

**Government of Ontario**

**Information**  
&  
**Technology**  
**Standards**



**Government of Ontario IT Standard (GO-ITS)**

**GO-ITS Number 92**

**Printing and Copying**

**Version 1.0**

**Status: Approved**

Prepared for the Information Technology Standards Council (ITSC) under the delegated authority of the Management Board of Cabinet

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## Template Info

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Template Name	Template #	Template Version No.	Template Author	Template Completion Date
GO-ITS Template	09.03.26	2.0	Design: PMCoE Boilerplate: TAB/OCCTO	2009-03-26

## Document History (including ITSC and ARB approval dates)

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Date	Summary
2009-06-04	Draft Version 1.0
2009-12-11	Final Draft, Version 1.4
2009-12-16	<b>Endorsed:</b> <ul style="list-style-type: none"> <li>○ IT Standards Council endorsement</li> </ul>
2009-12-17	<b>Approved:</b> <ul style="list-style-type: none"> <li>○ Architecture Review Board approval</li> <li>○ Approved Version number set to V1.0</li> </ul>

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## 1. Foreword

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Government of Ontario Information Technology Standards (GO-ITS) are the official publications on the guidelines, preferred practices, standards and technical reports adopted by the Information Technology Standards Council (ITSC) under delegated authority of the Management Board of Cabinet (MBC). These publications support the responsibilities of the Ministry of Government Services (MGS) for coordinating standardization of Information & Information Technology (I&IT) in the Government of Ontario. Publications that set new or revised standards provide enterprise architecture guidance, policy guidance and administrative information for their implementation. In particular, GO-ITS describe where the application of a standard is mandatory and specify any qualifications governing the implementation of standards.

## 2. Introduction

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### 2.1. Background

The *OPS Green Transformation Strategy* was approved by the Cabinet Committee on Ontario's Economic Future (CCOEF) on April 22, 2009 and is led by the **OPS Green Office**.

The *OPS Green Transformation Strategy* was endorsed to reduce the Ontario government's GHG emissions that includes:

- Emissions reduction targets that align with the Go Green Action Plan commitments for the province as a whole – equivalent to 19% below 2006 levels by 2014 and 27% below 2006 by 2020.
  - Achieving these targets through actual reductions rather than purchased offsets
- Start to drive progress through setting of multi-year consumption reduction strategy led by the OPS Green Office in the Ministry of Government Services.
- An accountability structure for results with implementation led by the OPS Green Office in the Ministry of Government Services, in consultation with ministries through creation of a Green Government Task Force
- Driving results and emissions reductions through quarterly reports to the Climate Change Action Committee and Climate Change Secretariat dashboard.

The *OPS Green Transformation Strategy* will:

- Demonstrate that Ontario is a leader in environmental responsibility and is prepared to undertake the hard work to make our operations as sustainable as possible
- Show that Ontario is serious about reducing GHG emissions and reducing environmentally harmful consumption
- Show that “going green” can drive efficiencies and permanently reduce the cost of government operations
- Position the Ontario government as an employer of choice by virtue of its commitment to environmental responsibility
- Enable continuous improvement in our environmental performance by rigorously tracking and monitoring progress.

The *OPS Green Transformation Strategy* will implement new business practices including:

- **Fuel Consumption** - Smart Travel + Carpooling + Fuel Efficient Vehicles + Driver Training to Reduce Idling and Improve Driving Habits
- **Air Travel** - Fewer Flights + Telework / Videoconferencing + Web Collaboration
- **Facilities Energy** - Reduced Space + Power Management Strategy + Fewer and More Energy Efficient Devices + Green Leases + Green Data Centres
- **Paper** - Duplex Printing + Paperless Meetings + User Training
- **Devices** - Elimination of Non-Duplex Printers + Reduction of Non-Networked and Single Function Devices + Reduction of Colour Printers + Energy Star Requirements
- **Waste** - Fewer Consumables + Less Packaging + More Robust Recycling Programs

