

# Environmentally Preferable Papers



King County

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Finance and Business Operations Division  
Procurement and Contract Services Section  
**Environmental Purchasing Program**  
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## INTRODUCTION

Paper products can be made with various feedstocks, such as virgin cellulose, recycled paper, hemp, cotton, and other plant materials, to name just a few. Recycled paper can be manufactured to the same quality standards as paper from virgin pulp.

According to Conservatree, a non-profit organization dedicated to environmental paper education, recycled paper production saves trees, energy and water, produces less pollution, uses more benign chemicals, and requires less bleaching than virgin paper production. Alternatives to chlorine bleaching are now being certified by organizations like the Chlorine Free Products Association, which certifies papers that are free of chlorine (“Totally Chlorine Free”) or free of secondary chlorine compounds (“process chlorine-free”).

The United States Environmental Protection Agency (EPA) first developed recycled paper guidelines in 1988. In 1995, EPA published Comprehensive Procurement Guidelines that recommended recovered material levels for products, including a 30 percent post-consumer minimum content for copy paper.

Increasing awareness of other opportunities to improve the environmental impacts of the manufacture, distribution, and use of paper are bringing more options to the marketplace. In addition to addressing the use of chlorine, today’s buyer may be able to choose papers that minimize other environmental impacts. Certifications for “sustainable” forestry practices are now being offered by the Forest Stewardship Council (FSC), which certifies that paper has been sustainably harvested and processed. And Green-E offers certification and verification of renewable energy and greenhouse gas mitigation products.

## STANDARDS

### Chlorine Free Products Association

The [Chlorine Free Products Association](#) (CFPA) is a non-profit accreditation and standard setting organization.

- CFPA #102 - Printing and Writing Paper

## **Green Seal**

[Green Seal](#), a national non-profit consensus based standard setting organization, has two standards for paper products:

- [GS-01 Sanitary Paper Products](#)
- [GS-7 Printing and Writing Paper](#)
- [GS-9 Paper Towels and Paper Napkins](#)

## **EcoLogo**

[EcoLogo](#) is a North American standard and certification program (originated in Canada). They have set criteria and certified various paper products. Products and services bearing the logo meet have been verified by a third party auditor.

- [CCD-077 Printing and Writing Paper](#)
- [CCD-082: Toilet Tissue](#)
- [CCD-083: Facial Tissue](#)
- [CCD-086: Hand Towels](#)

## **Forest Stewardship Council (FSC)**

[FSC](#) is a non-profit organization that sets standards for wood products that are produced from a responsibly managed forest. Products carrying the FSC label are certified by a third party.

- [FSC Standard for Chain of Custody Certification](#)
  - [FSC-STD-40-004 \(Version 2-0\) EN](#)

## **Green-e**

[Green-e Energy](#) is a certification and verification program for renewable energy.

- [Green-e Energy Standard](#)

## **USAGE HISTORY AND EXPERIENCE**

King County has purchased recycled paper since the adoption of its original Recycled Product Procurement Policy in 1989. The policy required county agencies to use recycled paper whenever practicable.

King County purchases most printing and office supply paper through centrally administered term-supply contracts, which enable agencies to purchase hundreds of paper products at low and consistent prices. In 2010, agencies purchased recycled paper goods valued at 2.9 million dollars. These purchases fall into three general categories:

### **Copy and Bond Paper**

King County has purchased recycled content copy paper with 30% post-consumer content meeting EPA's Comprehensive Procurement Guidelines minimum content standard since 1991. In 2010, a 40% recycled content product was substituted by the vendor for the same price, and approximately half of all copy paper purchased had this content. Over the past few years, the use of 100% recycled content copy paper has grown to approximately 15% of white copy paper purchases, or 2,763 cases. Agencies purchased a total of 18,905 cases of recycled content copy paper at a cost of approximately \$775,000.

