



**Environmental criteria for sustainable public
procurement of**

Paper

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1. Scope/definition

The Paper product group comprises paper which is procured by government to print on, for copying and for printed matter. The latter includes both paper for presses under government bodies' own management and printed matter which is contracted out. The criteria are oriented towards at the purchase of the most conventional paper types.

They pertain to two different product groups:

- paper based on reclaimed paper fibres, recycled paper
- paper based on non-recycled fibres (with or without a percentage of reclaimed fibres)

In consideration of optimal competition and avoidance of discrimination, the contracting authority is advised to refer to the criteria of both product groups as alternative methods for achieving the goal of purchasing environmentally friendly paper.

The following CPV codes apply to this product group (this list of products is not intended to be exhaustive):

Products	CPV code
Photocopier paper	30197643-5
Xerographic paper	30197644-2
Print paper	30197630-1
Envelopes (if printed in house style)	30199200-2

Excluded from the scope of this product group are:

- office supplies such as self-adhesive memo pads, labels, storage and filing supplies, notepads, binder paper, notebooks and flip-chart pads (see Office Supplies product group)
- newspapers, books, magazines and other professional literature, where these are not the contracting authority's own publications
- hygienic/sanitary paper products (toilet paper, facial tissues, etc.)
- specific applications not purchased on a regular basis (packaging, greaseproof, thermal fax, photo paper, etc.).

Consider the criteria for paper when procuring printed matter. The criteria for paper also apply to the paper used for producing printed matter.

2. Most significant environmental impacts

The following tables list the sustainability themes and describe the approach to each theme for the Paper product group. The 'Approach' column presents a statement indicating the influence of sustainable purchasing and its criteria on the 'sustainability' of the theme.

This column also includes a reference to any requirements, award criteria or points of attention/suggestions that may be useful in implementing the approach. The product group can also have an impact on other environmental themes but, for now at least, these are less relevant, of a much less significant level of concern or do not as yet have a suitable set of standard criteria.

Themes:	Approach:	No. of requirement/ Criterion
<p>Energy and climate Energy consumption during pulp and paper production paired with CO₂ emissions.</p>	<ul style="list-style-type: none"> • Buy paper made using low-energy processes 	ME7, GC2

<p>Supplies and Raw materials Water consumption during pulp and paper production Waste during paper production</p>	⇒	<ul style="list-style-type: none"> Savings on paper consumption Buy paper with lower gram weight Buy paper based on reclaimed paper fibres and/or sustainably harvested non-recycled fibres 	<p>AS1</p> <p>AS3</p> <p>ME1 ME4</p>
<p>Water and Soil Discharge into water from pulp and paper production</p>	⇒	<ul style="list-style-type: none"> Buy paper made using low-emission processes 	<p>ME6, GC1, GC4</p>
<p>Nature, biodiversity and space Deforestation and potential loss of biodiversity caused by sourcing resources for paper production</p>	⇒	<ul style="list-style-type: none"> Buy paper based on sustainable wood fibres 	<p>ME4</p>
<p>Health and welfare Use of chemicals during production Emissions into air and water during pulp and paper production</p>	⇒	<ul style="list-style-type: none"> Buy paper that does not use hazardous substances or mixtures Buy paper made using low-emission processes 	<p>ME5</p> <p>ME6, GC1, GC4</p>

3. Points of attention/suggestions

Devoting attention to the opportunities and possibilities for the most sustainable procurement possible in the preparation phase will lead to specifications that are more ambitious or which differ from the standard minimum requirements and award criteria set out in this document. The following table presents points for attention and suggestions for promoting sustainability in procurement within this product group.

