

## BUY SUSTAINABLE PAPER



Buy 100%, Post-Consumer Recycled Paper

Available at the Concordia Bookstore. Ask for 100% **post-consumer** recycled paper. Pre-consumer or simply “recycled” paper is made from scraps from the manufacturing process.



Buy locally

Quebec and Canada are home to several large paper manufacturing plants. Buying locally reduces unnecessary transportation emissions.



Buy chlorine-free

When chlorine is used to bleach paper, the produced toxins pollute air and water and can adversely affect human health.



Look for certifications

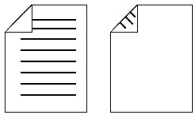
Most environmental certifications ensure a standardized level of quality for paper while minimizing the impact on the environment. FSC (Forest Stewardship Council), EcoLogo, Processes Chlorine Free, and Rainforest Alliance are the most frequently seen certifications.

## REDUCE PAPER USE



Print double-sided

Contact IITS for help setting double-sided as the default setting for printing: [x7613](mailto:x7613) or [help@concordia.ca](mailto:help@concordia.ca)



Re-use paper

Set up a box for saving paper printed on only one side. Reuse the paper for notes. Send the full box to [GMI000.12](mailto:GMI000.12) by contacting distribution at [x2400](mailto:x2400) so the paper can be made into one-sided paper notebooks.



Keep it electronic

Reduce printing by using electronic documents. Offer electronic versions of your newsletter and an opt-out option for print versions. Send minutes by email and use a projector to display your meeting agenda and documents.

