Frequently Asked Questions (FAQs)

Q: Where can 100% post-consumer waste (PCW) paper be purchased?

A: Departments can purchase high-quality, 100% PCW paper at contracted prices from Office Depot through UCIBuy (eCommerce portal in KFS).

Q: Can I purchase 100% PCW paper from another supplier? Sometimes I can find a more economical price.

A: Designated UCI contracted suppliers should be the first choice when purchasing any commodity as the overall pricing will be the most stable throughout the course of time. Our contracts contain terms regarding shipping, handling, and returns that often make it a better overall value. However, if you find a great deal, please inform Procurement Services (procurement@uci.edu; 949.824.6516).

Q: Does this policy apply to other types of paper?

A: No, this standard applies to white, 8 ½ in. x 11 in. copy paper. Other sizes, color and specialty printing papers are not specified at this time, although departments are encouraged to purchase high post-consumer content papers whenever possible.

Q: I've heard that using recycled paper might cause jams in our copier/printer, is that to be expected?

A: No, many advances have been made in recycled paper. Jams or other technical problems are most often caused by lower quality paper, older or worn machines, or paper that has been exposed to high humidity rather than the recycled content of the paper. However, if you are experiencing a higher frequency of jams after transitioning to the new standard, please contact Kent Schofield (kschofie@uci.edu; 949.824.6977) for assistance.

Q: Does recycled paper cost more?

A: Recently, UC Procurement has negotiated 100% PCW paper to be at the same price, if not lower than 30% PCW paper! See below for additional sustainable and cost-saving tips:

- Set printer default to double-sided printing
- Set default to print black and white, and only print in color when necessary
- Minimize use of printing emails or unnecessary cover sheets
- Minimize printing copies of reports or documents for meetings, if available electronically
- Use Print Preview to view what will actually print
- Print only necessary pages (use Print Range)
- Reduce margins (under Page Setup)
- Print multiple slides per page when preparing presentation handouts

Additional Resource and Information

Select the following link to view Environmental Paper Network (EPN) Paper Calculator resource and reference: https://c.environmentalpaper.org/