

PAPER USE POLICY

PREAMBLE

In 2001, McGill University adopted its environmental policy, signaling a commitment to ecologically sound principles in its operations. These included the reduction in the use of energy and materials, the negotiation of some environmentally friendly purchasing contracts, and the principles of "rethink, reduce, reuse, recycle" with an emphasis on reduce and reuse options.

McGill University consumes over 75M sheets of paper annually at an expense of over \$540K (based on 2004 expenditures). Considering the vast amounts of paper used at McGill University and the associated environmental impacts (deforestation, fossil fuel emissions, water pollution and land filling), a more conscientious use of our paper would have a significant impact and would bring McGill closer to its stated objectives of environmental education, leadership, and responsibility.

Many practices in our paper usage, like the requirement that student assignments be single sided copy, have been observed for a long time. While academic norms and traditions are valuable, the environmental concerns associated with the production of paper, and the affordability and readiness of the technology allowing double-sided capability are enough reasons to introduce a change.

APPLICATIONS

This policy applies to all faculty and staff members of the University, including academic, administrative and support staff.

POLICY

All academic and administrative units of the University shall abide by the commitments made under the McGill Environmental Policy in order to implement the principle of "rethink - reduce - reuse - recycle" in its paper usage by:

- Purchasing paper with greater recycled and post-consumer content, when economically feasible;
- Printing and copying double-sided, when appropriate;
- Allowing and encouraging students to submit double-sided assignments.

To this end, academic and administrative units shall make every reasonable effort to:

- Purchase the Eco-logo or 100% PC paper when recommended by the University;
- Print and copy double-sided (documents, memorandums, exams, handouts, etc.);
- Post syllabi, notes and notices in a way that reduce the over consumption of paper when using WebCT (e.g. post PowerPoint slides six to a page);
- Set the default on printers and copiers as double-sided;
- Use exam booklet made of Eco-logo or 100% PC paper and lined both sides;
- Make use of Eco-logo or 100% PC paper in all University's publications and mention it in the publication;
- Encourage students to submit assignments double-sided;
- Encourage web-based assignments.

Approved by the Board of Governors, June 20, 2005

