

GUIDELINES FOR THE PURCHASE AND USE OF PRINTING PAPER AND PRINTING SERVICES

I. Purpose and Scope

The McGill University Guidelines for the Purchase and Use of Printing Paper and Printing Services (“Guidelines”) constitute a secondary document to the Procurement Policy, developed by and issued under the authority of Procurement Services in accordance with the Procurement Policy.

The Guidelines support the University’s sustainable procurement objectives by enabling the application of the University’s 4R hierarchy (Rethink, Reduce, Reuse, Recycle) as it pertains to printing paper (hereinafter all reference to ‘paper’ means ‘printing paper’ only). They also contribute to the University’s effort to reduce its carbon footprint and consumption of natural resources, energy, and water.

The Guidelines also aim to ensure that the purchase and use of paper by the University complies with the following:

- McGill University’s Procurement Policy (2018)
- McGill University’s Sustainability Policy (2018)
- *Quebec’s Regulation respecting compensation for municipal services provided to recover and reclaim residual materials*

The Guidelines suggest best practices to all University faculties and units, including internal and external printing services and paper providers, and should serve as a reference to all faculty, staff and students involved in the purchase and use of paper at the University.

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II. General Guidelines

Apply the 4-R hierarchy “rethink, reduce, reuse, and recycle”

2.1 Minimize paper use

2.1.1 Use electronic resources and platforms in order to communicate information for research, teaching, governance and administration

2.1.2 Print double-sided

2.2 Use approved suppliers

2.2.1 Obtain all paper and printing services from an approved supplier listed in the McGill Market Place

2.3 Use 100% post-consumer recycled paper

2.3.1 Use 100% post-consumer recycled paper from Forest Stewardship Council (FSC) certified suppliers in every possible effort to support Quebec’s local circular economy.

III. Specific Guidelines

3.1 University faculties and units should always contact McGill University Printing Services with their printing needs prior to turning to an external provider of printing services.

As an internal provider of printing services, McGill University Printing Services are governed by the McGill University Sustainability Policy and have incorporated the following best practices to their services:

- *Use strictly 100% post-consumer recycled photocopy bond*
- *Use only 100% post-consumer recycled stock for the University's letterhead paper and University business cards*
- *Provide 100% post-consumer recycled exam booklets*
- *Encourage the use of uncoated stock, and higher recycled content*
- *Imprint the appropriate environmental logos on their printed materials*

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- 3.2 Where McGill University Printing Services is unable to meet their printing needs, University faculties and units may turn to approved external providers of printing services.

McGill's external providers of printing services have been vetted on their adherence to sustainability principles and paper-related sustainability criteria through the public tendering process. They have incorporated the following best practices to their services:

- *Maximize the use of post-consumer recycled papers and where possible, make use of vegetable-based or soy-based inks*
- *Unless a contractual exception is authorized, use only 100% post-consumer recycled stock, including for the University's letterhead paper and University business cards*
- *Show all appropriate environmental logos on their printed materials produced for the University*
- *Incorporate social-economy activities, bringing positive social impacts to our spending*

- 3.3 If none of the printing services contractors can fulfill the printing needs of University faculties and units, University faculties and units may use other contractors such as FSC-certified service providers, social economy enterprises, or companies with a social mission.

- 3.4 The uPrint program ensures that all uPrint multi-functional devices:

- have their default mode set on double-sided printing
- are supplied only with 100% post-consumer recycled paper
- switch to stand-by (energy conservation) mode when not in use
- are managed according to the University's IT Asset Management Regulation for the purpose of optimizing their lifecycle

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University faculties and units should request an assessment of their printing needs by the uPrint program team prior to determining whether they should subscribe to the uPrint Program or acquire an individual desktop printer.

- 3.5 The use of desktop printers is strongly discouraged. For those faculties and units that, exceptionally, must use desktop printers, the selected desktop printer must have double-side printing capacity and be Electronic Product Environmental Assessment Tool (EPEAT) registered or be Blue Angel certified.

IV. Monitoring

Procurement Services monitors the University's overall adherence to these guidelines on an ongoing basis, with the objective of providing annual metrics on paper use by faculty and unit. The annual metrics are then used for calculating the associated carbon emissions as well as quantifying the University's mandatory financial contribution to the provincial Blue Bin recycling program.

The metrics are available on the Procurement Services website.

Please note that the *Guidelines for the Purchase and Use of Printing Paper and Printing Services* replaces the repealed *Paper Use Policy*.