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**EXECUTIVE MEMORANDUM****November 2005****P05-05****SUBJECT: Required Use of 100 Percent Recycled Paper**

Humboldt State University is committed to being a responsible steward of natural resources. To strengthen HSU's responsibility toward helping to preserve the environment, effective immediately all university departments will purchase exclusively 100 percent post-consumer waste recycled office paper. This applies to letter size general use white paper that is used in copiers and printers.

Current state law requires of all state facilities that at least 25 percent of all printing and writing paper purchases include at least 30 percent post-consumer content fiber. Purchased in quantity, the price of recycled papers has become increasingly competitive with virgin fiber papers. In addition, modern copiers and printers are better designed so that recycled paper does not jam or cause other performance problems.

The University and the environment benefit greatly from the use of recycled paper. Converting HSU's office paper usage to 100 percent recycled paper will help conserve natural resources. Based on our past consumption, this policy will save annually the equivalent of 1,200 mature trees; 349,000 gallons of water; 204,000 kilowatt hours of electricity; 3,000 lbs. of air pollution; and 104,485 lbs. of greenhouse gases. One hundred percent recycled, process chlorine free paper also avoids dioxin pollution and other negative environmental impacts of chlorine bleaching.

This policy reinforces Humboldt State University's commitment to environmental responsibility and leadership.

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