No.	Points of attention/suggestions (AS)
AS1	<p>Conserving paper Save paper by coordinating user demand and applications (copying, printing, printwork, external communications, filing) for the quantities and types of paper. For more tips, see: www.milieu Zorgoverheden.nl/activiteiten/verbruik/verbruik.html.</p> <p>There are already examples of companies working entirely paper-free (the "paperless office"). Modern ways of working (independent of place and time) are becoming increasingly common, including within governmental institutions. Today's employees have much easier access to documents when they are not in the office. This, combined with technical developments (workflow management systems, smartphones, tablet PCs, digiboards, etc.) are gradually making the act of printing documents unnecessary.</p>
AS2	<p>Consider the criteria for sourcing printed matter Consider the criteria for paper when procuring printed matter. Because of the continuing decrease in paper consumption (driven in part by the move towards the paperless office), paper is now normally included in the sourcing of printed matter. In such cases, the criteria for paper also apply to the paper used for producing the printed matter. The criteria document for printing services includes the</p>

	minimum requirement for including the paper criteria in the tendering procedure.
AS3	<p>Reduce gram weight</p> <p>When purchasing and ordering paper, check whether a lower gram weight than normally used is an option. Make sure that the type of paper purchased is appropriate for the intended application. Although the standard paper gram weight use in the Netherlands is 80 g/m², in many other parts of the world (including North America and Asia), lower weights of 75 or even 70 g/m² are considered normal. These weights generally use thickening fibres so the total thickness of the sheet approaches the thickness of 80 g paper to guarantee trouble-free processing. When switching from a gram weight of 80 to 75 g/m², savings of up to 6.25% on materials and various other aspects can be achieved. However, there is no universally applicable method available to substantiate the total environmental benefits. In the criteria document for reproduction equipment, tenders for equipment suitable for use with paper of gram weights down to 64 g/m² are rated more highly. Lower weight also reduces transport costs.</p>
AS4	<p>Use multiple printer and copier paper trays (filing paper)</p> <p>By using multiple printer or copying trays, the paper with the right properties or dimensions for the task can be selected. For example, use a separate tray for filing paper, so that the user can, for example, decide whether the relevant document should be printed on filing paper or not. Filing paper is less sustainable because it needs to meet specific requirements relating to purity and shelf life that require environmentally objectionable substances and non-recycled wood fibres. Consequently, it is preferable not to use filing paper excepting where absolutely necessary.</p> <p>Approximately 5% of the paper the government uses is archived in accordance with NEN 2728 (Public Records Act). This Dutch standard is largely equivalent to the European standard ISO 9706, but has a number of additional features, such as the stipulation that a piece of paper must be able to be double-folded at least 50 times without tearing or splitting. Additionally, it requires that the paper must retain at least 80% of this original folding capacity after "artificial ageing". It must be noted, however, that the availability of paper meeting both the NEN 2728 standard and the criteria for sustainable procurement is rather low. The combination with standards ISO 9706 or DIN 6738 and recycled paper is much more common. This is why when paper in compliance with the NEN 2728 standard must be purchased, the minimum requirements 4 and 5 can be included as award criteria instead of minimum requirements.</p>
AS5	<p>Use of paper with lower whiteness</p> <p>Paper with lower whiteness is adequate for most uses and leads to a greater supply of recycled paper in the procurement process.</p>

4. Selection criteria

Not defined for this product group.

5. Technical specifications

The criteria pertain to two different product groups:

- paper based on 100% reclaimed paper fibres, recycled paper
- paper based on non-recycled fibres (with or without a percentage of reclaimed fibres)

In consideration of optimal competition and avoidance of discrimination, the contracting authority is advised to refer to the criteria of both product groups as alternative methods for achieving the goal of purchasing environmentally friendly paper.