The *Beyond e-Ontario: Strategic Plan 2009-2014* outlines the top priorities of *Ontario's Five Year Corporate I&IT Plan*. Among the top priorities listed in the strategic plan, there is a focus on providing “more reliable, cost effective IT solutions” through the “increased reliability & cost effectiveness of technology solutions and services”. One of the major strategies for achieving this is to “develop and implement a Green Ontario I&IT strategy” that includes:

1. Implementing a Green I&IT strategy to support a Green Ontario.
2. Using I&IT to reduce the paper burden on small business

Members of the *Information Technology Executive Leadership Council (ITELC)* identified suitable Key Performance Indicators (KPIs) and Green Champions for the above listed strategies to help define and measure Ontario's progress towards reaching its I&T environmental goals including:

1. All IT hardware to meet I&T equipment Energy Star standard, and be disposed in an ecological manner.
2. Complete an energy audit of all Ontario Public Service (OPS) IT equipment by 2009, and implement an energy reduction plan by 2014.

The *Climate Change Secretariat*, *OPS Green Office* and the *Greenhouse Gas (GHG) Initiative* project are working together to reduce energy consumption, foster conservation efforts and address climate change. The *OPS Green Office* is coordinating many exciting initiatives involved in "greening" the OPS including the development and implementation of a *Green I&T Strategy* with actionable and measurable results. The current action plan supports the KPIs and strategies underpinning the *Beyond e-Ontario Strategic Plan* and focuses on four pillars:

1. Procuring Green I&T Products
  - (a) I&T products purchased will use less energy and avoid more carbon emissions. In addition, new Green certification standards recognize efforts by manufacturers to reduce the environmental impact of their I&T products.
2. Running Green Data Centres and Equipment
  - (a) An opportunity exists to Green our data centres and the I&T equipment used on a daily basis. The new data centre planned in Guelph, and the introduction of multifunctional devices and power-down software will assist in reducing energy consumption.
3. Supporting Green Work Practices
  - (a) A reduction in the amount of travel and carbon emissions from airplanes and automobiles can be accomplished through the use of videoconferencing, telecommuting, and increased broadband access.
4. Ensuring Green Disposal of I&T Equipment

## 2.2. Purpose

The main purpose of this GO-ITS document is to establish printing and copying requirements such as:

- (a) Environmentally friendly features and functionality that must be present in multifunctional devices, printers, copiers, fax and mailing machines in some form or another
- (b) Certified recycled paper products to be used with electronic equipment for printing and copying to minimize further impacts on the environment
- (c) Certified printer companies outside of the Government of Ontario including Printers, Publishers and Print Brokers that sell products and services to Government of Ontario

This GO-ITS document will help foster a sustainable *Green Computing* environment within the OPS by helping clusters and ministries reduce the environmental footprint associated with Information Technology.

This GO-ITS document mandates a set of certifiable directives, eco-labels and standards that will position the OPS to implement printing and copying through the establishment and management of government-wide Vendor of Record (VOR) arrangements.

The proper implementation, monitoring and reporting of printer companies and paper products including the environmentally friendly features and functionality of printing and copying devices will proactively enable the OPS to meet the requirements of future environmental audits.

## 2.3. Scope

### 2.3.1. In Scope

This GO-ITS document contains printing and copying requirements that apply to:

- (a) **GO-ITS 92:** IT hardware such as multifunctional devices, printers, copiers, faxes and mailing machines
- (b) **GO-ITS 92:** Paper products such as coated offset, uncoated offset, commodity coated cover, fine text & cover, bond & writing, digital, newsprint, paperboard & packaging, envelopes, other paper and labels
- (c) **GO-ITS 92:** Printer companies such as Printers, Publishers and Print Brokers defined by the Forest Stewardship Council (FSC) Canada

The adoption of industry directives, eco-labels and standards are included in this GO-ITS document to help address the following environmental issues:

- (a) **GO-ITS 92:** Reduce deforestation and its impacts on the environment
- (b) **GO-ITS 92:** Reduce the energy consumption of water and wood
- (c) **GO-ITS 92:** Reduce chemicals, pollutants and solid waste contamination
- (d) **GO-ITS 92:** Reduce leaking carcinogens into the groundwater
- (e) **GO-ITS 92:** Reduce the addition of toxins into the soil

