



Simplifying Green Purchasing

COPY AND MULTIPURPOSE PAPER:

Model EPP Specifications and Purchasing Guidelines

December 2014

Purchasing environmentally preferable (EPP) paper can be difficult and time consuming for public sector purchasers who aren't up-to-date with EPP paper specifications or bid language that is applicable to the current marketplace.

The *COPY AND MULTIPURPOSE PAPER: Model EPP Specifications and Purchasing Guidelines* includes information and language that can be used in part, or in its entirety, in bid documents and vendor contracts to identify available EPP paper grades.

Document Contents

- EPP Specifications
- Purchasing Guidelines
 - ⇒ Recommended Vendor Requirements
 - ⇒ Recommended Vendor Preferences

**Table of Contents
on back page**

Link to Copy and Multipurpose Paper: Model EPP Specifications and Purchasing Guidelines

<http://nerc.org/documents/EPP/Paper/EPP%20Specs%20-%20Paper.pdf>

The document was developed by a team of EPP experts and purchasers, led by NERC, with funding from the Roy A. Hunt Foundation.

COPY AND MULTIPURPOSE PAPER: Model EPP Specifications and Purchasing Guidelines for TABLE OF CONTENTS

I. Introduction

II. EPP SPECIFICATIONS FOR COPY AND MULTIPURPOSE (20 LB.) PAPER

A. Paper Priority List

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

B. Requirement - Brightness level between 84 - 92

C. Requirement - Acid-free

D. Preference - Paper wrappers and cartons to contain a minimum of 50% PCRC

III. PURCHASING GUIDELINES

A. Recommended Vendor Requirements

1. Clearly Identify, Define, and Make EPP Products Easily Found in Vendor's Catalogs
2. Provide Sample Reams of Paper
3. Provide Annual Purchasing Reports with EPP Data
4. Minimize Use of Shipping Packaging and Use Readily Recyclable Packaging Material
5. Use EPA Smartway Participants
6. Require No Idling of Delivery Trucks

B. Recommended 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
3. Consolidate Deliveries
4. Participate in Green Vendor Fairs
5. Provide Additional Online Catalog Features

Paper Spec Expert Team

Karl Bruskotter, City of Santa Monica (CA); Susan Kinsella, Responsible Purchasing Network and Conservatree; Bob Lazarra, NYS Department of Environmental Conservation; Becky Wheeler, Eugene Purchasing Office (OR); and Mary Ann Remolador, NERC