Option: paper based on 100% reclaimed paper fibres, recycled paper

No.	Technical specifications (ME)
ME1	<p>Proportion and source of recycled fibres <i>(Copier paper and graphic paper for ordinary office use)</i> The paper must be made of 100% reclaimed paper fibres, of which at least 65% post-consumer fibres. Reclaimed paper fibres are both post-consumer fibres as well as fibres recycled prior to use, obtained from the paper manufacturing industry (also referred to as "losses"). Post-consumer recycled fibres can be sourced from consumers, offices, printers, bookbinders, etc.</p> <p><i>(Paper for professional printing)</i></p> <p>The paper must be made of at least 75% reclaimed paper fibres, of which at least 80% post-consumer fibres. Reclaimed paper fibres are both post-consumer fibres as well as fibres recycled prior to use, obtained from the paper manufacturing industry (also referred to as "losses"). Post-consumer recycled fibres can be sourced from consumers, offices, printers, bookbinders, etc.</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. Products with a Type 1 environmental label or environmental declaration answering to the listed criteria will be assumed to be in compliance. Other appropriate forms of evidence, such as a technical file or approval report from an accredited institution, will also be accepted.</p> <p>For an explanation of type I environmental label, see: http://www.nen.nl/NEN-Shop/Norm/NENENISO-140242000-en.htm</p> <p><i>Source EU GPP</i></p>
ME2	<p>Environmental label criteria The environmental criteria of the EU Ecolabel for copying and graphic paper (7 June 2011) or other environmental labels of type I relating to the paper production itself (and not the management practices of the factory) must be complied with.</p> <p><i>Explanation</i> For an explanation of type I environmental label, see: http://www.nen.nl/NEN-Shop/Norm/NENENISO-140242000-en.htm</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. All products with an EU Ecolabel are considered to be in compliance. Other environmental labels of type I that meet the criteria may also be accepted. Other appropriate forms of evidence, such as a technical file or approval report from an accredited institution, will also be accepted.</p> <p><i>Source EU GPP</i></p>
ME3	<p>Samples for quality testing The tenderer must provide the contracting authority with samples of the products to be delivered to allow quality testing of the product to verify that the paper is suitable for office use.</p> <p><i>Source EU GPP</i></p>

Option: paper based on non-recycled fibres (with or without a percentage of reclaimed fibres)

No.	Technical specifications (ME)
ME4	<p>Source of primary wood fibres Raw wood to be supplied, or wood incorporated into wood products or other products to be supplied, must meet the Dutch Procurement Criteria for Timber set out in the TPAS (Timber Procurement Assessment System). The wood must be in compliance with at least 7 of the 9 principles for sustainable forest management.</p> <p><i>Verification</i> Wood will be assumed to meet the criteria if it is certified in accordance with a system approved by the TPAC (Timber Procurement Assessment Committee).</p> <p>The tenderer may also furnish other evidence, accompanied by extensive, documented and verifiable data and information demonstrating that the set minimum requirement is met. A list of approved certification systems can be found on the website:</p>

	<p>http://www.tpac.smk.nl/170/about/judgements.html</p> <p><i>Explanation</i> More information on the procurement of sustainably produced wood and paper can be found on: www.inkoopduurzaamhout.nl. An example of specifications defined for sustainably produced wood can be found on: www.inkoopduurzaamhout.nl/bestek.</p> <p>General information on the prescription and verification of sustainably produced wood can be found on: www.houtdatabase.nl. The complete TPAS criteria can be found on the website: http://www.tpac.smk.nl/Public/TPAC%20documents/DutchProcurementCriteriaMAR2014.pdf</p>
ME5	<p>Hazardous substances and mixtures The production of the paper to be delivered may not use the hazardous substances and mixtures identified in criterion 4 (Excluded or limited substances and mixtures) of the EU Ecolabel for copying and graphic paper (7 June 2011). (http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF).</p> <p><i>Explanation</i> These requirements are derived from the EU Ecolabel for copying and graphic paper (7 June 2011).</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. Paper with the EU Ecolabel certificate will be considered to be in compliance with this minimum requirement.</p>
ME6	<p>Emissions to water and air The emissions to water and air resulting from the production of pulp and paper for the paper to be supplied must not exceed the following values calculated in accordance with the method described in the EU Ecolabel for copying and graphic paper (7 June 2011) (Criteria 1a and 1b – Emissions to water and air). (http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF).</p> <p><i>Explanation</i> These requirements are derived from the EU Ecolabel for copying and graphic paper (7 June 2011).</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. Paper with the EU Ecolabel certificate will be considered to be in compliance with this minimum requirement.</p>
ME7	<p>CO₂ emissions For the paper to be delivered, emissions of carbon dioxide from nonrenewable sources may not exceed 1000 kg per tonne of paper produced, including the emissions resulting from electricity production (on or off the production site). For non-integrated factories (where all pulp types used are procured), emissions may not be higher than 1100 kg per tonne. The emissions must be calculated as the sum of the emissions from the production of pulp and paper. The CO₂ emissions per tonne of product must be calculated in accordance with the breakdown and method described in the EU Ecolabel for copying and graphic paper (7 June 2011) (Criteria 1c – Emissions to water and air, CO₂) (http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF).</p> <p><i>Verification</i> The tenderer may be asked to submit a calculation in accordance with the method described in EN643. Paper with the EU Ecolabel certificate will be considered to be in compliance with this minimum requirement.</p>

