



ADDITIONAL INFORMATION FOR PAPER SPECIFICATION

The District of Columbia is committed to procuring quality goods and services in a timely manner and at a reasonable cost that support the District in meeting its sustainability goals. Compliance with specification guidance is sufficient to meet PPRA Section 1101(a) environmentally preferable procurement requirements. Additional contextual information is provided here to assist in the implementation of the specification. To access solicitation documents with full contract language, [click here](#).



BENEFITS

16 MILLION

BTUs of energy saved each year if 100 office workers in the District use 30% PCRC paper instead of non-recycled paper

Which is the equivalent of **1.6 tons** of greenhouse gas emissions

Additionally, this would save **17,000** gallons of water and **36** trees annually

SOURCES

c.environmentalpaper.org/group.html

cleanair.org

Scope

The environmental specification addresses the following types of paper:

1. Copy, printer, and multi-purpose (all sizes, 20-24 lbs., 92-100 brightness)
2. Roll stock
3. Continuous
4. Construction paper
5. Newsprint
6. Offset
7. Easel pads
8. Envelopes
9. Facial tissue
10. File folders and pocket folders
11. Napkins
12. Notebooks and notepads
13. Padded mailers
14. Post-it notes
15. Report covers
16. Paper towels
17. Toilet paper



COPY AND PASTE THE FOLLOWING SPECIFICATION LANGUAGE INTO THE REQUIREMENTS SECTION OF YOUR STATEMENT OF WORK

EPPS Requirements

Paper and paper-based products purchased by the District of Columbia shall meet the environmental criteria defined below.

PRODUCT	CRITERIA
Copy, printer, and multi-purpose paper (all sizes, 20-24 lbs., 92-100 brightness)	At least 30% post-consumer recycled content (PCRC); Forest Stewardship Council (FSC) certified
Roll stock	
Continuous	
Construction paper	
Newsprint	
Offset	
Easel pads	30% PCRC
Envelopes: wove	30% PCRC
Envelopes (catalog): kraft, white, and colored (including manila); paper	20% PCRC
Envelopes: kraft, unbleached paper	10% PCRC
Facial tissue	10% PCRC; 100% RC
File folders and pocket folders: paper	10% PCRC
Napkins	30% PCRC, 100% RC
Notebooks and notepads	30% PCRC
Padded mailers: paper	5% PCRC
Post-it notes	30% PCRC
Report covers (pressboard)	20% PCRC
Paper towels	40% PCRC
Toilet paper	20% PCRC



Supplementary Recommendations

To further improve the environmental performance of printing services purchased by the District of Columbia beyond the minimum requirements of the environmental specification guidance, purchasers should consider adopting the supplementary recommendations defined below.

Ink

Soy-based ink shall contain at least the following percentages of soy oil as specified by the American Soybean Association:

1. 30% for colored news inks
2. 40% for black news inks
3. 20% for business forms inks
4. 20% for sheet-fed inks
5. 7% for heat-set inks

Equipment

Contractors' printing facilities shall use ENERGY STAR certified printing equipment for all types of equipment where ENERGY STAR certified products are available. Additionally, contractors shall use ENERGY STAR settings as the default for all ENERGY STAR equipment. Contractors should note that any printing equipment they have that is EPEAT certified is, by default, compliant with ENERGY STAR.



Additional Information



Postconsumer recycled content (PCRC) reflects the proportion of a product recycled from consumer materials that otherwise would have been disposed of. For paper, PCRC is measured based on weight, often referred to as postconsumer waste (PCW). Along with many jurisdictions throughout the country, the [U.S. EPA's Comprehensive Procurement Guidelines](#) recommend purchasing uncoated office paper with at least 30% PCRC. Office paper containing 30% PCRC has been proven to perform well and is widely available in the marketplace at costs comparable to non-recycled paper. When buying recycled content paper, purchasers should ensure that the paper is rated for its intended use. Paper rated as multi-purpose meets the needs for copiers, laser printers, and ink jet printers. For the other types of paper covered by the specification, the levels of PCRC required, which aligns with the recommendations of the Comprehensive Procurement Guidelines, are also widely available in the market with comparable cost and performance. Other forms of recycled content not included in the specification include pre-consumer recycled content and total recycled content. Pre-consumer recycled content refers to the percent of a product made from manufacturing waste, while total recycled content refers to the sum of the postconsumer and pre-consumer recycled content. Note that the recycled content logo is not required.



FSC certification signifies that the [Forest Stewardship Council](#), an independent, third-party standard setting organization, has certified that a wood or paper product meets or exceeds FSC's criteria for sustainable forestry and supply chain management. FSC certification requires that forest managers meet FSC's principles and criteria, including promoting biodiversity, protecting indigenous peoples' rights, and eliminating toxic chemical use. In addition, certification requires that each company in the supply chain retain and document FSC-certified content during the processing, manufacturing, and distribution process. FSC certification is highly regarded. FSC-certified paper is widely available in the marketplace at costs similar to paper without the certification. FSC labels vary depending on the content they contain (ex. FSC Recycled, 100% Mixed Source, Controlled Wood). Paper products containing any of the available FSC labels meet the FSC requirement of the specification.



Environmental Hotspots The most important environmental benefits associated with this specification

ENERGY CONSUMPTION	Transport, processing, and manufacture of 30% PCRC paper uses approximately 10% less total energy than virgin paper production. This results in an approximate 10% decrease in greenhouse gas emissions.
WATER CONSUMPTION	Recycled paper production requires approximately 15% less water throughout its life cycle than virgin paper production.
MATERIALS USE/ SUSTAINABLE SOURCING	The FSC certification signifies that the product originates from sustainably-managed forests and retains its certified content throughout the supply chain. Sustainable forestry ensures that forests are managed in a responsible way and avoid destructive practices like clear cutting.
RECYCLED CONTENT	This specification requires the use of PCRC, which reduces the demand for virgin wood.
END-OF-LIFE DISPOSAL	Recycling paper means that less of it is disposed of in landfills and incinerators.

Significance to the District

PPRA [PPRA § 104](#) specifies that products meet Default Environmental Standards. U.S. EPA's Comprehensive Procurement Guidelines which recommend post-consumer recycled content (PCRC) levels for paper, is a Default Environmental Standard (DES).

LEED FOR EXISTING BUILDINGS: O&M This specification meets the requirements of LEED v4 EBOM. [The LEED's Materials and Resources: "Purchasing – ongoing" credit](#) requires at least 60% of total purchases of ongoing consumables (by cost) meet at least one specified criterion. The criteria include, but are not limited to, a minimum of the PCRC listed in the U.S. EPA's Comprehensive Procurement Guidelines (30% for paper) and FSC-certified paper. Each purchase receives credit for each criterion met; a purchase of 30% PCRC, FSC-certified paper would receive double credit towards the 60% of total purchases. To gain one point for this credit, electric-powered equipment must meet a separate list of criteria.

For more information about sustainable specification guidance or the District's Sustainable Purchasing Program, please visit: <https://ocp.dc.gov/page/sustainable-purchasing-program> or call the OCP Procurement Center of Excellence at: [202.724.4477](tel:202.724.4477) or email sppdc@dc.gov.