

**UIC POLICY**

**Policy Number:** SUS-4300-001 (Tentative)

**Policy Title:**  Sustainable Paper Use Policy

**Vice Chancellor/Associate Chancellor:** Vice Chancellor for Administrative Services

**Unit Responsible for Policy:** Office of Sustainability

**Effective Date:** TBD

**Contact:** Associate Chancellor for Sustainability

**Policy Statement:** The University of Illinois at Chicago (UIC) is committed to both using paper efficiently and maximizing the use of paper and paper products with high post-consumer recycled content or other equivalent environmentally friendly content. Colleges, departments and other organizational units shall optimize paper efficiency in their operations by reducing its use by means such as using electronic processes and using duplex settings for printers. Employees responsible for purchasing shall purchase paper and paper products that contain 30% or higher post-consumer recycled content or other equivalent environmentally friendly content, unless the products cannot be used to meet the specified requirements or if doing so would constitute an undue economic or practical hardship. Consistent with the Illinois Procurement Code, preference should be given to paper and paper products containing verified post-consumer recycled content or other recovered materials, with a remaining virgin tree fiber content that is certified by the Forest Stewardship Council (FSC) or an equivalent certification system. The Office of Sustainability, in coordination with UIC Purchasing, will prepare and publicize annual reports to track compliance with this policy. This policy applies to all UIC employees and to all paper and paper product purchases by the University, regardless of the funding source.

**Reason for Policy:** Subject to certain limited exceptions, the Illinois Procurement Code mandates the use of recycled materials (30 ILCS 500/45-20) and recyclable paper (30 ILCS 500/45-25) and requires state agencies to contract for supplies and services that are environmentally preferable (30 ILCS 500/45-26). Consistent with these regulations, UIC is committed to using and purchasing paper and paper products in ways that protect endangered forests, indigenous communities and their associated biodiversity, reduce pollution, decrease energy consumption, and minimize waste. State universities and other government units can take simple actions to reduce harmful impacts associated with paper purchases, including reducing usage (such as electronic rather than paper distributions, and double-sided printing), buying products with high post-consumer recycled content, and purchasing products certified by the FSC or an equivalent certification system. Further, this policy is necessary to change purchasing behavior at UIC because 91% of paper purchased through OfficeMax in FY2016 did not include any recycled content.

**Minority Impact Statement:** The policy has no disproportionate or unique effect on UIC’s minority students, faculty, or staff.

**Who Should Read the Policy:**  All students, faculty, staff, and administrators at UIC.

**Definitions:** N/A

**Procedures:** View the Campus Resources section of the Office of Sustainability website: <https://sustainability.uic.edu/campus-resources/>

**Resources:** The Environmental Paper Network provides tools and resources to help assess the many aspects of environmentally responsible paper (http://environmentalpaper.org/buy-responsibly/ecopaper-toolkit-purchasers/). The Paper Steps: <http://environmentalpaper.org/paper-steps/> is helpful in understanding the components of paper and paper that meets the level of “Environmentally Improved Paper” that would fulfill the intent of this policy.

**Related Laws, Regulations, Statutes, and Policies:**

* Illinois Procurement Code Sec. 45-20 Recycled Supplies [(30 ILCS 500/45-20)](http://www.ilga.gov/legislation/ilcs/documents/003005000K45-20.htm)
* Illinois Procurement Code Sec. 45-25 Recyclable Supplies [(30 ILCS 500/45-25)](http://codes.lp.findlaw.com/ilstatutes/30/500/45/45-25)
* Illinois Procurement Code Sec. 45-26 Environmentally Preferable Procurement [(30 ILCS 500/45-26)](http://law.onecle.com/illinois/30ilcs500/45-26.html)
* Higher Education Standard Procurement Rules Sections 4.4520, 4.4525 and 4.4526 (44 IL Admin. Code Part 4)

**Document History:**

**Approved by:** Committee on Policy **Effective Date**:

**Approved Date: Date Scheduled for Review:**

**Approved as:** X New policy \_\_\_\_ Updated policy \_\_\_\_ Revised policy

\_\_\_\_ Supersedes Policy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Policy Repealed