

# Sustainable purchasing

## Paper 2024

### 1. Reduce, reuse and recycle

The most sustainable paper use option is to avoid using paper in the first place. The following consumption practices will reduce your overall paper use.

- think before you print
- double-sided printing and double-sided copying
- take paperless notes
- collect and reuse one side printed paper
- use online or cloud storage for your files
- use laptops and projectors for meetings rather than printing out pages of agendas and minutes
- recycle used paper.



### 2. Buy Sustainable

Wherever possible CHOOSE products that employ a combination of characteristics listed below.

#### ✓ Choose post-consumer recycled content

Choose paper with a high-recycled content, at a minimum choose 50% recycled from post-consumer waste paper.

Choosing recycled paper reduces the demand for virgin pulp and reduces resource consumption during the manufacturing process.



#### ✓ Choose sustainably sourced fibres

Virgin fibre content refers to the fibres used in the paper production process that have been sourced directly from harvested or felled forests.

Look out for certification through third party organisations such as the **Forest Stewardship Council (FSC)** which demonstrates the implementation of ethical and sustainable forest management practices.



## ✓ Choose PCF, TCF or ECF paper bleaching

The bleaching process is undertaken to whiten or brighten paper. A chlorine-free bleaching agent is an environmentally preferable alternative to paper bleached with chlorine, which results in the release of highly toxic and persistent organochlorines into the environment. Elemental Chlorine Free (ECF) bleaching has become the dominant bleaching process worldwide. Totally Chlorine Free (TCF) and Processed Chlorine Free (PCF) bleaching processes also use bleaching agents that do not contain any chlorine compounds.

Only purchase, processed chlorine free (PCF), totally chlorine free (TCF) or elementary chlorine free (ECF) bleached paper.



## ✓ Choose products with reduced and/or recycled content packaging

The production of packaging products utilises significant resources and generates environmental impacts.

As a minimum, the products procured should have:

- reduced volume of packaging
- recyclable packaging
- packaging material that contains a minimum of 50% recycled content



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See there **Where to buy** guide for info on how to purchase paper at UQ.