APPLICATIONS
This policy applies to all faculty and staff members of the University, including academic, administrative and support staff.

POLICY
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 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.

Approved by the Board of Governors, June 20, 2005