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**Subject:** [Pcbodist] Staples Recycled Paper Update  
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**Attachments:** [ATT00001.txt](#)

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# Partners in Campus Business Operations

## Staples Recycled Paper Update

### ***Sent On behalf of: Sustainability & Procurement & Contracts***

Dear Campus Community:

We recently received notification from Staples regarding a situation that will affect recycled paper products and possibly the entire paper market. A fire has shut down production for the leading supplier of recycled fiber and raw material, to all paper mills and all brands, in North America. Domtar, the largest paper mill, and key manufacturer of Staples brand recycled paper has been affected because of this fire. There is no estimate for when the supplier will be back online, so Domtar (and likely followed by all mills) will be unable to produce recycled copier paper. Staples indicates that this outage could last several months.

What does that mean for our campus?

- Recycled copier paper (and other copier paper) may become more challenging to find for purchase.
- Alternative action will need to be taken by your department in the event recycled paper is temporarily unavailable.

What can you do?

- Become paperless! For the past two-plus years, many of our business processes went electronic.
- In fact, you are probably using less paper than you did pre-Covid. However, if you need suggestions or tips on becoming paperless, please check out this Sustainability [link](#).
- Only print or make copies when necessary.
- Print double-sided, unless absolutely necessary, to be single-sided.
- Keep an eye on your inventory levels and adjust your backup stock slightly higher than usual (if you have the space and budget), but please never hoard paper.
- If/when recycled copier paper becomes unavailable, Staples suggests purchasing TruRed Multipurpose paper (available through your Staples Advantage account) until recycled copier paper becomes available again. The Chancellor's Office has temporarily removed the "auto-sub" from Staples Advantage so that this multipurpose alternative can be ordered.

Right now, Staples has recycled paper in their warehouses and will distribute it to purchasers that have made purchases through them before. They have implemented measures to help avoid runs on critical orders (after lessons learned through the pandemic). Staples' goal is for their key clients, including the

CSU system, to have what they need, when needed, to maintain their business.

Thank you,

Sustainability

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