

Applies to: All employees

Responsible Office

Office of Business and Finance

POLICY

Issued: 07/01/2008
Revised: 01/07/2021 (minor revision)
Edited: 10/31/2023

Units must purchase and use recycled **copy paper** with at least **30% post-consumer recycled content** from the university Stores department (Stores).

Purpose of the Policy

To support university sustainability initiatives by promoting the purchase of eco-friendly paper.

Definitions

Term	Definition
30% post-consumer recycled content	Elemental chlorine free (ECF) paper with at least 30% recycled content and with Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI) chain of custody certification.
Copy paper	Letter size (8 ½" x 11"); legal size (8 ½" x 14"); and tabloid size (11" x 17") white paper used in copiers, fax machines, and printers.
Employee	Faculty, staff, graduate associates, and student employees.
Buckeye Buy	University ordering system used to purchase goods and services.
Exception	Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).
Unit	College or administrative unit.
Waiver	Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.

Policy Details

- I. Purchase of recycled copy paper through Stores is required to streamline the procurement process, lower costs by aggregating enterprise-wide purchases, and ensure environmental standards are met.
- II. Departments not located on the Columbus or regional campuses may purchase recycled copy paper from external suppliers.

PROCEDURE

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- I. Requisitions entered into **Buckeye Buy** for recycled paper products workflow for unit approval.
- II. Units are strongly encouraged to make every effort to eliminate excessive or unnecessary use of copy paper. Effective strategies include, and are not limited to:
 - A. Employ effective communications to heighten awareness of eco-friendly practices;
 - B. Encourage double sided copying and printing;
 - C. Streamline and reduce paper laden processes;

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- D. Target mailings to reduce volume;
 - E. Use electronic mail, document imaging, and other paperless communications; and
 - F. Use half sheets of paper for all brief, printed on-campus communications.
- III. **Waivers** to this policy must be approved in advance and documented by the Office of Business and Finance, using the [Business and Finance University Policy Waiver Request](#).
- IV. Policy Violations
- A. All policy violations must be tracked as an **exception** in accordance with the [Fiscal Stewardship policy](#).
 - B. The university may require successful completion of training.
 - C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.
 - D. The university may seek restitution, as appropriate.
 - E. Criminal charges may be filed, as appropriate.

Responsibilities

Position or Office	Responsibilities
Stores	Stock recycled copy paper with 30% post-consumer recycled content.
Units	<ol style="list-style-type: none">1. Purchase and use recycled copy paper with at least 30% post-consumer recycled content.2. Make every effort to eliminate excessive or unnecessary use of paper.3. Approve requisitions for recycled paper entered into Buckeye Buy.

Resources

Governance Documents

Financial Code of Ethics, busfin.osu.edu/sites/default/files/financial-code-of-ethics.pdf

Fiscal Stewardship policy, go.osu.edu/fiscal-stewardship-policy

Forms and Other Resources

Business and Finance University Policy Waiver Request, go.osu.edu/busfinpolicywaiverrequest

Buckeye Buy, busfin.osu.edu/buckeyebuy

Purchasing, busfin.osu.edu/purchasing

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Stores, Office of Business and Finance	614-292-2694	stores@osu.edu busfin.osu.edu

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