



OREGON
STATE
UNIVERSITY

Administrative Services Building
A600
Corvallis, Oregon
97331-2128

503-737-4133

Fax Number
503-737-3033

February 8, 1994

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: John V. Byrne
President

SUBJ: Policy on Recycled Paper

Oregon State University has become a national leader in recycling and the use of recycled materials.

As we have increased our efforts to conserve and use resources even more effectively, there has been strong support on our campus to establish a new institutional policy on the procurement and use of recycled paper products.

Upon the recommendation of the University Process Review and the Leadership Implementation Team, the enclosed policy has been developed and approved. It becomes effective for all Oregon State University activities as of this date.

The new policy seeks to set a reasonable standard for the purchase and use of recycled paper. It assures that recycled paper will not be excluded from any bid considerations, and it specifies our intent to use high-quality recycled papers for formal OSU business stationery when existing pre-printed stocks are depleted. The policy further permits discretionary use of heavily-dyed paper products, but will add \$2 per ream to the purchase price of such materials to recover the additional cost of recycling them.

I urge you to share copies of this policy with faculty and staff, and to take pride in knowing that, once again, Oregon State has become the first institution of higher education in our state to reaffirm its commitment as a responsible conservator and steward of the public good.

Enc.

Enacted January 24, 1994

Recycled Paper Procurement Policy
Oregon State University

It is the policy of Oregon State University to purchase and use recycled paper products, whenever practical, in its ongoing operations and systems. This policy requires the purchase and use of paper products made from recycled materials when such products are deemed of a quality to satisfy applicable specifications, are available in the desired quantity within a reasonable period of time, and when those products are priced competitively in accordance with preferential purchase guidelines as set forth in Oregon law and under the administrative rules of the Oregon State System of Higher Education. Any OSU request for bids or quotes for purchase of paper products, including authorized printing done by external vendors, shall include a solicitation of bids or quotes for recycled paper. No specification shall require the use of paper products made exclusively of virgin materials, nor specifically exclude the use of recycled paper products. The department of Printing and Mailing Services shall have the authority to specify the minimum recycled content standard in bid solicitations to accomplish the purpose of this policy.

For purposes of this policy, the official stationery of Oregon State University will become available with the OSU monogram watermark on recycled paper (55% recovered) in the Gilbert neu-tech stock, when existing stocks are depleted. In addition, the use of "astrobright" and similar papers, which are heavily dyed and require special handling for recycling, shall be discouraged. To discourage use of those products that are difficult to recycle, such papers requested for any use from the Department of Printing and Mailing Services shall be priced to include a \$2 per ream recycling charge. This fee will help pay for the OSU recycling program.