



SF Approved Office Paper

Products that meet health & environmental criteria for the City and County of San Francisco

NOTE: All office papers listed on the "Recycled Copier and Bond Paper Contract #96730" are approved. City & County of San Francisco staff may only purchase listed products when the product category is designated as "mandatory." (SF Environment Code Chapt. 2). The Department of the Environment and Office of Contract Administration monitor sales reports by City vendors.

Vendors/manufacturers: Products are added to this list only when solicited by the City & County of San Francisco. Solicitations will be posted on the Dept. of the Environment web site.

Product Category	Exceptions/Notes		Product Name, Number	Manufacturer	Criteria Used for Review	(SAN FRANCISCO STAFF ONLY)		Vendors
	MANDATORY	EXCEPTIONS				On SF Contract?	Contract Number	
Recycled paper - 30% postconsumer content (less than palette lots)	MANDATORY	EXCEPTIONS	Various; see award sheet	Wasau, CEXP, Office Depot, Domtar	See criteria below	✓	83021	American Product Distributors, Corporate Express, Falcon Industrial Distributors, Give Something Back LLC, Mitchell Snow Inc., Santora Sales
Recycled paper - 50% postconsumer content (less than palette lots)	MANDATORY	EXCEPTIONS	Various; see award sheet	Badger, Georgia-Pacific, Southworth, International Paper, Neenah	See criteria below	✓	83021	Corporate Express, Falcon Industrial Distributors, Mitchell Snow Inc.
Recycled paper - 100% postconsumer content, processed chlorine-free (less than palette lots)	MANDATORY	EXCEPTIONS	Various; see award sheet	Badger, New Leaf	See criteria below	✓	83021	Corporate Express, Give Something Back LLC, Santora Sales

Product Category	Exceptions/Notes	Product Name, Number	Manufacturer	Criteria Used for Review	(SAN FRANCISCO STAFF ONLY)		
					On SF Contract?	Contract Number	Vendors
Recycled paper - 30% postconsumer content (palette lots)	MANDATORY EXCEPTIONS	Various; see award sheet	Georgia-Pacific, Hammermill, Office Depot, CEXP/Wassau, Domtar	See criteria below	✓	83021	American Product Distributors, Corporate Express, Falcon Industrial Distributors, Give Something Back LLC, Mitchell Snow Inc., Santora Sales
Recycled paper - 50% postconsumer content (palette lots)	MANDATORY EXCEPTIONS	Various; see award sheet	Badger	See criteria below	✓	83021	Corporate Express, Falcon Industrial Distributors, Mitchell Snow Inc.
Recycled paper - 100% postconsumer content, processed chlorine-free (palette lots)	MANDATORY EXCEPTIONS	Various; see award sheet	Badger	See criteria below	✓	83021	Corporate Express

Definitions

Mandatory Within a "mandatory" product category, San Francisco City staff may purchase *only* listed products. To purchase other products, a waiver from the Office of Contract Administration will be required beginning 10/1/07.

On SF Contract? Products marked in this column are currently offered on a San Francisco citywide term contract.

Criteria Used for Review All products in the Recycled Copier and Bond Paper Contract meet environmental and health criteria established by the San Francisco Dept. of the Environment. The EPA's Comprehensive Procurement Guidelines were used to establish the minimum level of recycled content.

(1) High-grade, printing paper: Minimum 30% recycled post-consumer waste for copier paper.

(2) Cotton fiber paper: 40% post-consumer material.

(3) Bond paper (for letterhead): Minimum 30% recycled post-consumer waste with 25% rag content.

100% postconsumer waste papers were required to be certified as processed chlorine free by the Chlorine-Free Products Association or Green Seal GS-07.

(SF STAFF ONLY)

Exceptions to Mandatory Purchasing Requirements

The mandatory requirement does not apply for these specific product uses.

All paper types Exceptions to purchasing from this list are those City departments that require specialized papers for special uses. We strongly encourage City departments to choose the highest postconsumer recycled content feasible.

Last Updated: July 30, 2007