6. Award criteria

Option: paper based on 100% reclaimed paper fibres, recycled paper

No.	Award criteria (GC)
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GC1	<p>Emissions to water and air A higher rating will be awarded:</p> <ul style="list-style-type: none"> • for AOX emissions for the paper to be delivered lower than 0.17 kg/ADT (Air Dried Tonne) • for P_{COD} of the paper to be delivered lower than 1.5 <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. For the award, the information from the paper score card, environmental declaration and/or paper profile may be used to determine AOX emissions. For P_{COD} a statement of the paper manufacturer is required, in accordance with the methodology of the EU Ecolabel for copying and graphic paper (7 June 2011). (http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF).</p>
GC2	<p>CO₂ emissions Tenders will be rated more highly where the CO₂ emissions for the paper to be delivered are lower than:</p> <ul style="list-style-type: none"> • 1000 kg/tonne of paper for paper from integrated factories • 1100 kg/tonne of paper for paper from non-integrated factories <p><i>Verification</i> To document CO₂ emissions, the tenderer may be requested to furnish a declaration from the paper manufacturer in accordance with the EU Ecolabel for copying and graphic paper (7 June 2011). (http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF).</p>

Option: paper based on non-recycled fibres (with or without a percentage of reclaimed fibres)

No.	Award criteria (GC)
GC3	<p>Environmental label criteria If products meet the environmental criteria of the EU Ecolabel for copying and graphic paper (7 June 2011) or other environmental labels of type I relating to the paper production itself (and not the management practices of the factory), extra points may be awarded.</p> <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. All products with an EU Ecolabel are considered to be in compliance. Other environmental labels of type I that meet the criteria may also be accepted. Other appropriate forms of evidence, such as a technical file or approval report from an accredited institution, will also be accepted. http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF</p> <p>For an explanation of type I environmental label, see: http://www.nen.nl/NEN-Shop/Norm/NENENISO-140242000-en.htm</p> <p><i>Source EU GPP</i></p>
GC4	<p>Emissions to water and air A higher rating will be awarded:</p> <ul style="list-style-type: none"> • for AOX emissions for the paper to be delivered lower than 0.17 kg/ADT (Air Dried Tonne) • for P_{COD} of the paper to be delivered lower than 1.5 <p><i>Verification</i> The tenderer may be asked to submit documentation demonstrating compliance with the criteria above. For the award, the information from the paper score card, environmental declaration and/or paper profile may be used to determine AOX emissions. For P_{COD}, a statement of the paper manufacturer is required in accordance with the methodology of the EU Ecolabel for copying and graphic paper (7 June 2011). http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:149:0012:0024:EN:PDF</p>

7. Contract provisions

Not defined for this product group.