

# Dickinson

## Sustainable Paper Practices and Policies

February 26, 2015

Dickinson College purchases a significant quantity of copy paper each year. As part of the college's efforts to be operationally sustainable, it is important that our paper purchases be as environmentally friendly as possible, with the goal of conserving resources, reducing landfilled waste, supporting recycling and re-use, and supporting local manufacturing and distribution of products. The Associate VP of Sustainability & Facilities Planning and the Associate Director of User Services – Print Center will periodically review our sustainable paper practices and policies.

### Conservation:

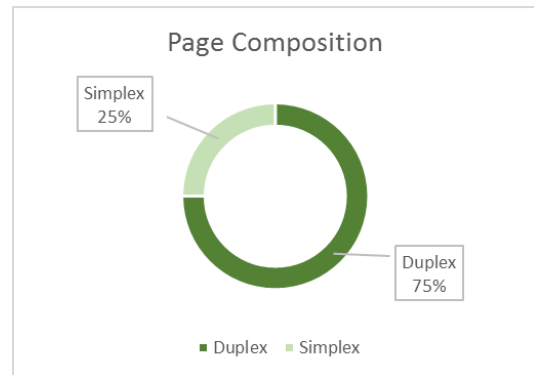
Dickinson's first goal is to reduce the amount of paper being consumed by the campus community. This goal has been a priority for the campus for many years. In fact, it was an initiative of Dickinson's former Commission on the Environment (COTE) in the early 1990's. The college has the following initiatives/policies in place to reduce paper consumption on campus:

- **Print Quota:** In 2009, the college implemented a copier paper quota for students on campus. Students are limited to 600 prints per semester (each side of paper counts as a print). Our review of the program indicates a serious paper consumption reduction; over 1,000,000 prints per year vs. unlimited printing.
- **Print Verification Technology:** When you send a document to a campus printer, you must log-in to the printer with your I.D. card in order to actually finish the printing process and receive the document. Documents that have been sent to the copiers but not received will be terminated from the print queue after 24 hours. This feature significantly reduces paper consumption.
- Administrative Accountability by **Departmental Tracking and Budgeting for consumption.** Prior to printing on departmental printers, users must log-in with their college I.D. cards. Departments pay for each impression (printed side of a piece of paper), which promotes accountability and discourages waste.

## PAPER FACTS

- Dickinson consumed 3.75 million pieces of paper in FY14 in campus copier machines.
- Dickinson spent \$28K on copier paper last year.
- 75% of Dickinson's printed documents are duplexed.
- Only 2% of Dickinson's printing jobs (not including the Print Center) use color ink.
- The college's Print Center re-uses paper spools from large format printing for poster delivery canisters.
- Paper manufacturing is the 4th largest source of the type of air pollutants that contribute to respiratory problems.
- Paper manufacturing pollutants, including chlorinated organic by-products, harm aquatic ecosystems, killing fish and other organisms.

- **Duplex Copiers:** All campus supported copiers will perform duplex printing, and duplexing is promoted as the best default print setting. Approximately 75% of print jobs are duplexed.
- **Scanning Copiers:** All campus supported copiers will scan documents to emails for digital filing to reduce paper consumption.
- **Reporting:** Dickinson's copier fleet is managed by *PaperCut*, a program that provides very granular data regarding printing. This data can be used to help reduce paper consumption through awareness and targeted education based on usage trends. Each month, *User Services* provides a report to the faculty regarding paper consumption and printing trends. The report promotes conservation of paper by providing different metrics for understanding consumption information. For example, the report provides information on carbon emissions and 'trees consumed' as a result of campus printing (see below).



**Paper Savings from Unreleased PaperCut Jobs for the Last 30 Days**

💎 42,081 sheets of paper = 💡 11,923 hours (1.3 years) running a 60W bulb = 📄 417.5 lbs of CO<sub>2</sub> = 🌳 52% of a tree

- **Digital Document Filing:** LIS has developed and installed digital file programs in departments that file large quantities of documents to reduce paper consumption and physical space needs for storage.
- **Re-using paper to create notepads:** The Print Center creates notepads from paper scraps to make the most of every piece of paper.
- **Re-use and/or recycling of packaging from Print Center:** The Print Center promotes re-use and recycling of packaging, including paper cartons, print cartridges, and large format paper spools, which are re-used for poster delivery containers.



**Sustainable Purchasing Policies:**

The Dickinson College Print Center is a FSC certified facility that is committed to sustainable purchasing policies related to office paper. To this end, our policies for paper purchasing related to sustainability is as follows:

- I-Gen Paper: Purchase paper with FSC Mixed Credit paper.
- White Copy Paper: Purchase paper that is FSC Certified, Rainforest Alliance Certified, World Wildlife Foundation Panda Certified, and with a minimum of 30% recycled content.
- Color Copy Paper: Purchase paper with 30-100% recycled content
- Outsourcing: When outsourcing projects, the college requires that contractors use sustainable printing practices and are FSC certified. The college also requires that the paper stock have recycled content, preferably 30% or more, depending on the job.
- Local Suppliers: Whenever possible, the college prefers the local manufacturing and distribution of supplies and materials. The college purchases paper from within a 50 mile radius of the college.