
Interoffice Memorandum

To: Temple University Community
From: Sandra McDade, Office of Sustainability
Theresa Burt, Purchasing Department
Date: September 4, 2009
Subject: Recycled Content in Copy Paper

Temple University has made a commitment to create and maintain a [sustainable campus](#). One of the elements of a sustainable campus is to recycle. Temple has an active recycling program, but an important step in completing the recycling loop is to purchase recycled-content products. Using recycled-content products conserves natural resources, reduces waste and extends the life of our landfills.

Copy paper is one of the products that is easily purchased with recycled content. Several of the largest users of paper at Temple University, Computer Services and the Duplicating Center, have switched to purchasing copy paper containing 30% recycled post consumer waste and are satisfied with the performance of this product.

As a tangible manifestation of Temple's commitment to sustainability, effective September 11, 2009, all copy paper purchased must contain at least 30% recycled post consumer waste.

There is a small price differential for paper that contains 30% recycled post consumer waste versus paper that contains 100% virgin materials. This price differential can be absorbed by using less copy paper by following conservation practices.

Some of the practices include:

- using technology to reduce the amount of paper (scanning documents, posting documents to Blackboard, not printing fax confirmations, etc.)
- printing double sided
- extending margins
- using scrap paper for drafts

Effective September 11, 2009 our TUmarketplace contract vendor, Alpha Office Supply (in partnership with Staples Business Advantage),

will support our sustainable campus commitment by providing only recycled copy paper. The virgin paper will no longer be available under this contract.

If you have any questions, please contact the Office of Sustainability at sustainability@temple.edu or 215-204-2517 or the Purchasing Department at 215-204- 0301.

Thank you.