



139 Main Street, Suite 401 • Brattleboro, Vermont 05301-2800
802.254.3636 • 802.254.5870 fax • www.nerc.org • info@nerc.org

MODEL SPECIFICATIONS AND PURCHASING GUIDELINES FOR ENVIRONMENTALLY PREFERABLE PURCHASING OF COPY & MULTIPURPOSE PAPER

NERC Requests Your Review

Review Period: **May 19 – June 22**

I. INTRODUCTION

This document provides purchasers and environmentalists with draft model specifications and purchasing guidelines for the environmentally preferable purchasing (EPP) of copy and multipurpose (20lb) paper (8.5" x 11" printing, writing, copy paper). The specifications focus only on copy and multipurpose paper, since it is commonly ranked as the highest expenditure and quantity purchased papers by government agencies. Please note: Draft EPP specifications and purchasing guidelines for other paper office supplies and monochrome toner cartridges are available to review at:

Please note: Draft EPP specifications for monochrome toner cartridges, and copy and multipurpose paper – 20lb (i.e., printing, writing, and copy paper) aren't included in this document, but are available for review at:

- [Monochrome Toner Cartridges Draft Specifications for Review](#)
- [Office Supplies Draft Specifications for Review](#)

Please email [Mary Ann Remolador](#), NERC's Assistant Director, with your edits, comments, and suggestions no later than **June 19**.

II. COPY & MULTIPURPOSE (20LB) PAPER EPP SPECIFICATIONS

A. Priorities in order of preference are:

- Priority 1.** 100% Recycled Content (RC) with a minimum of 50% post-consumer fiber, Processed Chlorine Free (PCF), and Forest Stewardship Council (FSC) certified
- Priority 2.** 50% Post-consumer Recycled Content (PCRC), FSC certified, and with a preference for PCF
- Priority 3.** 30% PCRC, FSC certified, and with a preference for PCF

B. Brightness: 84% - 92%

C. Acid-free

D. Paper wrappers and cartons must contain a minimum of 50% PCRC

III. PURCHASING GUIDELINES

A. RECOMMENDED VENDOR REQUIREMENTS

- 1. Require that EPP Products are Clearly Identified, Defined, and Found in Vendor Catalogs** – Require the vendor to identify EPP items in their product catalogs (both hard copy and online), along with prominent information about how the vendor defines EPP (e.g. if the vendor uses a symbol/icon to identify a “greener” product, make sure the information about what the symbol/icon represents is clearly available and valid). Ensure that any EPP symbols/icons are displayed along with EPP attribute details per product (e.g. a product with a recycled content symbol would also have in its product description details about the % total and % post-consumer recycled content). Also require that EPP items are easily found within online product catalogs through effective search engines, search filters, and related navigation tools.

- 2. Provide Annual Purchasing Reports with EPP Data** – Require the vendor to provide annual purchasing reports to the purchasing entity on all copy and multipurpose paper purchases, with breakdowns on total EPP purchases. Require the vendor to provide details on how they define EPP and develop the EPP portion of the report. By tracking the EPP purchases through vendor reports, it enables purchasers to monitor EPP expenditures for performance and opportunities for improvement. At a minimum, the following information should be included in the reports: list of items (SKU number and product description), EPP attributes of items (see list above), the total quantity purchased per item, and the total expenditure per item. If you want to use the data to help educate end-users, ask your vendor to breakdown the EPP data by department, delivery location, or other demographic that is most applicable to your organization.

- 3. Consolidate Deliveries** – This requires the purchasing entity to set up a plan with staff whereby all purchases from the copy and multipurpose paper vendors to only be delivered on a certain day of the week. By selecting a vendor willing to pre-arrange the day in which deliveries are made limits the frequency of the deliveries and reduces your state/agency/company’s carbon footprint by reducing:
 - a.** Amount of fossil fuels required by delivery vehicles for your purchases.
 - b.** Carbon emissions from fossil-fuel burning delivery vehicles.
 - c.** Packaging materials (Delivery consolidation means using less shipping containers and packaging).
 - d.** Vehicle traffic at the workplace.

- 4. Minimize Use of Shipping Packaging & Use Readily Recyclable Packaging Material** – Require the vendor to minimize shipping packaging used, to use shipping/packaging materials that can easily be recycled in your local recycling program, and negotiate ways to minimize packaging materials and generate less waste.

- 5. No Idling of Delivery Trucks** - Require all delivery drivers to turn off their engines upon stopping at the delivery destination, or not allow an engine to idle at any location for more than 20 seconds, except in the following situations:
 - a.** The health and safety of employees, sub-contractors or public is compromised in turning off the vehicle;
 - b.** The engine is required to power auxiliary equipment (e.g. hoist, lift platforms, hydraulic tools, inverters, compactors, medical equipment, specialized public safety radio communication and computer systems, etc.); or

- c. Vehicle/equipment manufacturer requires additional idle time for warm up or cool down for efficient and proper mechanical or functional operation of the unit.

B. ADDITIONAL VENDOR PREFERENCES

1. **Provide certification of the paper being manufactured using Green–e certified power or offsets.**
2. **Provide certification of the paper manufacturing supply chain (production facilities) having an Environmental Management System or be ISO 14001 certified.**
3. **Green Vendor Fairs** – Seek out vendors that are willing to hold a green vendor fair so staff can see the different EPP products the vendor sells, can talk directly to the vendor, and get their questions answered at the same time.
4. **Additional Online Catalog Features** – Seek out vendors that have additional online catalog features that can support your EPP program such as:
 - a. EPP items display first in online catalog search results.
 - b. Product auto-substitution—pre-identified conventional products are automatically substituted with pre-identified EPP items when end-user places conventional item in online cart.
 - c. Blocking/restricting pre-identified items from being purchased online.