

Sewanee: The University of the South

Paper Centralization Policy

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The University's current paper procurement and distribution schema is largely relegated to the discretion of individual departments throughout the University. Under this system, any efforts to confidently monitor or tally the University's use of paper and the subsequent environmental impact is impossible. Thus, it follows in this proposed policy change that all copier paper purchases be made centrally by Print Services. Distribution to other departments will occur on a monthly basis by Physical Plant Services for a fixed cost per case.

The centralization of paper will serve a number of goals. It supports the Sustainability Master Plan, passed in the fall of 2013, and its goals to reduce the carbon footprint of the University. It simplifies the ability of the University to commit to buying environmentally friendly paper and allows Print Services to focus on such standards as recycled content, chlorine-bleaching, FSC certification, and even research the prospect of tree-free papers.

Additionally, Print Services' unique ability to buy bulk paper helps keep the cost of paper down. This allows for higher quality paper to be delivered at competitive rates to departments buying paper on their own. In fact, most of the data garnered from surveys on paper purchasing show that Departments will save money with the centralization of paper purchasing.

As it stands, Physical Plant Services is poised to make monthly deliveries of paper to each department as needed. Because the cost of subsequent deliveries drops after the first, it makes the most economic sense to make all deliveries on the same day. Tammy Elliott, Director of Print Services, will send out a monthly inquiry to all departments who will then respond with their paper needs. The following week, the order will be delivered and the cost will occur as a by-line within their monthly departmental budget statements.

We recognize that this will pose some changes to many departments. The OESS and Print Services are prepared to ease this transition as much as they are able. These changes will require departments to find a month's worth of storage for paper, rethink overall purchasing strategies, and plan ahead at least one month in advance. However, these changes will also allow the University to state that, as of the fall of 2013, it buys FSC-certified 35% recycled paper *institutionally*. It allows the University to state that we are committed to addressing environmental concerns by making institutional-level changes to our management. These reasons, coupled with the simple environmental and cost benefits, we feel make this policy transition one worth taking.