

McGill Paper and Printing Guidelines

Why?

McGill's [Guidelines for the Purchase and Use of Printing Paper and Printing Services](#) help to ensure that printing and the purchase and use of paper by the university is as sustainable as possible. Any McGill entities that use paper can refer to these guidelines, as well as [additional tips provided by McGill Procurement Services](#).

What?

General guidelines and printing suggestions

- Apply the 4R hierarchy wherever possible – Rethink, Reduce, Reuse, and Recycle.
- Rethink / Reduce:
 - Minimize printing – distribute electronic documents when possible.
 - Print double-sided when possible.
- Reuse:
 - Whenever possible, use U-Print devices and/or suppliers on MMP, which mandates the use of 100% post-consumer recycled content.
 - If you need to buy other paper products, use sustainable paper choices, such as Forestry Stewardship Council (FSC) approved paper and paper with high post-consumer recycled content

Specific guidelines

Before going to an external printing source, McGillians should go to McGill University Printing Services. If McGill Printing Services cannot help, then approved printing providers on MMP should be contacted. If these approved providers still cannot provide the necessary services, then other contractors can be used, such as those with a social mission or FSC-certified providers. McGill entities are strongly discouraged from using desktop printers.

U-Print

To find a McGill U-Print Printer, please consult the [list of locations, here](#).