In 2011, King County adopted ordinance 17069 requiring King County agencies to purchase 100% recycled content copy paper and reduce paper consumption by 20%. The Environmental Defense Fund [Paper Calculator](#) estimates that buying 100% recycled content copy paper exclusively, instead of 30% content, reduces the environmental impact of county purchases by saving the equivalent of 8,213 trees, 3.76 million gallons of water and approximately 780,881 pounds of CO<sub>2</sub>.

## Printing Paper

The county produces many publications, statements and forms in everyday operations. Agencies use recycled content paper in various business functions, including business cards, tax and court forms, posters, reports and bus timetables. The recycled content of this paper varies from 20% to 100% depending on the type of paper needed from newsprint to card stock. Most of this work is performed in the County Printshop, and when necessary, agencies contract with outside vendors to produce this work. In 2010, an estimated \$1.1 million was spent on paper costs associated with these contracts.

## Paper Products

In addition to recycled copy and printing papers, the county also maintains several contracts that allow agencies to purchase various recycled paper products. These include office supplies, such as envelopes, boxes, folders and notepads, and janitorial products, such as paper towels and tissues. The recycled content of this paper varies from 10% to 100% depending on the manufacturer and product type. Several unbleached and non-chlorine bleached products are available on contract. In 2010, agencies spent approximately \$590,000 on 15,341 cases of janitorial products and \$437,000 on miscellaneous recycled content office supplies.

## BID AND CONTRACT SPECIFICATIONS

This section contains U.S. EPA definitions and contract provisions from King County's contract for recycled copy paper

"Recovered material" means waste material and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Post-consumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is a part of the broader category of "recovered material".

"Environmentally preferable products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

"Federal guidance" means guidelines provided by the United States Environmental Protection Agency, the Office of the Federal Environmental Executive, Federal executive orders or other guidelines offered by federal agencies.

"Recycled paper" means paper meeting recycled content standards in federal guidance.

## King County Supply Contracts

King County agencies purchase recycled paper through term-contracts with local vendors. This section contains excerpts from the provisions of the 2011 Invitation-To-Bid that resulted in these contracts. King County requires a minimum of 30% post-consumer recycled content in copy paper (per federal guidance), and has 100% recycled content copy paper on contract. Sample Request

Bidder shall provide King County samples of cut stock paper for testing at no charge. Samples shall be furnished upon request.

### 5.1 Paper Specifications

#### A. Case Size

5000 sheets per case for letter 8-1/2" X 11" and legal 8-1/2" X 14".

2500 sheets per case 11 X 17".

- B. All recycled copy paper-cut stock shall function properly in all copiers, fax machines, laser printers and inkjet printers without jamming.
- C. Paper offered shall be labeled as Processed Chlorine Free (PCF). PCF is defined as paper in which the recycled content is unbleached or bleached without chlorine or chlorine derivatives. (Label is issued by the Chlorine Free Products Association - <http://www.chlorinefreeproducts.org/marks.htm>)
- D. King County desires to purchase paper with recycled content that is certified or recycled as defined by the Forest Stewardship Council (FSC).

Is the paper offered FSC Certified? \_\_\_\_\_

Is the paper offered FSC Recycled? \_\_\_\_\_

FSC Certified - FSC-certified stock with a minimum 30% recycled content. (Label is issued by Forest Stewardship Council (FSC), [www.fsc.org](http://www.fsc.org))

FSC Recycled - 100% of the fiber came from post-consumer waste. (Label is issued by Forest Stewardship Council (FSC), [www.fsc.org](http://www.fsc.org))

**5.2 Minimum Requirements**

**A. Schedule A 30% (or higher) Post Consumer Recycled Content Copy Paper (white and color)**

- 1. A minimum of 30% post-consumer recycled content (or higher) is required for all copy paper.
- 2. Colored stock includes: Blue, Buff, Canary, Cherry, Goldenrod, Gray, Green, Ivory, Lilac, Pink, Tan, Peach, Cream, and Salmon or like colors.
- 3. Minimum specification:

Substance Weight:.....	20#
Brightness: .....	92 or greater
Opacity: .....	88 or greater
Moisture Content: .....	5%
Smoothness, Sheffield Units:.....	140
Post-consumer Recycled Fiber: .....	30% or greater

**B. Schedule B 100% Post Consumer Recycled Content Copy Paper**

- 1. Minimum specification:

Substance Weight:.....	20#
Brightness: .....	90 or greater
Opacity: .....	87 or greater
Post-consumer Recycled Fiber: .....	100%

**5.3 Discount**

Purchase of products offered through the contractors catalog will be provided with a minimum discount pricing structure. Provide here the minimum discount for other recycled copy paper products purchased through this contract.