### 2.3.2. Out of Scope

The following items are out of scope for this GO-ITS:

- (a) Definition of 'Green' in the OPS; best described by referring to the context of 'Green' in the OPS that follows a chronological order of events described in section 2.1 of this GO-ITS document
- (b) The digitization of paper including providing any indication that we are moving away from the use of paper products altogether since this GO-ITS document deals with the current situation where the government has not yet achieved a 100% paperless environment
- (c) Printing and copying requirements for mobile devices such as handheld PCs, personal digital assistants (PDAs), mobile phones (Blackberries) or other types of handheld, mobile and personal electronic devices are excluded

Furthermore, the following industry directives and standards subjects are to be included in other GO-ITS documents as follows:

- (a) **GO-ITS 90:** Acquisition of Electronic Equipment
- (b) **GO-ITS 91:** E-waste policies, processes & procedures for electronic equipment

- (c) **GO-ITS 93:** Power consumption of Electronic Equipment that increases GHG emissions and Computer Servers to support Green Data Centre initiatives (i.e., power management)
- (d) **GO-ITS 94:** Extended Life, Re-use and Recycling of electronic equipment
- (e) **GO-ITS 95 & 96:** Green policies, processes & procedures for Buildings, Telecommuting & Procurement

## 2.4. Applicability Statements

### 2.4.1. Organization

Government of Ontario IT Standards and Enterprise Solutions and Services apply (are mandatory) for use by all ministries/clusters and to all former Schedule I and IV provincial government agencies under their present classification (Advisory, Regulatory, Adjudicative, Operational Service, Operational Enterprise, Trust or Crown Foundation) according to the current agency classification system.

Additionally, this applies to any other new or existing agencies designated by Management Board of Cabinet as being subject to such publications, i.e. the GO-ITS publications and enterprise solutions and services - and particularly applies to Advisory, Regulatory, and Adjudicative Agencies (see also procurement link, OPS paragraph). Further included is any agency which, under the terms of its Memorandum of Understanding with its responsible Minister, is required to satisfy the mandatory requirements set out in any of the Management Board of Cabinet Directives (cf. Operational Service, Operational Enterprise, Trust, or Crown Foundation Agencies).

As new GO-IT standards are approved, they are deemed mandatory on a go-forward basis (Go-forward basis means at the next available project development or procurement opportunity).

When implementing or adopting any Government of Ontario IT standards or IT standards updates, ministries and I&T Cluster must follow their organization's pre-approved policies and practices for ensuring that adequate change control, change management and risk mitigation mechanisms are in place and employed.

For the purposes of this document, any reference to ministries or the Government includes applicable agencies.

### 2.4.2. IT Hardware Deployments

The following GO-ITS apply (are **mandatory**) to IT hardware deployed within or operated on behalf of the Government of Ontario within the scope of the categories listed in Section 2.3.1, In Scope of this GO-ITS document:

- (a) Acquisition of electronic equipment for printing and copying must be implemented according to the requirements specified by *GO-ITS 90.0 – Acquisition of Electronic Equipment*.
- (b) Environmentally friendly disposal of electronic equipment for printing and copying **must** be implemented according to the requirements specified by *GO-ITS 91.0 – Disposal of Electronic Equipment*.
- (c) Power management of electronic equipment for printing and copying **must** be implemented according to the requirements specified by *GO-ITS 93.0 – Power Management for Electronic Equipment*.

## 2.5. Requirements Levels

Within this document, certain wording conventions are followed. There are precise requirements and obligations associated with the following terms:

<b>Must</b>	This word, or the terms "REQUIRED" or "SHALL", means that the statement is an absolute requirement.
<b>Should</b>	This word, or the adjective "RECOMMENDED", means that there may exist valid reasons in particular circumstances to ignore the recommendation, but the full implications (e.g., business functionality, security, cost) must be understood and carefully weighed before

