McGill

Paper Use Policy

Last revised by:		
Senate	May 25, 2005	Minute 10
Executive Committee	June 20, 2005	Minute 8
Effective Date:	**September 1, 2005**	
	For full history, please see the end of this document	

The Subcommittee on the Environment is endorsing the adoption of a Paper Use Policy.

Preamble
In 2001, McGill University adopted its environmental policy, signaling a commitment to ecologically sound principles in its operations. These included the reduction in the use of energy and materials, the negotiation of some environmentally friendly purchasing contracts, and the principles of "rethink, reduce, reuse, recycle" with an emphasis on reduce and reuse options.

McGill University consumes over 75M sheets of paper annually at an expense of over $540K. Considering the vast amounts of paper used at McGill University and the associated environmental impacts (deforestation, fossil fuel emissions, water pollution and land filling), a more conscientious use of our paper would have a significant impact and would bring McGill closer to its stated objectives of environmental education, leadership, and responsibility.

Many practices in our paper usage, like the requirement that student assignments be single sided copy, have been observed for a long time. While academic norms and traditions are valuable, the environmental concerns associated with the production of paper, and the affordability and readiness of the technology allowing double-sided capability are enough reasons to introduce a change.

We do not foresee any issue with supplying the McGill community with either Eco-logo or 100% post-consumer[1] (PC) paper since these items have been integrated in the tender requirements of the RGAUQ (Regroupement des Gestionnaires d'Approvisionnement des Universités du Québec) of which McGill is an active member.

Non-Financial Impacts
This Paper Use Policy entails little investment and would result in at least the following impacts:
- Further McGill University's reputation as leader with respect to environmental issues;
- Encourage similar efforts in other universities;
- Abide by the principles of the Recto-Verso Paper campaign as well as those of the McGill Environmental Policy.

Financial Impacts
Currently the Eco-logo paper cost 5.5% more than the non-recycled paper. This higher cost could easily be offset by the adoption of this Paper Use Policy and more specifically by the increased usage of the double-sided feature of our new digital copier fleet. To achieve the break even point considering the price difference of 5.5%, the adoption of this policy would have to result minimally in a reduction of 5.5% of our paper consumption. Obviously further reductions in our overall paper consumption will add to our savings.

---

[1] Post-consumer paper is produced from paper that has already been consumed by an end-user.
Recycled paper is not necessarily made from previously-used papers; it may be made from recovered pre-consumed paper.

Paper Use Policy: General Statement

All academic and administrative units of the University shall abide by the commitments made under the McGill Environmental Policy in order to implement the principle of "rethink - reduce – reuse - recycle" in its paper usage by:

- Purchasing paper with greater recycled and post-consumer content, when economically feasible;
- Printing and copying double-sided, when appropriate;
- Allowing and encouraging students to submit double-sided assignments.

To this end, academic and administrative units shall make every reasonable effort to:

- Purchase the Eco-logo or 100% PC paper when recommended by the University;
- Print and copy double-sided (documents, memorandums, exams, handouts, etc.);
- Post syllabi, notes and notices in a way that reduce the over-consumption of paper when using WebCT (e.g. post PowerPoint slides six to a page);
- Set the default on printers and copiers as double-sided;
- Use exam booklet made of Eco-logo or 100% PC paper and lined on both sides;
- Make use of Eco-logo or 100% PC paper in all University's publications and mention it in the publication;
- Encourage students to submit assignments double-sided;
- Encourage web-based assignments.