

**Report on the Availability of Printing and Writing Papers Listed in the EPA's
Comprehensive Procurement Guidelines Paper Recovered Materials Advisory
Notice (RMAN)**

**Required by the 2007 Implementing Instructions for Executive Order 13423
Report to the Office of the Federal Environmental Executive
April 2011**

Introduction and Background

This report fulfills the requirement in the implementing instructions of Executive Order 13423, March 29, 2007, for EPA to report to the Federal Environmental Executive on the availability of printing and writing paper with recycled content.

Executive Order 13423

Executive Order 13423, Executive Order 13423: "Strengthening Federal Environmental, Energy, and Transportation Management" was published on January 24, 2007, Volume 72, Number 17, page 3919 of the *Federal Register*. Section 2, *Goals for Agencies* directed the head of each agency to require in agency acquisitions of goods and services use of paper of at least 30% post-consumer fiber content.

On March 29, 2007, instructions for implementation of this order were issued with specific requirements for EPA to review the recommended content levels for printing and writing papers in the existing Paper Products Recovered Materials Advisory Notice and adjust the recommendations, where appropriate. It also stated that EPA shall report its decisions to the Federal Environmental Executive.

Section VII.C., Green Products Standards, Coordination, and Review, further qualified its instructions for this in that each agency "shall continue to use the following minimum content standards when purchasing printing and writing papers, including office paper products, or support services that include the supply of written documents: 30 percent postconsumer fiber, and 20% post consumer fiber, IF papers containing 30% are not reasonably available, do not meet reasonable performance requirements, or are only available at an unreasonable price."

Resource Conservation and Recover Act (RCRA) Section 6002 and Comprehensive Procurement Guidelines

The Resource Conservation and Recovery Act (RCRA) Section 6002 requires EPA to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable.

The Paper and Paper Product Comprehensive Procurement Guideline was first issued on June 22, 1988 (53 FR 23526). EPA also issued two Recovered Materials Advisory Notices (RMAN), May 29, 1996 and June 8, 1998 (<http://www.epa.gov/epawaste/conserva/tools/cpg/paprman.htm>). EPA issues Recovered Materials

Advisory Notices (RMANs), established by Executive Order 12873, to provide purchasing guidance and recommend recovered and postconsumer material content levels for designated items. RMAN recommendations are guidance and therefore are not codified in the Code of Federal Regulations.

The current Paper RMAN II, issued June 8, 1998, recommends that procuring agencies establish minimum content standards expressed as a percentage of recovered fiber, including a percentage of postconsumer fiber. For most grades, EPA recommends postconsumer fiber content. See the paper product tables below for specific recommendations.

Current RMAN Recommended Recovered Fiber Content Levels for Printing and Writing Papers

This Report covers papers listed in Paper Products Recovered Materials Advisory Notice II, June 8, 1998, Tables A-1a., A-1b., and A-1c, reproduced below.

Table A-1a.

EPA's Recommended Recovered Fiber Content Levels for Uncoated Printing and Writing Papers

Item	<u>Postconsumer Fiber (%)</u> :	<u>Recovered Fiber (%)</u> :
Reprographic Paper (e.g., mimeo and duplicator paper, high-speed copier paper, and bond paper*)	30	30
Offset Paper (e.g., offset printing paper*, book paper*, and bond paper*)	30	30
Tablet Paper (e.g., offset paper such as note pads, stationery*, and other writing* papers)	30	30
Forms Bond (e.g., forms, computer printout paper, and ledger*)	30	>30
Envelope Paper		
Wove	30	30
Kraft		
White and colored (including manila)	10-20	10-20
Unbleached	10	10
Cotton Fiber Paper (e.g., cotton fiber papers, ledger*, stationery* and matching envelopes, and other writing* papers)	30	30
Text & Cover Paper (e.g., cover stock, book paper*, stationery* and matching envelopes, and other writing* paper)	30	30
Supercalendered	10	10
Machine Finish Groundwood	10	10
Papeteries	30	30
Check Safety Paper	10	10

*These items can be made from a variety of printing and writing papers, depending on the performance characteristics of the item. Some of the papers are a commodity-type and some are specialty papers. EPA recommends that procuring agencies determine the performance characteristics required of the paper prior to establishing minimum content standards. Bond, ledger, or stationery made from cotton fiber paper or a text & cover paper, for example, have different characteristics than similar items made from commodity papers.

Table A-1b.

EPA's Recommended Recovered Fiber Content Levels for Coated Printing and Writing Papers

Item	<u>Postconsumer Fiber (%)</u>	<u>Recovered Fiber (%)</u>
Coated Printing Paper	10	10
Carbonless	30	30

Table A-1c.

