

National Assembly for Wales

Sustainable Paper Policy 2014-15

Working Sustainably

The Assembly Commission has had an environmental policy in place since 2006, recognising the most significant direct and indirect impacts of our organisation on the environment.

We recognise that paper is a core resource required for us to undertake our activities, and is created from limited natural resources resulting in a large ecological footprint.

In alignment with our strategic values, we aim to minimise the environmental impact of the paper we use through the responsible purchase and consumption of paper products from legal and sustainable sources.

We are committed to recycling the paper we use but we appreciate that the full lifecycle impacts of paper consumption cannot be addressed by this policy alone and should be considered in conjunction with the Assembly's other related policies and guidance which are outlined below.

- The Environmental Policy
- Paper use reduction guidance

Objectives

In accordance with our commitment to use paper sustainably, we will:

- Ensure all internal copier paper and publications are printed on 100% recycled paper, or paper from FSC (**Forest Stewardship Council**) or PEFC (**Programme for Endorsement of Forest Certification**) certified sources.
- Ensure any print requirements commissioned externally are printed using a minimum 50% recycled paper from producers with current FSC or PEFC Chain of Custody certification. Eg FSC Mixed Sources.
- Ensure that in exceptional circumstances when either recycled or mixed source paper cannot be used, the product must be FSC or PEFC certified with the relevant Chain of Custody certification to prove the paper has come from legal and sustainable sources.
- Reduce the environmental footprint of our paper use by printing as many internal publications as possible through our in-house copy unit, in particular high volume print jobs.
- Identify and implement opportunities to encourage responsible paper consumption and where appropriate, store and publish files electronically instead.



Procurement of Paper

- The procurement and supply of paper for Copy Unit printing purposes and building wide photocopiers will be purchased by the Assembly's Copy Unit.
- All paper used in office desktop printers must be purchased by designated Stationery Officers and must comply with minimum paper specifications as identified above.

This policy will apply to all paper used by the Assembly, whether supplied internally through the Copy Unit or specified to external printers and suppliers. The policy applies to Assembly Member offices in relation to paper type and responsible disposal, however separate purchase arrangements apply bespoke to individual requirements. The Assembly is committed to providing the necessary resources required to meet its commitment to this policy.

This policy statement will be reviewed annually and made available to all Assembly Commission staff, Assembly Members and Assembly Member Support Staff through our intranet site, and any other interested parties through our website. It will be contractually binding on suppliers who use our premises and will be made available to anyone on request.



Peter Black AC/AM

Comisiynydd y Cynulliad sy'n gyfrifol am Gynnaladwyedd /
Assembly Commissioner for the Sustainable Assembly

Signed:

A handwritten signature in blue ink, appearing to be 'P. Black'.



Claire Clancy

Prif Weithredwr a Chlerc y Cynulliad/Chief Executive and Clerk to
the Assembly

Signed:

A handwritten signature in black ink, appearing to be 'Claire Clancy'.

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National
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Wales