



The College Of  
**WILLIAM & MARY**

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**Office of Procurement**

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**To:** Deans, Directors, Department Chairs and Supervisors

**Date:** March 30, 2009

**Subject:** Greening Paper Use at the College of William and Mary

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In collaboration with the College's Committee on Sustainability, the Office of Procurement is looking to change the type of general purpose copier/printer paper that we use routinely, changing from a 0% to a 75% recycled content paper.

The Supply Room, our principle office supplies vendor, has identified a 75% recycled content general purpose paper (recycled Navigator) that is only slightly more expensive (\$.89 per case/10 reams or \$.089/ream) than our current virgin paper (Hammer Mill Tidal MP). Departments already using Hammermill recycled content paper will experience a savings of \$4.31 per case. This switch will allow us to reduce our CO<sub>2</sub> emissions (i.e., carbon footprint) by about 90 tons each year. This greenhouse gas savings is equivalent to taking 20-30 cars off the road for evermore. This seems like a win-win situation.

We have tested the performance of the new paper by running 15 reams through various printers and copiers in the Procurement Office and have not had any problems—no jams, no snags, no shedding. Hence, we feel this is a quality product that will fit our general office needs.

Therefore, recycled Navigator is listed as our preferred type of general purpose copier/printer paper with specific ordering information shown on The Supply Room's College of William and Mary logon page. We would appreciate if you looked for this type of paper when placing your next order through The Supply Room.

If you have any concerns, please contact John Swaddle ([jpswad@wm.edu](mailto:jpswad@wm.edu)) or Linda Orr ([lnorrx@wm.edu](mailto:lnorrx@wm.edu)). We appreciate your contribution to reducing the College's impact on the environment.

Sincerely,

John Swaddle  
Director, Environmental Science and Policy program  
Committee on Sustainability

Linda N. Orr  
Director, Office of Procurement