## 2.6. Contact Information

### 2.6.1. Roles and Responsibilities

#### Accountable Role Definition

The individual ultimately accountable for the process of developing this standard. There must be exactly one accountable role identified. The accountable person also signs off as the initial approver of the proposed standard before it is submitted for formal approval to ITSC and ARB. (Note: in the OPS this role is at a CIO/Chief or other senior executive level)

#### Accountable Role:

Ministry/Cluster: Government Services  
 Division: OPS Green Office  
 Job Title: Assistant Deputy Minister  
 Name: Neil Sentance  
 Phone: 416-327-3536  
 E-mail: [neil.sentance@ontario.ca](mailto:neil.sentance@ontario.ca)

#### Responsible Role Definition

The organization responsible for the development of this standard, There may be more than one responsible organization identified if it is a partnership/joint effort. (Note: the responsible organization provides the resource(s) to develop the standard)

#### Responsible Role:

Ministry/Cluster: Government Services  
 Division: OPS Green Office  
 Job Title: Director, Strategy  
 Name: Ruth Bayne  
 Phone: 416-327-7644  
 Email: [ruth.bayne@ontario.ca](mailto:ruth.bayne@ontario.ca)

#### Support Role Definition

The support role is the resource(s) to whom the responsibility for actually completing the work and developing the standard has been assigned. There may be more than one support role identified. If there is more than one support role identified, the following contact information must be provided for each of them. If there is more than one support role, the first role identified should be that of the editor – the resource responsible for coordinating the overall effort.

**Support Role (Editor):**

Ministry/Cluster: Government Services  
 Division: Office of the Corporate Chief Technology Officer  
 Branch: Corporate Architecture Branch  
 Job Title: Lead, Government of Ontario IT Standards Program  
 Name: Paul Daly  
 Phone: 416-326-9035  
 Email: [paul.daly@ontario.ca](mailto:paul.daly@ontario.ca)

**Consulted**

Please indicate who was consulted as part of the development of this standard. Include individuals (by role and organization) and committees, councils and/or working groups. (Note: consulted means those whose opinions are sought, generally characterized by two-way communications such as workshops):

Consulted Organizational Areas	Date
Executives:	
Chief Technology Officer (CTO) – Green IT Standards Framework	2008-12-09
Ministry of Government Services:	
Office of the Chief Information and Privacy Officer	2009-10-07

**Informed**

Please indicate who was informed during the development of this standard. Include individuals (by role and organization) and committees, councils and/or working groups. (Note: informed means those who are kept up-to-date on progress, generally characterized by one-way communication such as presentations):

Informed Organizational Areas	Date
Ministry of Government Services:	
Government Services Delivery Cluster (GSDC)	2009-10-07
Office of the Corporate Chief Strategist – I&IT Strategy Policy & Planning	2009-09-15
OPS Green Office – Green I&IT Strategy	2009-09-14

## 2.7. Recommended Versioning and/or Change Management

Changes (i.e. all revisions, updates, versioning) to the standard require authorization from the “responsible” organization.

Once a determination has been made by the responsible organization to proceed with changes, the Standards Section, Technology Adoption Branch, OCCTO, will coordinate and provide assistance with respect to the approvals process.

The approval process for changes to standards will be determined based on the degree and impact of the change. The degree and impact of changes fall into one of two categories:

**Minor changes** - requiring communication to stakeholders. No presentations required. No ITSC or ARB approvals required. Changes are noted in the “Document History” section of the standard;

**Major changes** - requiring a presentation to ITSC for approval and ARB for approval (Note: ARB reserves the right to delegate their approval to ITSC)

Below are guidelines for differentiating between minor and major changes:

### Major:

- represents a major version change to one or more specifications
- impacts procurement
- requires configuration changes to current solutions
- impacts other standards
- responds to legislative, policy or procurement changes

### Minor:

- represents incremental version changes to one or more specifications
- does not impact procurement (other than informational)
- does not require configuration changes to current solutions
- does not impact other standards
- is not related to legislative, policy, or procurement changes

## 2.8. Publication Details

All approved Government of Ontario IT Standards (GO-ITS) are published on the ITSC Intranet web site. Please indicate with a checkmark below if this standard is also to be published on the public, GO-ITS Internet Site.

