



UNIVERSITY OF MARYLAND

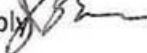
DEPARTMENT OF PROCUREMENT AND SUPPLY

Room 2113-R Chesapeake Building
College Park, Maryland 20742-3111
301.405.5813 TEL 301.314.9565 FAX

MEMORANDUM

Date: November 6, 2014

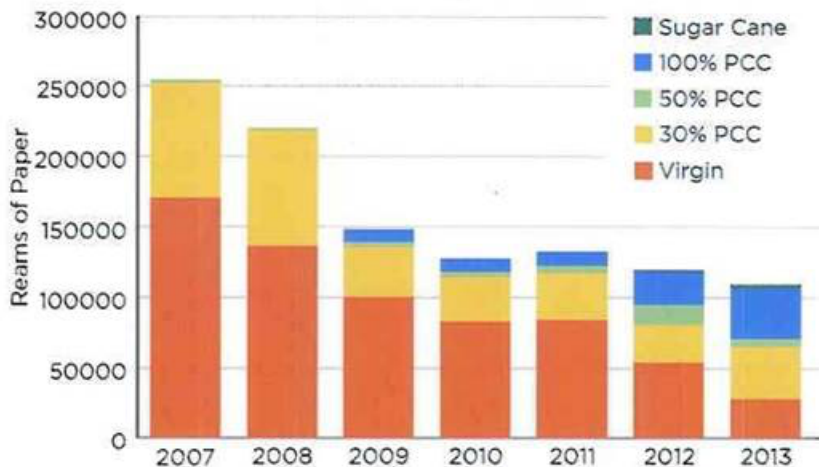
To: College/Department Business Officers

From: James Stirling, Director, Procurement and Supply 

Re: **Policy VIII-3.10(C), University of Maryland Policies and Procedures for Environmentally Preferable Procurement – 100% Recycled or Tree-Free Paper**

Over the past seven years, University of Maryland departments reduced copy paper consumption from 260,000 to 110,000 reams per year and switched to primarily using paper made from recycled content.

COPY PAPER CONSUMPTION



75%
of paper

purchased by campus departments for general office use was manufactured from post-consumer recycled content (PCC) or sugarcane—a rapidly renewable material.



Collectively, these actions have:

- saved departments nearly \$350,000,
- saved approximately 1,600 tons of trees from being cut down,*
- and prevented more than two million pounds of carbon dioxide emissions.*

The Department of Procurement and Supply and the Office of Sustainability applaud your efforts to reduce paper consumption and use more recycled content paper, however, **we remind all departments that it is University policy to purchase only general purpose paper made from 100% post-consumer recycled content or tree-free materials such as sustainably grown sugarcane.**

Search our office supply master contracts for products that meet these requirements at <http://www.purchase.umd.edu/general/mcontract.htm>. You may also contact General Stores personnel at (301) 405-7337 to request assistance.

* Source: Environmental Paper Network. <http://c.environmentalpaper.org>