EPA's Recommended Recovered Fiber Content Levels for Bristols

Item	<u>Postconsumer Fiber (%)</u>	<u>Recovered Fiber (%)</u>
File Folders (manila and colored)	30	30
Dyed Filing Products	20	20-50
Cards (index, postal, and other, including index sheets)	20	50
Pressboard Report Covers and Binders	20	50
Tags and Tickets	20	50

NOTE: The content levels for all EPA recommendations should be read as X% recovered fiber, including Y% postconsumer fiber and **not** as X% recovered fiber plus Y% postconsumer fiber.

Overview of Attributes of Papers

There are many diverse grades of papers and uses for them. Paper types are based on weight (thickness), surface treatment (coated/laminated), color, usage (printing and writing), finish (glossed, glazed) and raw material used (fiber). For example, offset papers come in different thicknesses; some are more opaque than others. Offset paper sheets are made into rolls of forms bond; others are made from groundwood paper. Copy paper comes in various brightness levels, thicknesses, rigidity, sizes, etc.

Grades of paper differ in level of quality of the paper or pulp. They are distinguished on the bases of use, appearance, brightness, quality, manufacturing history, raw materials or combination of these factors. Many of the categories listed in the CPG RMAN overlap in their structure, but differ in their use – i.e., index and card stock and Papeteries. For more information see the references in the Resource section of this report and on the CPG web site.

Information Sources and Collection

All 19 types of printing and writing paper listed in the EPA CPG Paper RMAN II (Tables A-1a, A-1b, A-1c in this report) were included in the search. This includes papers sold directly from manufacturers, resellers/distributors, and a variety of retail vendors ranging from small to large companies. A sufficient search was done to ensure that a product could be bought with reasonable competition from at least three sources at a given time, as this was considered to constitute a fair competitive instance of availability.

Since EPA did not have an OMB Information Collection Request, the information collected for this report took advantage of opportunities such as presentations that were given by the paper industry, paper vendors, and other paper providers at public meetings, and already scheduled or requested

briefings not directly related to this report. Information was gathered over a period of three years. EPA also held conference calls with federal procurement personnel, the online EPA GPG Supplier Directory was used as a source that provided adequate information for some of the more difficult to find types of paper.

EPA used a wide range of electronic/internet sources. The sources covered small and large companies who had a presence on the internet, and/or were listed in third party internet sites including federal and state government procurement listings. The internet search was most recently completed in December 2010.

Findings:

Availability

- All the various types of printing and writing paper listed in the RMAN table are available on the Internet for purchase by the general public as well as federal agencies.
- Some paper types are easier to find than others, however, there are many resources on the internet to help the buyer. A general sample of these resources will be listed under Resources in this report.
- Copy paper is the most widely made and available from 30% – 100 % recycled content. Index cards are harder to find above 10%, but, are available at 100%.
- Availability of the printing and writing papers varies depending on location in the country, time of year, how many orders a manufacturer has received, market for recycled paper, and markets for other products made from recycled paper among other factors.

Sources

- Organizations (both for profit and non-profit) related to the paper industry such as Conservatree, American Forestry and Paper Association, the Environmental Paper Network, ForestProducts.org, and Paper On the Web regularly monitor paper resources and other information.
- There are various sources on the internet to find the papers listed in the RMAN and that include the recommended recycled content levels. Examples of these are listed in the “Resources” section of this report.
- The EPA Supplier Directory sorted for the Printing and Writing Paper product category is a source for a number of the harder to locate papers with recycled content.
- The Government Printing Office (GPO) has teamed up with Unisource Worldwide, Inc. to develop the GPO Online Paper Store. All Federal Government organizations can now order environmentally friendly xerographic copier paper throughout the continental U.S. using the Web-based online system. GPO plans to expand its sourcing to other types of paper in the future. Effective November 1, 2010 GPO Online Paper Store has new products available including 50% and 100% Post Consumer Waste recycled papers, and 24lb stocks. The GPO Online Paper Store offers a multitude of paper options nationwide. Copier paper is available nationwide in white and six colors. Paper on the GPO Online Paper Store is offered at a recycled content of at least 30-percent post consumer fiber waste (PCW) recycled paper as mandated by RCRA Section 6002 and Section 2 of Executive Order 13423—*Strengthening Federal Environmental, Energy, and*

Transportation Management, This offering will provide a product that is cost effective, federally compliant and environmentally responsible.

- There are many sources for some papers (copy , text and cover, coated) and only a few sources for others (e.g., SCA, a lightweight coated paper, had only one of the four mills making it produce it with recycled content, except on special request – Reference Conservatree – <http://www.conservatree.org/paper/paperguide/supercalendared.shtml>).