Standard to be published on both the OPS Intranet and the GO-ITS Internet web site (available to the public, vendors etc.)	<input checked="" type="checkbox"/>
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### 3. Technical Specification

#### 3.1. Printing and Copying Requirements

The acquisition and usage of multifunctional devices & paper products and the usage of printer, publisher and print broker companies within or on behalf of the Government of Ontario by way of Requests for Proposals (RFPs) in the Government of Ontario **must** comply with the following requirements before companies and manufacturers can become qualified VORs:

##### 3.1.1. Reduction and Consolidation of Printers, Copiers, Facsimiles and Mailing Machines

All organizations **must** procure multifunctional devices to reduce and consolidate as follows:

- (a) Multifunctional devices to reduce and consolidate the amount of IT hardware such as printers, copiers, fax and mailing machines in their cluster or ministry by **50-67%** & stop buying and using personal side printers.
- (b) **That the amount of print-imaging equipment in a Ministry should not be more than:**

Recommended Minimums by 2011

Personal printers (including colour inkjets)	1 per 15 staff
B&W Network Printers	1 per 20 staff
Coloured Network Printers	1 per 40 staff
Fax Machines	1 per 40 staff
Scanners and Other	1 per 40 staff
B&W MFD (Copiers)	1 per 30 staff
Colour MFD (Copiers)	1 per 50 staff

- (c) That **Ministries** should strive to reduce their print/copy volumes to less than 7,000 pages per staff per year. (Current level for 2008 is 10,400 pages per staff per year).

##### 3.1.2. Acquisition of Multifunctional Devices (MFDs)

All organizations **must** procure certified IT hardware as follows:

- (a) Certified IT hardware such as multifunctional devices, printers, copiers, fax and mailing machines according to the requirements set forth in **GO-ITS 90 Acquisition of Electronic Equipment** and that additionally support the features included in section 3.1.3 below on all aforementioned IT hardware that have such capability.

##### 3.1.3. Usage of Multifunctional Devices, Printers, Copiers, Fax and Mailing Machines

All organizations **must** set the following default settings for any supported features included in the table below for all multifunctional devices, printers, copiers, fax and mailing machines that have such capabilities before such electronic equipment is deployed to end users:

Feature (or equivalent; varies by vendor)	Setting (or equivalent; varies by vendor)
Duplex Printing	2 Sided Print
Output Color	Black and White
Output/Stapling	Uncollated or Collated, No staple(s)
Banner Sheet	Off (none)

Print Quality	Normal Mode
Toner Saver	Conserve Ink
Watermark	Off (none)
Power Management	Sleep Mode after 20 minutes; Shutdown at night
Paper Sizes, Colors and Types	FSC-Certified Paper
Laser Toner Cartridges	High Yield Toner

#### 3.1.4. Acquisition of FSC-Certified Papers (Paper Products)

All organizations **must** procure certified paper products as follows:

- (a) FSC-certified paper that meets the **FSC Standard for Chain of Custody Certification (FSC-STD-40-004 v2)** for coated offset, uncoated offset, commodity coated cover, fine text & cover, bond & writing, digital, newsprint, paperboard & packaging, envelopes, other paper and labels available at <http://www.fsccanada.org/>.

**Important Note:** If you cannot find a NEW FSC-certified paper on the list available at <http://www.fsccanada.org/FSCPaper.htm>, FSC Canada may be in the process of updating the list or waiting for more information from Merchants and Paper Mills.

#### 3.1.5. Usage of FSC-Certified Printers (Printer, Publisher or Print Broker Companies)

When external printer companies are engaged to provide products and services to the Government of Ontario, all organizations **must** use:

- (a) Certified Printers, Publishers or Print Brokers that have an **FSC Chain of Custody Certification (FSC-STD-40-004 v2)** to demonstrate the Government of Ontario's commitment to acting in a responsible and sustainable manner when it comes to where and how products are made.

**Important Note:** The use of FSC logos on printed documents must be done by a Printer, Publisher or Print Broker that has an FSC Chain of Custody Certification and be on FSC-Certified Paper.

