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**COPY & MULTIPURPOSE PAPER:
MODEL EPP SPECIFICATIONS AND PURCHASING GUIDELINES
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I. INTRODUCTION

This document provides purchasers with model specifications and purchasing guidelines for the environmentally preferable purchasing (EPP) of copy and multipurpose (20 lb.) paper (8.5" x 11" printing, writing, copy paper). The information in this document is intended to be used in part or in its entirety by purchasers in vendor bid requests and/or purchasing contracts.

NERC relied on the assistance of a team of experts consisting of professional purchasing agents, recycling specialists, and EPP experts to develop this document, rather than using a scientific approach. The Paper Specifications Expert Team included: Becky Wheeler, Eugene Oregon Purchasing Office; Karl Bruskotter, City of Santa Monica; Bob Lazarra, New York State Department of Environmental Conservation; and Susan Kinsella, Responsible Purchasing Network and Conservatree.

The following specifications and purchasing guidelines focus only on copy and multipurpose paper, since these papers are commonly ranked as the highest expenditure and quantities purchased by government agencies. Model EPP specifications and purchasing guidelines for monochrome toner cartridges and office supplies are available at:

- [Model EPP Specifications and Purchasing Guidelines - Monochrome Toner Cartridges](#)
- [Model EPP Specifications and Purchasing Guidelines - Office Supplies](#)

Note: The term vendor will be used throughout the document to refer to bidders and contractors.

II. COPY & MULTIPURPOSE (20 LB.) PAPER EPP SPECIFICATIONS

A. Paper Priority List - The following list is intended to enable purchasers to obtain copy and multipurpose paper products that have the greatest level of environmentally preferable characteristics available in the marketplace. Vendors may be awarded greater points or achieve greater recognition in the selection process by offering products higher on the priority list detailed below.

Priorities in order of preference are:

- **Priority 1.** 100% Recycled Content (RC), and requirements for a minimum of 50% Post-consumer Recycled Content (PCRC) fiber, [Processed Chlorine Free](#) (PCF), and [Forest Stewardship Council](#) (FSC) certified
- **Priority 2.** 50% PCRC, and preferences for FSC certified and PCF
- **Priority 3.** 30% PCRC, and preferences for FSC certified and PCF

- B. Requirement - Brightness level between 84 - 92
- C. Requirement - Acid-free
- D. Preference - paper wrappers and cartons to contain a minimum of 50% PCRC

III. PURCHASING GUIDELINES

A. RECOMMENDED VENDOR REQUIREMENTS – Vendors shall:

- 1. Clearly Identify, Define, and Make EPP Products Easily Found in Vendor’s Hard Copy & Online Catalogs**
 - a. Identify EPP items in their product catalogs along with prominent information about how the vendor defines EPP (e.g., if the vendor uses a symbol/icon to identify a “greener” product, provide information about what the symbol/icon represents).
 - b. Ensure that any EPP symbols/icons are displayed along with EPP attribute details per product (e.g., a product with a recycled content symbol would also have in its product description details about the % total RC and % PCRC).
 - c. Make EPP items easily found within online product catalogs through effective search tools, search filters, and related navigational tools.

- 2. Provide Sample Reams of Paper**
 - a. Provide sample reams of each proposed paper product for testing in purchasing entity’s machines.

- 3. Provide Annual Purchasing Reports with EPP Data**
 - a. Provide annual purchasing reports to the purchasing entity on all copy and multipurpose paper purchases, with breakdowns on total EPP purchases.
 - b. Provide details on how they define EPP and developed the EPP portion of the report.
 - c. Include the following information in the report: list of items purchased (SKU number and product description), EPP attributes, the total quantity purchased per item, and the total expenditure per item.
 - d. Provide a breakdown of the EPP data by department, delivery location, or other demographics that are most applicable to the purchasing entity.

- 4. Minimize Use of Shipping Packaging**
 - a. Minimize shipping packaging used (“right-size” order packaging).
 - b. Use reusable shipping materials.
 - c. Negotiate additional ways to minimize packaging materials and generate less waste with the purchasing entity.

- 5. Use Readily Recyclable Packaging Material**
 - a. Use shipping and packaging materials that contain 100% recycled content and facilitate reductions in carbon emissions during transport (e.g. lightweight materials).

- b. Use shipping/packaging materials that can easily be recycled in the purchasing entity's local recycling program. (Contact the State's Environmental Agency to find out the products that are readily recyclable in residential programs.)
- c. Work with product manufacturers to improve the recyclability of product packaging.

6. Use EPA Smartway Participants

- a. Only use delivery service companies that are participants in [EPA's Smartway Program](#).

7. Require No Idling of Delivery Trucks

- a. Require delivery drivers to turn off their engines upon stopping at the delivery destination, or not allow an engine to idle at any location for more than 20 seconds, except in the following situations:
 - The health and safety of employees, sub-contractors or public would be compromised by turning off the vehicle.
 - The engine is required to power auxiliary equipment (e.g., hoist, lift platforms, hydraulic tools, inverters, compactors, medical equipment, specialized public safety radio communication or computer systems, etc.). Or,
 - Vehicle/equipment manufacturer requires additional idle time for warm up or cool down for efficient and proper mechanical or functional operation of the unit.

B. RECOMMENDED VENDOR PREFERENCES – Preference will be given to vendors that:

1. Provide certification of the paper being manufactured using Green-e certified power or offsets.

2. Provide certification of the paper manufacturing supply chain (production facilities) having an [Environmental Management System](#) or is [ISO 14001](#) certified.

3. Consolidate Deliveries

- a. Set up a plan with the purchasing entity whereby all purchases from the copy and multipurpose paper vendors are delivered on a certain day of the week, or will identify another consolidation method.
- b. Are able to document or illustrate how their delivery consolidation methods reduce the purchasing entity and the vendor's carbon footprint (e.g., reduction in fossil fuel use, carbon emissions, packaging materials, and on-site vehicle traffic).

4. Participate in Green Vendor Fairs

- a. Provide or participate in a green vendor fair so staff can see the different EPP products the vendor sells, can speak directly to the vendor, and have their questions answered.

5. Provide Additional Online Catalog Features

- a. Have additional online catalog features that support the purchasing entity's EPP program, such as:
 - Display EPP items first in online catalog search results.
 - Auto-substitute pre-identified conventional products with EPP products when end-user places conventional item in online cart.
 - Block/restrict pre-identified (traditional) items from being purchased online so staff is compelled to purchase the EPP products.