Other factors

- The government may not use some of the types papers listed in the RMAN, however, the papers are available. If buyers no longer need a particular kind of paper, then they can remove it from their affirmative procurement program.
- There have been a number of unusual fluctuations in the paper market over the past few years, mostly due to general economic conditions. More about this can be found on the web site of the Environmental Paper Network including a state of the paper industry report. <http://www.environmentalpaper.org/stateofthepaperindustry/index.htm>

Conclusions

- Based on the information collected by the EPA on the different types of printing and writing papers available with RMAN recommended recycled paper levels, EPA does not believe that de-designating certain papers or changing the required percentages of the recommended levels is necessary at this time.
- EPA will not issue a new RMAN for paper at this time.
- The EPA CPG Paper web pages for printing and writing papers will be updated to include the additional resources and information available to buyer. <http://www.epa.gov/epawaste/consERVE/tools/cpg/products/paper.htm>
- The EPA Supplier Directory is a source and can be kept sorted by categories needed for different types of paper.
- The GPO online paper store, Federal Agency Blanket Purchase Agreements, state or non-profit cooperatives help to keep costs of recycled paper reasonable, when utilized.
- Federal agencies have the flexibility in creating their own affirmative or green procurement programs to go beyond those products listed in the Comprehensive Procurement Guidelines and the RMAN to be environmentally responsible. Even if a product is not designated a CPG product and contains an environmentally preferable amount of recycled content, Federal agencies are free to buy that product for their offices. For example, a cutting mat (used in cutting paper) made from 85% recycled plastic is not a CPG designated item. However, it does exist and may be environmentally preferable over a cutting mat without recycled plastic. There is no prohibition for an agency to buy a product just because it is not a CPG designated product.

Resources

The Resources below contain sources for the papers listed in the CPG and RMAN. These resources also can be found on the EPA CPG internet site at:

<http://www.epa.gov/epawaste/conserve/tools/cpg/products/paper.htm>

FEDERAL GOVERNMENT VENDORS OF PAPER

Government Printing office: GPO Online Paper Store.

<http://www.gpo.gov/customers/store.htm>

<https://gpo.unisourcelink.com/login.html>

General Services Administration: GSA has recently updated their environmental products site and the information may change:

<http://www.gsa.gov/portal/content/105366>

<http://www.gsa.gov/portal/content/104543>

<http://www.gsa.gov/portal/content/103094>

COMMERCIAL ONLINE VENDORS OF PAPERS WITH RECYCLED CONTENT

Sampling of Vendors that carry types of paper with recycled content:

http://www.staples.com/sbd/cre/marketing/ecoeasy/eco_products.html

<http://www.officedepot.com/promo.do?file=/guides/buygreen/buygreen.jsp>

<http://www.greenspacesupply.com>

<http://www.ecogreenoffice.com>

<http://www.worldofgreen.com>

<http://www.futurefriendly.com>

<http://www.officemaxgreen.com>

<http://www.letsogreen.biz>

<https://www.gsaadvantage.gov/advgsa/advantage/search/specialCategory.do?cat=ADV.ENV>

<http://www.abilityone.com/>

<http://greenearthofficesupply.stores.yahoo.net/incarascol4x.html>

<http://www.dolphinblue.com/>

<http://www.bettymills.com/shop/product/view/Oce-USA/OCE45111R0007.html>

<http://www.na.sappi.com/products>

<http://www.jampaper.com/PaperCardstock/RecycledPaperCover/GenesisRecycledPaperCover>

<http://www.greenlinepaper.com/>

<https://www.echopaperstore.com/?gclid=CL7s6vzys6ICFYd-5QodXxjq7A>

http://www.metafore.org/index.php?p=About_Metafore&s=2

http://www.thepapermillstore.com/?gclid=CJuEq6vJ8KECFR_E3AodAW3AKw

<http://www.thepapermillstore.com/100-percent-recycled-brand/>

Manufacturers:

<http://www.wausaupaper.com/Consumer/Brands/5131.aspx>

<http://www.wausaupaper.com/content.aspx?id=2035>
<http://www.abitibibowater.com/products/commercial-printing-papers.aspx>

American Institute of Chemical Engineers, Forest Bioproducts Division web site – List of Paper Manufacturers: <http://www.forest-products.org/manuf.html>

Paper Mills:

The Paper Mill Store - Information on paper mills – also a retail seller of paper:
<http://www.thepapermillstore.com/international-paper-companies/>

Commercial Company that has listings of mills and manufacturers:
http://www.manta.com/mb_34_E026D_000/paper_mills

Recycled paper page: <http://www.thepapermillstore.com/recycled-paper/>

List of North American Paper Mills: <http://www.paperonweb.com/ppmanf.htm>

SAMPLE OF RESOURCES LISTED IN EPA'S CPG SUPPLIER DIRECTORY UNDER PRINTING AND WRITING PAPER CATEGORY (see this site for additional references):