## 4. Related Standards

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### 4.1. Impacts to Existing Standards

Identify any Standards that reference or are referenced by this Standard and describe the impact.

GO-IT Standard	Impact	Recommended Action
GO-ITS 90 – Acquisition of Electronic Equipment	GO-ITS 90 states that IT hardware should conform to EcoLogo criteria available at the EcoLogo Program site on the Internet.	EcoLogo criteria <b>should</b> be used in the procurement of MFDs or other printing/copying devices in addition to other requirements if/when possible.

### 4.2. Impacts to Existing Environment

Impacted Infrastructure	Impact	Recommended Action
Multifunctional devices, printers, copiers, faxes and mailing machines.	Must use FSC-Certified Paper and configure all supported features in section 3.1.3 for all IT hardware that have such capability as default settings when deployed for end users.	Set default settings on the device itself if possible so the settings get pushed to end users. Otherwise, configure the end user's desktop printer properties & preferences accordingly.

## 5. Appendices

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### 5.1. Mandatory Technical Standards and Specifications

#### 5.1.1. Forest Stewardship Council (FSC) Canada

<b>Title</b>	FSC Standard for Chain of Custody Certification
<b>Objective</b>	A key objective of this standard is to provide a pathway for organizations to both enter the FSC system and/or increase the proportion of FSC-certified input material to 100%.
<b>Description</b>	<p>FSC Chain of Custody is an information trail about the path taken by products from the forest or, in the case of recycled materials, from the reclamation site to the consumer including each stage of processing, transformation, manufacturing, and distribution where progress to the next stage of the supply chain involves a change of ownership.</p> <p>Any change of ownership in the supply chain requires the establishment of effective Chain of Custody management systems at the level of the respective organization and their verification by independent certification bodies, if the organization wants to make an FSC claim about their products. Developing and implementing Chain of Custody management systems is a way for organizations to effectively control their processing system and show their customers the origin of the material in their products.</p>
<b>Version</b>	FSC-STD-40-004 (Version 2-0) EN
<b>Sponsor</b>	Forest Stewardship Council A.C.
<b>Resources</b>	<p>FSC-STD-40-004 v2: <a href="http://www.fscscanada.org/docs/DC82676554C65C5E.pdf">http://www.fscscanada.org/docs/DC82676554C65C5E.pdf</a></p> <p>FSC-Certified Printers: <a href="http://www.fscscanada.org/FSCPrinters.htm">http://www.fscscanada.org/FSCPrinters.htm</a></p> <p>FSC-Certified Paper: <a href="http://fscscanada.org/FSCPaper.htm">http://fscscanada.org/FSCPaper.htm</a></p>
<b>Applicability</b>	All aspects of this standard are considered to be normative, including the scope, effective date, references, terms and definitions, and annexes, unless otherwise stated.
<b>Compliance</b>	Compliance with this standard provides a consistent, international basis for independent, third party verification of claims about the sourcing of wood/fibre material and products. It enables suppliers to demonstrate compliance with public or private procurement policies and specifications. Examples include the EU Ecolabel scheme for furniture, or the U.S. Green Building "Leadership in Energy and Environmental Design" (LEED) rating system.
<b>Certification</b>	FSC certification of such management systems is designed to provide a credible guarantee to customers, whether business, government or end consumer, that products which are sold (i.e. invoiced and possibly labelled) with a specified FSC certificate code are originating from well managed forests, controlled sources, reclaimed materials, or a mixture of these. FSC Chain of Custody certification thereby facilitates the transparent flow of goods made from such materials through the supply chain.

### 5.2. Compliance Reporting Templates

Compliance reports will help clusters and ministries to establish baselines, track Green IT hardware acquisitions, and show progress towards compliance with OPS Green policies and standards.

The compliance reporting templates below **should** be used by *all clusters and ministries* to report the status of Green I&IT improvement on an ongoing basis. *All clusters/ministries should* clearly identify the individual(s) responsible for submitting compliance reports including the individual(s) that will certify the accuracy of the information contained in those reports.

The individual(s) responsible for submitting compliance reports after the accuracy of the information contained in those reports has been certified **must** submit reports to \_\_\_\_\_ at the OPS Green Office.

