

Reference Guide for Purchasing Paper, Printing, Copying, and Managing Waste

General Purchasing Information

The U.S. General Services Administration (GSA) Sustainable Facilities Tool (SFT) maintains a quick reference guide to purchasing requirements for Paper and Non-Paper Office Products. The Tool also provides references to other items used in offices such as cleaners and sanitizers.

The Tool identifies procurement information, where to buy, legal requirements and additional guidance. It contains links to all relevant information as well as to GSA Advantage!. Whether the source of your purchase is the local Envision Xpress, GSA Advantage! or retail outlet, the procurement requirements in the guidelines will apply.

<http://sftool.gov/>

Paper Office Products: Paper and paper products, such as tissue products, newsprint, paperboard and packaging products, and printing and writing paper. Products in this category will meet or surpass the U.S. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines or CPG. The Garrison will take advantage of reasonable opportunities to use 100% post-consumer recycled printing, copying and writing paper, where available and competitively priced, as defined within procurement regulations.

<http://sftool.gov/green-products/11/paper-office-products?agencyId=0>

<http://www.epa.gov/epawaste/consERVE/tools/cpg/products/paperproducts.htm#printing>

Non-Paper Office Products: Equipment and accessories used by government agencies and businesses to perform daily operations and administrative functions of an office, such as toner cartridges, desktop accessories, and waste receptacles. Products in this category should meet the EPA CPG guidelines. Liquid or powdered materials used in photocopying machines and laser printers will contain minimum biobased content as defined by the U.S. Department of Agriculture BioPreferred Program®.

<http://sftool.gov/green-products/11/paper-office-products?agencyId=0>

<http://www.epa.gov/epawaste/consERVE/tools/cpg/products/nonpaperoffice.htm#toner>

<http://www.biopreferred.gov/ProductCategories.aspx>

Office Electronics: Reducing paper use and waste may require purchases of laptops, projection equipment, DVD players, power strips or other office electronic equipment. These items will meet the requirements for recycled content (CPG), U.S. Department of Agriculture BioPreferred Program®, U.S. EPA ENERGY STAR® Program, Electronic Product Environmental Assessment Tool (EPEAT®) and U.S. Department of Energy Federal Energy Management Program (FEMP) Standby Power requirements and guidelines, as appropriate. The SF Tool can assist you with procurement of these items under the “Non-Paper Office Products” and “Office Electronics” Product Categories.

Guidelines for Purchasing Printing and Copy Paper

Requestors, Government Purchase Card (GPC) holders and other buyers will purchase 100% post-consumer recycled content paper in accordance with procurement requirements. If papers containing 100% post-consumer fiber are not available in a reasonable or timely manner or if the paper does not meet requirements or perform well in equipment or if cost prohibitive, Garrison organizations may purchase printing and copy paper composed of a minimum 30% recycled content.

Guidelines for Printing, Copying and Using Paper

Printers and Copiers

- Optimize the copier and printer fleet. Centralize printing using multi-functional printing devices (MFD). Make sure to coordinate purchases with NEC to ensure proper network security.
- Use electronic display devices in lieu of paper copies and handouts.
- Use social media and mobile applications for marketing and promoting events rather than printed materials.
- Turn the power off at the end of the day or use power strips that automatically turn off the equipment. Even though devices are in “sleep mode” they still pull power from the grid (sometimes referred to as standby power, “plug loads” or “vampire loads”).
- Use black and white printers for black and white documents and for draft prints of color documents. Color printers use color ink even when printing in black and white.
- Set printers to duplex (double-sided) default.
- Make 2-sided copies.
- Purchase/Lease Electronic Product Environmental Assessment Tool[®] ([EPEAT](#)¹) registered products or non-toxic or less toxic alternatives.
- Purchase/Lease qualified [Energy Star](#)^{®1} or Federal Energy Management Program¹ ([FEMP](#))-designated devices.
- Enable power management settings on electronics to reduce energy usage.
- Turn in devices to DRMO for resale or recycling.
- Recycle ink and toner cartridges or return them for re-use or discounted pricing.

Paper and Paper Waste

- Convert to digital communications and documentation. Make recommendations for reducing multiple paper copies of forms and other documents. Electronic signatures and digital storage make paper copies obsolete.
- Create, distribute and share materials electronically.
- Inform meeting or event participants whether or not the agenda/handouts will be provided or whether they should bring their own copies if they want them.

¹ You are entering an external link or third-party site. We have provided this link because it gives additional information that may be useful or interesting and is being provided in a manner consistent with the intended purpose of the guidelines.

We cannot attest to the accuracy of non-Fort Carson information provided by these third-party sites or any other linked site. We are providing these links for your reference. In doing so, Fort Carson and the US Army do not endorse any non-government websites, companies or applications.

- Purchase 100% post-consumer recycled content paper where available and competitively priced, as defined within procurement regulations.
- Reserve the use of coated paper such as photographic paper to specific uses as it may involve hazardous materials to produce.
- Reduce page margins, when possible.
- Copy double-sided and print multiple pages to one sheet of paper, where practical.
- Reuse single-sided waste paper for notes or printing drafts. Reuse cardboard boxes, file folders, pocket folders and other appropriate office paper products.
- Place paper recycling containers in offices, near copiers and printers.
- Recycle/Reuse all paper waste including shredded paper. Composting is an acceptable alternative to recycling shredded paper.
- Establish a baseline quantity of paper used in operations. Track usage. Report progress. Recognize success. Details for performance measurement:

Goals:

1. Reduce the amount of paper used by USAG 50% below FY15 levels by FY20 (approximately 10% - 12% per year)
2. All paper purchased contains 100% post consumer recycled content by FY16.

Baseline: # of boxes or cartons of paper used in FY15 by USAG (directorates and special staff) by percentage of recycled content.

Measure: % reduction in the amount/weight of paper used by USAG during the course of the fiscal year, compared to baseline; and % of paper used by recycled content (30%/50%/100%).

Data collection: # of cartons used by an organization by recycled content; collected quarterly and evaluated at least annually. Organizations will determine how to track actual usage based on their circumstances. ISRO will request data quarterly beginning in 2nd Qtr FY15. Paper use reported in FY15 will form the baseline.

Scope: Includes all printing and copy paper used by USAG (except as noted in limitations) and postconsumer recycled content of paper used.

Limitations: Measures printing and copy paper actually used. The measure doesn't require contractors, partners and tenants to report usage even though they are covered by the policy. Future contracts and agreements should include requirements to minimize paper use in operations and to maximize the postconsumer recycled content of paper products.

- The only paper in the trash (or compost) should be paper contaminated with food waste.

References (not listed elsewhere)

Resource Conservation and Recovery Act of 1976 (RCRA), [42 U.S.C. 6962](#)

Farm Security and Rural Investment Act of 2002 (FSRIA), [7 U.S.C. 8102](#)

Energy Policy Act of 2005, Pub. L. 109-58

Energy Independence and Security Act of 2007, Pub L. 110-140

Federal Acquisition Regulation [Part 23](#)

Executive Order 13423 of January 24, 2007, Strengthening Federal Environmental, Energy, and Transportation Management

Executive Order 13514 of October 5, 2009, Federal Leadership in Environmental, Energy, and Economic Performance

DOD Strategic Sustainability Plan

Army Sustainability Campaign Plan

Army Directive 2014-02 (Net Zero Installation Policy)

Installation Sustainability Plan

US Environmental Protection Agency [Federal Green Challenge](#)¹

Environmentally Preferred Purchasing ([EPP](#)¹)