

Sustainability- Printing Checklist

- 1) Have you thought about the environmental impact of your paper purchase?
- 2) The paper you are requesting, does it meet our minimum standard requirements of FSC and 30% PCW (FSC= Forest Stewardship Council; PCW= Post-consumer waste)?
- 3) Please consider going beyond our minimum requirements and look at FSC 50% PCW and/or FSC 100% PCW.
- 4) Have you visited the print shop for your printing needs? The print shop offers a variety of sustainable paper and printing options. Grenville which runs the print shop recycles the paper and toner, as well they plant trees based on the percentage of printing they complete as a carbon offset.
- 5) Have you requested a quote for the various sustainability options (FSC 30%, 50%, 100% PCW) to see the price difference?
- 6) Ask the vendor (printer/designer/supplier) about their sustainable practices and consider this in your decision.
- 7) Have you discussed with the vendor about the various printing options available, and which would be the most sustainable option?
 - Offset vs. digital (digital is more sustainable)
- 8) Have you requested samples (i.e. swatch books) of the different sustainable paper options to determine the quality to ensure you will obtain the high standard, quality and look of your project (i.e. calendars/degree books)?
- 9) Have you discussed sustainable finishing options such as the coatings (i.e. water-based coats rather than UV coating)?
- 10) Please consider the vendors disposal of scrap paper/misprints, transportation or products and the packaging of products as a part of your decision.

Information to include (you must include -> here's how)

- Metrics: During design, include environmental savings metrics
 - Based on your choice of sustainable paper, please discuss with the designer how to include environmental logos in your design (PCW, Bio, Ecologo, Chlorine, FSC, Trees Saves, Water Saved etc.)
 - Steps on how:
 - 1) Ask printers/designers if they can do the calculations for the trees/water etc. saved.
 - If no and it is a Cascades products, contact Bernard Hellen. If it is not a Cascades product contact Lindsay Walker at Lindsay.walker@humber.ca.
 - 2) Go to brand standards website for the logos/icons for Humber documents.
 - 3) Include the logos/information on all jobs (somewhere in the design).