

Policy Procedures

Effective Date: 2019-01-01
Policy Reference: Policy 4300

Paper Usage on Campus

a) Overview

1. Environmental sustainability has been identified as one of Selkirk College's fundamental commitments. Selkirk is dedicated to developing and supporting solutions for sustainability challenges, including emissions and waste. Associated environmental impacts of paper include deforestation, carbon emissions, water pollution and land filling. There is opportunity to reduce Selkirk's environmental footprint by addressing paper sourcing, paper use, and paper recycling efforts. Improving our relationship with paper resources will move Selkirk closer to its stated commitment to environmental sustainability. Participation in the following procedures is expected of the entire campus community.

b) Policy

1. Policy 4300 Environmental Sustainability outlines the College's commitment to reducing its ecological footprint by incorporating sustainability concepts into decision making and into the development of operational policies.

c) Procedures

Every reasonable effort will be made to:

1. Use paper efficiently
 - a) Set devices to print double-sided by default
 - b) Choose to print and copy double-sided when not set to default
 - c) Post course materials electronically (i.e. outlines, assignments, notes, lab manuals)
 - d) Encourage students to submit printed assignments double-sided
 - e) Encourage students to submit assignments electronically
 - f) Circulate meeting documents electronically
 - g) Substitute electronic forms of communication for printing
 - h) Design documents to minimize paper waste (i.e. adjust margins, font size and other formatting to use space efficiently)
 - i) Minimize overruns of published materials
 - j) Minimized unsolicited mail, including incoming and outgoing, whenever possible
2. Source and purchase more sustainable products:
 - a) Highest postconsumer recycled content will be purchased as deemed feasible (i.e. post testing of paper in College printers)
 - b) Preference will be given to products with postconsumer recycled content verified by an independent, third-party organization, such as the Forest Stewardship Council.
 - c) Alternative fibre crops will be considered if credible analysis indicates that the fibres are environmentally and socially preferable to other sources
 - d) Preference will be given to products processed without chlorine, as long as they also meet recycled content requirements
 - e) Paper with minimum brightness suitable for tasks will be selected to reduce environmental impacts of paper bleaching
 - f) Preference will be given to toxic-free inks whenever possible
3. Reuse and recycle:
 - a) Paper products will be reused whenever feasible (i.e. printing on unused side, using scrap paper, reusing paper file folders)
 - b) All paper products will be recycled