The contractor may provide a larger discount than listed below, but at no time will invoice or charge at a rate that is less than the minimum discount provided here.

Minimum % discount offered: \_\_\_\_\_%

#### **5.4 Catalog / Website**

Provide a catalog or link to your website with current retail pricing. This information will be used for calculating the minimum discount bid.

Catalog submitted: \_\_\_\_\_

Link to Website: \_\_\_\_\_

## 6.6 Pricing

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail. Contract may be awarded to multiple vendors on a schedule basis. To be responsible bidder you must bid all items in a schedule.

### SCHEDULE A – 30% or higher Recycled Content Copy Paper, White and Color

Item	Product Offered Detail	Est. Qty	Purchased in lots of	Delivered Price Per Case
White Copy Paper, 8 ½" x 11"				
Brand of paper offered		2,600	5 cases	
Brightness		10,000	10 cases	
Opacity		5,000	40 cases	
% Post Consumer Recycled Fiber		1,100	80 cases	
		900	120 cases	
White Copy Paper, 8 ½" x 14"				
Brand of paper offered		475	5 cases	
Brightness		125	10 cases	
Opacity				
% Post Consumer Recycled Fiber				
White Copy Paper, 11" x 17"				
Brand of paper offered		330	5 cases	
Brightness		50	10 cases	
Opacity				
% Post Consumer Recycled Fiber				
White Copy Paper, 8 ½" x 11" 3 Hole Punched				
Brand of paper offered		550	5 cases	
Brightness		305	10 cases	
Opacity		150	40 cases	
% Post Consumer Recycled Fiber				
Color Copy Paper				
Color Copy Paper, 8 ½" x 11"				
Brand of paper offered		475	5 cases	
Brightness		125	10 cases	

Item	Product Offered Detail	Est. Qty	Purchased in lots of	Delivered Price Per Case
Opacity				
% Post Consumer Recycled Fiber				
Colors Offered				
Color Copy Paper, 8 ½" x 14"				
Brand of paper offered		150	5 cases	
Brightness		50	10 cases	
Opacity				
% Post Consumer Recycled Fiber				
Colors Offered				

**SCHEDULE B – 100% Recycled Content Copy Paper, White**

Item	Product Offered Detail	Est. Qty	Purchased in lots of	Delivered Price Per Case
100% Recycled Content Copy Paper, White, 8 ½" x 11"				
Brand of paper offered:		950	5 cases	
Brightness		1000	10 cases	
Opacity		650	40 cases	
% Post Consumer Recycled Fiber				
100% Recycled Content Copy Paper, White, 8 ½" x 14"				
Brand of paper offered:		100	5 cases	
Brightness		25	10 cases	
Opacity				
% Post Consumer Recycled Fiber				
100% Recycled Content Copy Paper, White, 11" x 17"				
Brand of paper offered:		55	5 cases	
Brightness		25	10 cases	
Opacity				
% Post Consumer Recycled Fiber				

## **FOR MORE INFORMATION**

[Conservatree](#) – History of paper and list of environmentally preferable papers

[Paper Calculator](#) - Environmental Defense

[EPA's Comprehensive Procurement Guidelines](#) - Recommended recovered material levels for printing and writing paper

[City of Seattle Paper Cuts Campaign](#)

[Responsible Purchasing Network – Copy Paper Guide](#)

## **VENDOR INFORMATION**

King County's current paper supplier is:

[WCP Solutions](#)

Kent, Washington

1-800-451-2737

Contract #: [519460](#)

Products: Georgia Pacific 30% and 100%, and Domtar (colored)