<http://www.epa.gov/epawaste/consERVE/tools/cpg/products/paper.htm>

Give Something Back Office Supplies:
<http://www.ecinteractive.com/100252/EnhancedSearch.aspx?clear=1&cat=%5b%5b4294593990%7eAppointment+Book+Refills%7e4%5e%5d%5d>

Waldeck's – Office Supplies for a Small Planet: <http://www.waldecks.com/>

Recycled Office Products Cooperative: <http://www.recycledproducts.org/>

Limited Papers – specialty – color papers in stock, envelopes, vellum, 3-hole punched and others: <http://www.limitedpapers.com/search.asp?recycled=1&advs=1&fddm=5>

Fibermark – pressboard folders and binders:
<http://www.fibermark.com/details.php?productID=234>

MeadWestVACO – Office Supplies:
<http://www.meadwestvaco.com/IndustryExpertise/OfficeSchoolSupplies/index.htm>

National Envelope Company – recycled content envelopes – white wove and brown Kraft:
http://www.nationalenvelope.com/prod/RecycledPaperProducts_1.htm

AMPAD – Envelopes and writing pads: <http://www.ampad.com/public/brands.aspx?i=2>
Manistique Papers – carry 100% recycled content papers – multi-use:
http://www.manistiquepapers.com/Paper_Specs.html

Glatfelter Papers – specialty papers with 30% recovered fiber:
<http://www.glatfelter.com/products/carbonless/sequel2.aspx>
http://www.glatfelter.com/products/book_publishing/recycled.aspx

State sources:

California:

<http://www.calrecycle.ca.gov/ReduceWaste/Business/OfficePaper/Purchase.htm>

Recycled Products Cooperative -Some hard to find paper and paper products through a cooperative in California: <http://recycledproducts.org/>

King County Washington:

http://www.kingcounty.gov/operations/procurement/Services/Environmental_Purchasing/Resources.aspx

RESOURCES IN RESEARCHING PAPER TYPES, ATTRIBUTES, MANUFACTURERS AND MILLS, GENERAL PAPER INFORMATION

General Resources on Paper:

Conservatree - Resource for environmental papers of all kinds, lists of manufacturers, retailers, definitions of types of paper, reports, how to choose the paper you need, and more:

<http://www.conservatree.org/>

<http://www.conservatree.org/paper/MillContacts.shtml>

<http://www.conservatree.org/paper/PaperGuide.shtml>

<http://www.conservatree.com/>

<http://companydatabase.org/c/paper-mills/paper-manufacturers/paper-materials/printing-writing-paper/>

Paper Master List for Professional Buyers:

<http://www.conservatree.org/paper/PaperMasterList.shtml>

<http://www.conservatree.org/paper/PaperGuide/Addl.shtml>

<http://www.conservatree.org/paper/MillContacts.shtml#boise>

Paper Index – lists kinds of papers, producers and manufacturers:

http://www.paperindex.com/subcategories.aspx?root_id=0&cat_id=6

Paper Industry and Other Paper Related Organizations/Publications:

American Forestry and Paper Association: <http://www.afandpa.org/>

American Forestry and Paper Association: <http://www.afandpa.org/>

AF & PA paper products glossary: <http://www.afandpa.org/PaperProductsGlossary.aspx>

PaperAge – a magazine on the paper industry and paper that has up to date information on paper and the paper industry: http://www.paperage.com/pulp_paper.html

Paper recycling organization – facts on recycled paper use:

http://www.pppc.org/en/2_0/2_4.html

The Environmental Paper Network (EPN) – information and tools and resources on paper:

<http://www.environmentalpaper.org/index.html>

<http://www.environmentalpaper.org/repaperproject/index.shtml>

<http://www.environmentalpaper.org/tools.html>

What's in your paper site sponsored by EPN: <http://www.whatsinyourpaper.com/> and

http://www.whatsinyourpaper.com/index.php?option=com_content&task=view&id=57&Itemid=79

Recycled paper recovery report 2009: <http://www.paperrecycles.org/>

Useful statistics for background information: <http://www.answers.com/topic/paper-mills-sic-2621>

Canopy – an ecopaper database -This is a listing of Ancient Forest Friendly™ and other environmentally preferable papers available in the North American marketplace:

<http://canopyplanet.org/EPD/index.php>

Statistics and links to paper manufacturing:

http://www.ecobusinesslinks.com/recycled_paper.htm

Responsible Purchasing Network - The Responsible Purchasing Network (RPN) is an international network of buyers dedicated to socially responsible and environmentally sustainable purchasing:

http://www.responsiblepurchasing.org/purchasing_guides/copy_paper/index.php

APPENDIX # 1

Excel Spreadsheet of Vendors currently listed in the CPG Suppliers Directory under Printing and Writing Papers, December 2010. Also available online at the following site:

<http://www.epa.gov/epawaste/consERVE/tools/cpg/products/paper.htm>