## **INSTRUCTIONS**

These instructions explain how to use the compliance reporting template for Printer Companies.

**Printer (PRT) / Publisher (PUB) / Print Broker (PB):** Identify the type of Printer Company being used by a cluster or ministry by indicating the correct abbreviation.

**Date of Inception:** Indicate the date of inception which is used to show when environmentally friendly printer companies were first introduced. Therefore, it indicates the first time an FSC-certified printer company has been used by a particular cluster or ministry according to the following date format:

- **YYYY-MM-DD:** Y represents the year, M represents the month and D represents the day.

**Compliant:** Indicates a company's compliance to the FSC Chain of Custody (CoC) certification path. You can find out this information from <http://www.fscscanada.org/FSCPrinters.htm>.

**Non-Compliant:** Indicate all non-compliant companies that have not been certified according to the FSC Chain of Custody (CoC) certification path.

## **Certified Printer Companies**

<b>FSC Printer Compliance</b>				
<b>Printer Company</b>	<b>Printer (PRT) / Publisher (PUB) / Print Broker (PB)</b>	<b>Date of Inception</b>	<b>Compliant (FSC CoC Certified)</b>	<b>Non-Compliant</b>
e.g., <b>Company Name Here</b>	e.g., PRT	e.g., 2009-06-03	Y	
e.g., <b>Company Name Here</b>	e.g., PUB	e.g., 2009-06-03		N

## INSTRUCTIONS

These instructions explain how to use the compliance reporting template for Paper Products.

**Level of Compliance:** Indicate the level of compliance to an FSC Label and include the Post-Consumer Waste (PCW) percentage. You can find out this information from <http://fscCanada.org/FSCPaper.htm>.

- **FSC Pure:** Identifies products where 100% of the fibre comes from an FSC-certified forest.
- **FSC Mixed Sources:** Identifies products that are manufactured using a mixture of FSC-certified material with recycled fibre, and/or Controlled fibre.
- **FSC Recycled:** Identifies products where 100% of the fibre is recycled, and a minimum of 85% is post-consumer recycled fibre.

**Date of Inception:** Indicate the date of inception which is used to show when environmentally friendly products were first introduced into the IT environment. Therefore, it indicates the first time an FSC-certified product has been purchased and implemented by a particular cluster or ministry according to the following date format:

- **YYYY-MM-DD:** Y represents the year, M represents the month and D represents the day.

**Compliant Paper Manufacturer / Brand Name In Use:** Indicate all compliant paper manufacturers and brand names of paper currently in use.

**Non-Compliant Paper Manufacturer / Brand Name In Use:** Indicate all non-compliant paper manufacturers and brand names of paper currently in use.

## MFD COMPARISON CHART / SELECTOR TOOL

Download the [MFD Comparison Chart](#) to help define cluster or ministry business requirements for Printing and Copying before using the [MFD Selector Tool](#) in a cluster or ministry.

**Important Note:** We do not guarantee that information derived from using the MFD Comparison Chart and the MFD Selector Tool comply with mandatory requirements set forth in this GO-ITS document.

## GREEN PRINT KIT

Download the [Green Print Kit](#) to conduct a more thorough analysis of the total cost of ownership and associated environmental impact of Printing and Copying in a cluster or ministry.

## Certified Paper Products

### FSC Paper Compliance

Paper Category	FSC Label / PCW	Date of Inception	Compliant Paper Manufacturer / Brand In Use	Non-Compliant Paper Manufacturer / Brand In Use
Coated Offset	e.g., FSC-Recycled 100% PCW	e.g., 2009-06-03	e.g., Company Name - 100 GreenPaper	e.g., Company Name - 100 LaserPaper
Uncoated Offset				

<b>Commodity Coated Cover</b>				
<b>Fine Text &amp; Cover</b>				
<b>Bond &amp; Writing</b>				
<b>Digital</b>				
<b>Newsprint</b>				
<b>Paperboard &amp; Packaging</b>				
<b>Envelopes</b>				
<b>Other Paper</b>				
<b>Labels</b>				