

Sustainable Purchasing Guide

White Copy Paper



Use this Guide When Purchasing

- White 20# copy paper*
- White 20# multipurpose paper*

Copy and multipurpose papers are used in high volumes to support many of our day-to-day operations. Any white copy paper purchased directly by staff must contain a minimum of 30% post-consumer recycled content to comply with California’s Senate Bill 1383, aka SB 1383, which went into effect January 2022.

**Color copy paper is addressed in the “Paper Office Supplies” Sustainable Purchasing Guide*



How to Purchase

Check with your central procurement office or administrative staff to find out if you have any contracts that employees are required to use to purchase copy paper. When seeking these products in a store or online, check the product details to confirm the product meets the Minimum Requirements listed below. If paper is included in a print management services contract, ensure the vendor is providing paper that meets the following Minimum Requirements as well.

Product Requirements- *specify or seek:*

MINIMUM REQUIREMENTS/SPECIFICATIONS	LEADERSHIP OPPORTUNITIES
<ul style="list-style-type: none">• 30% post-consumer recycled content, AND• Product has at least one of the following fiber content certifications:<ul style="list-style-type: none">• Green Seal• FSC certified “Recycled” or “Mix” <p><i>SB 1383 Reporting Requirements</i></p> <p><i>Coordinate with your agency’s SB 1383 lead to maintain required documentation, including:</i></p> <ul style="list-style-type: none">• Records verifying the minimum recycled content of the paper product• Written documentation from the vendor certifying that the paper product is recyclable• Invoice or other proof of purchase that includes paper type and volume details	<p><i>Minimum Requirements plus one or more of the following:</i></p> <ul style="list-style-type: none">• 50-100% post-consumer recycled content• Any non-post-consumer recycled content fiber is agricultural residue fiber• Bleaching process is Processed Chlorine Free (PCF)• Made with Green-e certified renewable energy

Ecolabels to Look For



Related Tips

Reduce paper use by:

- Printing double-sided; set printers and copiers to duplex as the default.
- Utilizing electronic document sharing and signature options instead of printing.
- Installing/enabling on-demand printing on multifunction devices.
- Reusing the backside of single-sided documents for drafts and notes.
- Asking your IT group about electronic alternatives to paper-intensive processes, prioritizing high-volume uses.

Benefits

Buying paper made with post-consumer recycled content instead of virgin fiber:

- Reduces energy use 31% and greenhouse gas (GHG) emissions by 40%.
- Helps prevent deforestation, which protects wildlife habitats and waterways, and promotes carbon sequestration.
- Creates markets for paper collected in local office and community recycling programs.
- Consumes less water and creates less water pollution.
- Prevents paper waste from going into landfills, where it can form methane gas, a potent GHG.

Additional Resources

- [SB 1383 Paper Purchasing Requirements Resources from CalRecycle](#)
- [Alameda County SB 1383 Paper Procurement Resources](#)
- [Guide to Environmentally Preferable Paper Office Products in Alameda County](#)
- [Alameda County Green Purchasing Success Stories: Office Paper](#)
- Check the [StopWaste Sustainable Purchasing Website](#) for additional implementation resources such as: compliant product lists, cooperative contract opportunities, SB 1383 tips, and other support tools.

PRODUCT REGISTRIES

Find/verify certified products by using the following online certified product registries:

- [Green Seal](#) Certified Directory

Note: There is not an online certified product directory for FSC products. Instead, look for the FSC ecolabel on the product and/or verify with the product manufacturer.



Paper Calculator

presented by environmental paper network

An online tool where you can calculate the environmental impacts (greenhouse gases, water consumption, toxics, etc.) of your paper and the associated benefits of paper reduction efforts and/or buying recycled content papers.

<https://c.environmentalpaper.org/>

ABOUT SENATE BILL 1383

SB 1383 ([14 CCR 18993.3 et seq.](#)) set methane emission reduction targets for California, with a focus on reducing organic waste to landfills – a key source of methane emissions. The regulations established purchasing requirements for recycled content paper to ensure strong markets for recovered paper and to keep paper out of landfills.