

**Your Sustainable Campus Copy
and Print Center!**

University Printing Services Sustainable Practices



University Printing Services is committed to sustainable practices. It is our goal to be proactive in our search for new ways to reduce, reuse, recycle and lessen our impact on the environment.

Paper & Envelope House Stock

University Printing Services is committed to using recycled paper stock whenever possible for copying and printing. The recycled papers listed below will be used for all copy and print orders, unless the customer specifies otherwise:

- House paper for black & white copying
 - Exclusive use of recycled papers containing minimum 30% post-consumer waste
- House paper for color copying
 - 28# and 32# text–FSC certified (Forest Stewardship Council), acid free
 - 65# and 80# coated cover–10% post consumer waste, acid free
- House paper for offset printing
 - 80# coated text–10% post consumer waste, acid free
 - 65# coated cover–10% post consumer waste, acid free
- University letterhead watermark paper
 - 25% cotton fiber, 60% total recycled with 30% post-consumer waste
- House envelopes
 - #10 window, #10 regular, #9 regular–50% recycled–30% post consumer waste
- Carbonless paper–used to make multi-part forms
 - Availability of recycled carbonless paper is limited, however, whenever available we use NCR carbonless paper that is 50% recycled–30% post consumer waste

Paper Recycling Practices

University Printing Services is committed to recycling waste paper as follows:

- To set up a printing press and achieve color balance, it is necessary to run test sheets through the press. The test sheets are used multiple times and are eventually recycled.
- Unusable copies printed on one side, and customer supplied scrap printed on one side, are remade into notepads and are free to the campus community
- Cardboard and shredded paper are recycled
- All other types of waste paper are recycled

Other Recycling Practices

University Printing Services is committed to recycling supplies, containers, and parts as follows:

- Copy machine parts–Xerographic module, fuser module, toner waste container, and empty toner containers are recycled
- Aluminum plates used in offset printing are recycled
- Recycle all plastics (crv or not)
- Packing peanuts and other types of plastic and foam package fillers are collected and reused or recycled by AS Recycling
- EMHS recycle or disposal of all aerosol cans
- EMHS recycle or disposal of printing ink, batteries and developer

Re-Use Practices

University Printing Services is committed to reusing as follows:

- Paper boxes are reused to package customer orders, and we hope are reused again by the customer
- Fasteners, binders, rubber bands, binding combs, and more are reused
- Office supplies such as file folders, sheet protectors, tab dividers and binders are reused

Terms & Definitions

- *Post-consumer Waste (PCW)* ~ Indicates material that is collected from end-users and recycled. PCW is the preferred form of recycled material because it reduces pressure on our remaining forests, saves water and energy, and diverts solid waste from our landfills.
- *Acid Free Paper* ~ During the past decade, paper-making processes that employ alkaline chemistry have come into use. Paper so produced is acid-free and will last for centuries in ordinary use. The alkaline paper process has been increasingly adopted by paper manufacturers because of technological and economic incentives–it results in reduced water consumption, facilitates waste treatment and saves energy and materials costs. It is also cleaner and less corrosive to machinery than acid-based paper making.
- *NCR Paper* ~ Paper used to make multiple-part forms that do not use carbon paper. The ink is adhered to the reverse side of the previous sheet. Originally developed by NCR Corporation and known as “NCR brand, carbonless paper,” it has also been called “no carbon required” paper.
- *FSC Certified Paper* ~ The Forest Stewardship Council (FSC) was created in 1993 following the Rio Earth Summit to change the practice of responsible forestry worldwide. The FSC principles and criteria include conserving biological diversity, conserving old growth forests, protecting the well-being of indigenous groups, and slowing global climate change. The FSC has established a credible certification program that guarantees that the product comes from a well-managed forest.