straw... Agricultural residues are not from on purpose crops that replace forest stands or food crops.

Forest Stewardship Council

The Forest Stewardship Council (FSC) is an independent, non-profit organization that protects forests for future generations. FSC Chain-of-Custody certification traces the path of products from forests through the supply chain, verifying that FSC-certified material is identified or kept separated from non-certified material throughout the chain. FSC Forest Management certification confirms that a specific area of forest is being managed in line with the FSC Principles and Criteria.

There are three FSC labels for wood and paper products:

- FSC Mix products contain a minimum of 70% FSC certified wood/fiber and/or post-consumer input, and the balance must be controlled wood and/or pre-consumer reclaimed material.
- FSC 100%. All timber or fiber in an FSC 100% product comes from an FSC certified forest.
- FSC Recycled. All timber or fiber in an FSC Recycled product is pre-consumer or postconsumer reclaimed.

Office paper

Consistent with the U.S. Environmental Protection Agency (EPA), office paper is defined as "high grade papers such as copier paper, computer printout, and stationery".