

To: Deans, Directors and Chairs
From: Yale University Procurement, The Office of Sustainability, Yale Stockrooms, Yale RIS
Date: July 14, 2008
RE: Recycled content paper usage

Dear Colleagues:

We write to commend departments on their adoption and support of Yale's sustainability goal to use recycled-content paper. Usage is at nearly 75%! This is a dramatic increase from the beginning of this calendar year.

What is Yale's goal for recycled paper usage?

Our campus-wide target is 95+% utilization of the recommended paper. Currently, we recommend a minimum of 30% post-consumer waste content with an ideal standard of 100% post-consumer waste content. We strongly encourage those who have not yet met this standard to adjust your ordering from virgin paper to recycled-content paper. To track your department's progress with this initiative, a new recycled paper usage report is available to your business office.

What paper should you purchase?

To make it easier for you to make environmentally preferable paper choices, Yale University Procurement has secured favorable pricing with Corporate Express on the recommended 30% recycled-content paper that is below the cost of virgin paper. If you purchase through the Kline Stock Room you can rest assured that they are ordering recycled content paper on your behalf as will Yale RIS via the copier rental program. For printing and publishing services, Yale RIS has switched their plain white and cream house papers and card stocks to those with recycled content.

What about purchasing toner cartridges?

Despite the controversy over new versus remanufactured toner cartridges, we recommend using high-quality remanufactured toner cartridges as well as recycling your used cartridges.

How can you learn more?

We greatly appreciate your full support of Yale's sustainability practices and want to emphasize that it makes a tremendous difference. As always, we encourage you to reduce, reuse and recycle as much as possible before purchasing material goods. To learn more about Environmentally Preferable Purchasing at Yale, visit www.yale.edu/greenpurchasing or the Office of Sustainability www.yale.edu/sustainability.

If you have questions, please contact procurement@yale.edu.