



Date	Version no	Change
May 2008	1.0	Introduction of Best Practice specifications and criteria for virgin fibre being sourced from a sustainably managed forest
May 2009	2.0	Introduction of the UK Timber Procurement Policy
January 2010	3.0	Complete revision of specifications

IMPACT AREA	MANDATORY
All Paper	The recycling process must be Elemental Chlorine Free (ECF), with Adsorbable Organic Halogenated compound (AOX) emissions from the production of each pulp used below 0.25kg per Air Dried Tonne (ADT), or Process Chlorine Free (PCF). NB AOXs are hazardous chlorinated compounds which result from the bleaching of pulp with chlorine or chlorine-based chemicals. Therefore, this standard will not apply to products derived from pulp which is not bleached or where bleaching is performed with chlorine free substances.
Copying and Graphic Paper	Copying and graphic paper must have 100% recycled content, to include only genuine recovered fibre (i.e. no 'mill broke' unless solely from a recycled paper production line), in accordance with NAPM definition.
Paper for Printed Publications	Paper procured for Professional Purposes / Printed Publications to be a minimum 75% recycled content, to include only genuine recovered fibres (i.e. no 'mill broke'), in accordance with the NAPM definition. Of the non-recycled content (25% or less), any virgin fibre used must be purchased in accordance with UK timber procurement policy. Timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased. NB As a minimum, departments will need to ensure that at least 50% of annual purchases (by weight) meet or exceed the mandatory minimum specification of 75% recycled content and that the remaining 50% of annual purchases (by weight) have a recycled content of at least 25%. All purchases must meet mandatory minimum specifications for Chlorine and AOX emissions.
Tissue Paper (kitchen and toilet tissue)	Tissue paper (for example kitchen and toilet tissue and hand towels) must have 100% recycled content, to include only genuine recovered fibre (i.e. no 'mill broke' unless solely from a recycled paper production line), in accordance with NAPM definition.

Implementation Note

When tendering, variant contracts may be used to invite submissions that meet the mandatory minimum specification (of 75% recycled content), but also invite and allow consideration of submissions for paper products between 25% and 100% recycled content. In such cases evaluation criteria may be set to favour submissions for higher levels of recycled content within the 50% to 100% range (e.g. a submission for paper with a 70% recycled content would score more highly [20 points] than a submission for paper with 55% [5 points] recycled content, where a point is awarded for each percentage point above 50%). Departments need to ensure however that the mandatory minimum annual outcome identified above is met.

Reasons and evidence for purchasing differently from the minimum mandatory 75 per cent recycled content specification must be made publicly available on request from any authorised body assessing compliance with this standard.

For those departments that believe that an upfront cost constraint prevents them from meeting the specification, we refer to advice given in the UK Sustainable Procurement Action Plan, 2006 which states “where Departments believe an upfront cost constraint prevents them from choosing the most sustainable option, they may raise this with the Treasury.” Departments should be aware that any deviation from the above specification may mean non-compliance with EU Green Public Procurement criteria.

IMPACT AREA	BEST PRACTICE
All Paper	Same as the mandatory standard
Copying and Graphic Paper	In addition to meeting the mandatory standards, the ecological criteria of the European Ecolabel for ‘copying and graphic paper’ – or an equivalent standard - must be met. Whilst European Ecolabel certification provides one means of verifying compliance, any other appropriate means of proof, such as; a technical dossier of the manufacturer (verified by an external auditor), or a test report from a recognised body, would be acceptable. The applicable sections of the ecological criteria document are: emissions to water and air; energy use; hazardous chemical substances; and waste management (as applied to paper production and not general management practices).
Paper for Printed Publications	Same as the mandatory standard. NB The European Commission is currently developing Ecolabel standards for ‘printed paper’. When finalised, it is intended that they will form the basis of the Best Practice Government Buying Standards for ‘Paper for Professional Purposes’.
Tissue Paper (kitchen and toilet tissue)	In addition to meeting the mandatory standards, the ecological criteria of the European Ecolabel for ‘tissue paper’ – or an equivalent standard - must be met. Whilst European Ecolabel certification provides one means of verifying compliance, any other appropriate means of proof, such as; a technical dossier of the manufacturer (verified by an external auditor), or a test report from a recognised body, would be acceptable. The applicable

	sections of the ecological criteria document are: emissions to water and air; energy use; hazardous chemical substances; and waste management (as applied to paper production and not general management practices).
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See also

- [ECOLABEL – COPYING AND GRAPHIC PAPER](#)
See the ecological criteria, i.e. the ecolabel, for copying and graphic paper
- [ECOLABEL – TISSUE PAPER](#)
See the ecological criteria, i.e. the ecolabel, for tissue paper
- [NATIONAL ASSOCIATION OF PAPER MERCHANTS \(NAPM\)](#)
See details of the NAPM's waste definition