Sustainable Paper Policy

Policy/Procedure

Dickinson purchases a significant quantity of copy paper each year. As part of the college's efforts to be operationally sustainable, it is important that our paper purchases be as environmentally friendly as possible, with the goal of conserving resources, reducing landfilled waste, supporting recycling and re-use, and supporting local manufacturing and distribution of products. Current paper practices and policies are presented in this document. The Associate Director of The Print Center will periodically review our sustainable paper practices and policies.

Conservation:
Dickinson's first goal is to reduce the amount of paper being consumed by the campus community. This goal has been a priority for the campus for many years. In fact, it was an initiative of Dickinson's former Commission on the Environment (COTE) in the early 1990's. The college has the following initiatives/policies in place to reduce paper consumption on campus:

- **Printing Allowances and Limits:** In 2009, the college implemented an allowance for free printing for students on campus. Students may print up to 600 prints per semester (each side of paper counts as a print) free of charge. A per-print fee is charged for printing beyond the allowance. The policy is estimated to reduce printing by students by over 1,000,000 prints per year.

- **Print Verification Technology:** When you send a document to a campus printer, you must log-in to the printer with your I.D. card in order to finish the printing process and receive the document. Documents that have been sent to the copiers but not printed within 24 hours will be terminated from the print queue. This feature significantly reduces paper consumption.

- Administrative Accountability by **Departmental Tracking and Budgeting for consumption.** Prior to printing on departmental printers, users must log-in with their college I.D. cards. Departments pay for each impression (printed side of a piece of paper), which promotes accountability and discourages waste.

- **Duplex Copiers:** All campus supported copiers will perform duplex printing, and duplexing is promoted as the best default print setting.

- **Scanning Copiers:** All campus supported copiers will scan documents to emails for digital filing to reduce paper consumption.

- **Reporting:** Dickinson's copier fleet is managed by *PaperCut*, a program that provides very granular data regarding printing. This data can be used to help reduce paper consumption through awareness and targeted education based on usage trends. Each month, *User Services* provides a report to the faculty regarding paper consumption and printing trends. The report promotes conservation of paper by providing different metrics for understanding consumption information. For example, the report provides information on carbon emissions and 'trees consumed' as a result of campus printing.

- **Digital Document Filing**: IS has developed and installed digital file programs in departments that file large quantities of documents to reduce paper consumption and physical space needs for storage.

- **Re-using paper to create notepads:** The Print Center creates notepads, post cards and greeting cards from paper scraps to make the most of every piece of paper.

- **Re-use and/or recycling of packaging from Print Center**: The Print Center promotes re-use and recycling of packaging, including paper cartons, print cartridges, and large format paper spools, which are re-used for poster delivery containers.

Sustainable Purchasing Policy:

The Dickinson Print Center is committed to sustainable purchasing policies related to paper. Every attempt is made to purchase paper with a recycle content of at least 30%. Paper policies related to sustainability is as follows:

White Copy Paper: Purchase paper that is Rainforest Alliance Certified or World Wildlife Foundation Panda Certified, and with a minimum of 30% recycled content.

Color Copy Paper: Purchase paper with 30-100% recycled content.

Outsourcing: When outsourcing projects, Design Services requires that contractors use sustainable printing practices.

Local Suppliers: Whenever possible, Dickinson prefers the local manufacturing and distribution of supplies and materials. The college purchases paper from within a 50-mile radius of the college.

Related Information

History/Revision Information

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Also Found In: