

# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR

## PAPER



### AREAS OF APPLICATION AND SCOPE



SUPPLYING AND ORDERING PAPER FOR GENERAL USE



SERVICES THAT INCLUDE DELIVERIES OF WORK DOCUMENTS OR REPORTS

### SUSTAINABILITY ASPECTS

100% recycled paper



In justified cases, non-recycled paper from sustainable forestry



Durability of over 100 years



Technical suitability for printing and photocopying



Exclusion of or limit on chemical substances





# TECHNICAL INSTRUCTIONS FOR THE APPLICATION OF SUSTAINABILITY CRITERIA FOR PAPER

Following the lines of action set out in the 2012-2022 Citizen Commitment to Sustainability, Barcelona City Council, without compromising the changes involved in introducing and consolidating electronic administration, considers it necessary to continue to work towards minimising the environmental impact of the production of the paper used by municipal services while carrying out their functions.

These technical instructions are a response to the 2013 Government Measure for Responsible Public Procurement using Social and Environmental Criteria and the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria of 20 November 2013, which provides for the publication of technical instructions that define specific environmental criteria that must be applied in the purchasing and contracting of groups of products and services that have been defined as priorities, which include paper. These technical instructions comply with the 2014 Decree on the Policy of Responsible Procurement of Timber from Sustainably Managed Sources regarding the aspects relating to paper as a product derived from timber and updates the 2002 Instructions to Services: Use of Recycled Paper.





---

## 1 SUBJECT MATTER

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these technical instructions aim to define the criteria used in environmental clauses for the acquisition of, and internal demand for, paper.

In order to achieve this objective, these instructions:

- a. Define the different types of paper
- b. Define the priorities for its acquisition and demand
- c. Define the applicable environmental criteria for each type of paper
- d. Establish the monitoring system

---

## 2 AREA OF APPLICATION

### 2.1 Subject area

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, these instructions must be complied with in any public sector contract signed by Barcelona City Council and dependent organisations that have the power to adjudicate (contracting authorities), whose contractual subject matter is outlined in section 3, “Scope”.

As regards internal demand, these instructions are also applicable to all internal order procedures made by services to the centralised contracting bodies.

### 2.2 Inclusion in procurement documents

All contracting bodies must comply with these instructions, and they must guarantee that, in all cases and for every type of paper, the basic environmental criteria are applied.

As paper is a centralised procurement item, central contracting bodies will be responsible for guaranteeing the application of the criteria, whether by producing their own procurement documents or by adhering to framework agreements or other supramunicipal, centralised purchasing systems.

Other municipal services must apply the priorities set out in these instructions to their orders, which will be conveyed through the corresponding centralised contracting bodies.

### 2.3 Exceptions and justification report

In accordance with the Mayoral Decree on Responsible Public Contracting using Social and Environmental Criteria, the competent contracting bodies or those responsible for contracting may consider that the contract’s characteristics are not suitable for including some or all of the environmental clauses set out in these instructions. In these cases, the competent contracting body must duly justify this in the procurement report, in accordance with the points set out in section 4.2.

Municipal services may consider that the priorities and characteristics for paper set out in these instructions are not appropriate for the service tasks or some of the tasks to be carried out. In these cases, the service management must duly justify this in the report, in accordance with the points set out in section 4.2.





### 3 SCOPE

These instructions establish specific criteria for:

- Recycled paper: paper made exclusively (100%) from recycled fibres.<sup>1</sup>
- Non-recycled paper: Paper made mainly from wood fibres. Although it may contain a proportion of recovered fibres, it has a lower post-consumer percentage than that of recycled paper.

These instructions are applicable to paper for general use: DIN A4 office paper for photocopiers, printers, fax machines and for writing by hand.

In the case of other paper products (such as paper pads, notebooks, exercise books, diaries, appointment books, etc.) formats (DIN A3, sheet, etc.) and printed products with the municipal logo (business cards, envelopes, files, etc.), there are no specific criteria, but the priorities and lines of action indicated in these instructions should inform their procurement.

In contrast, the instructions are not applicable to paper publications, as they are treated specifically in the instructions for communication elements.

By extension, the instructions are also applicable to printed paper for external services, in contracts that include supplying work documents and reports.

Neither are these instructions applicable to paper for essential documents that need to be conserved in permanent archives, in accordance with the definitions and priorities established for these essential documents by the Municipal Archive System Department, which are listed in Appendix I. Essential documents will receive special, differentiated treatment from the rest and are therefore exempt from the priorities defined in point 4.

<sup>1</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.

### 4 PRIORITIES FOR PAPER

#### 4.1 Priorities

Given that the application of these criteria and requirements, as described in Section 5 of these instructions, can guarantee the same quality whatever the origin and type of fibre, the use of recycled paper is considered to be sufficient for most of the documents produced by Barcelona City Council.

In accordance with this and with various environmental-protection commitments acquired by Barcelona City Council, and also in accordance with the criteria set out in the technical instructions for the greening of timber, while taking into consideration differences in environmental impact regarding the origin and type of fibre used in paper, these instructions establish the following order of priorities for determining the type of paper to be used:

- The acquisition of and demand for 100% recycled paper will be obligatory, and therefore these instructions establish the guaranteed technical criteria.
- Where duly justified, non-recycled paper may be used. This paper, in addition to its technical guarantees, must always be certified as coming from sustainably managed sources, and these instructions therefore set out the corresponding criteria.
- Under no circumstances must paper for general use be acquired or used if it does not comply with the requirements specified above.

#### 4.2 Justification report

Should the service's management or the competent contracting body consider the priorities established in the previous section, certain specifications or environmental criteria to be inapplicable, or where the contract itself is considered inappropriate for the application of these instructions, they must indicate and detail their reasons for this in a justification report, specifying as a minimum:





- The special requirements and characteristics of the service and paper needed (e.g., the weight, opacity, whiteness, etc.)
- A reasoned justification explaining the infeasibility of balancing these special requirements with the use of recycled paper.

This report will be made available to those responsible for monitoring these instructions when required.

The people responsible for monitoring these instructions will establish the corresponding procedure for comparing the reports with the Municipal Archive System Department, if necessary.

## 5 ENVIRONMENTAL CRITERIA FOR THE PROCUREMENT OF PAPER

The environmental criteria that should be included in the procurement specifications for general-use DIN A4 office paper, for most uses and documents, are detailed below.

The procurement documents must always ensure that the bidders provide documentation specifying values for the given parameters. The following table indicates when the criteria may be included as technical specifications or alternatively as award criteria. In this latter case, the contracting body must determine the score given for compliance with each adjudication criterion and the corresponding assessment formula.

Where various types of paper are to be acquired in a single tender, these must be divided into lots and the criteria pertaining to the corresponding type included in each lot.

### Environmental Recycled paper criteria

<b>Origin of the fibres</b>	The contracting body must establish that the paper is made from 100% recycled fibres <sup>2</sup> .
<b>Durability</b>	The contracting body must always establish that the paper has a durability of over 100 years, according to regulations ISO 9706, ISO 5630, UNE EN 57092/1/02, DIN 6738 or equivalent.
<b>Technical suitability</b>	The contracting body must always establish that the paper complies with the technical suitability requirements for printing and photocopying, according to regulation EN 12281:2003 or equivalent.
<b>Exclusion/ limited use of chemical substances</b>	The contracting body may establish as an award criterion that the paper complies with the environmental criteria for the exclusion or limited use of chemical substances in the paper manufacturing process, defined in a Type I ecolabel, according to regulation ISO 14024 (Blue Angel, EU ecolabel, Nordic Swan, etc.) <sup>3</sup> .

<sup>2</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.

<sup>3</sup>According to regulation ISO 14024, most Type I ecolabels are listed in the Global Ecolabelling Network, and can be consulted at: <http://www.globalecolabelling.net/>



## Environmental Non-recycled paper criteria

### Origin of the fibres

The contracting body must always establish that the non-recycled paper has been made from legally certified timber<sup>4</sup>, with a minimum of 50% of the fibres coming from sustainably managed sources (as defined by FSC or PEFC standards or equivalent) or recovered fibres<sup>5</sup>.

The contracting body may establish as award criterion that over 50% of the paper's fibres come from sustainably managed sources or recovered fibres.

### Durability

The contracting body must always establish that the paper has a durability of over 100 years, according to regulations ISO 9706, ISO 5630, UNE EN 57092/1/02, DIN 6738 or equivalent.

### Technical suitability

The contracting body must always establish that the paper complies with the technical suitability requirements for printing and photocopying, according to regulation EN 12281:2003 or equivalent.

### Exclusion/limited use of chemical substances

The contracting body may establish as an award criterion that the paper complies with the environmental criteria for the exclusion or limited use of chemical substances in the paper manufacturing process, defined in a Type I ecolabel, according to regulation ISO 14024 (Blue Angel, EU ecolabel, Nordic Swan, etc.)<sup>6</sup>.

## 6 SERVICE CONTRACTS INVOLVING THE USE OF PAPER

In service contracts that include the provision of work documents or reports on paper, those responsible for the contract must follow the priorities and courses of action indicated in these instructions.

Work documents and reports associated with carrying out the contract will be sent on paper made with 100% recycled fibres<sup>7</sup>.

When this is not appropriate due to technical reasons, non-recycled paper must be used that is made from fibres originating from legally certified timber<sup>4</sup>, with at least 50% of the fibres coming from sustainably managed sources (as defined by FSC or PEFC standards or equivalent) or recovered fibre<sup>5</sup>.

<sup>4</sup>In accordance with the European Union's FLEGT Action Plan for combating illegal logging and marketing of timber and timber products, and with European regulations on timber (EUTR: Regulation (EU) 995/2010 of the European Parliament and the European Council, of 20 October 2010, which establishes the obligations of operators that place timber and timber products on the market)

<sup>5</sup>Recovered fibres include recycled fibres and those coming from factory cuts of paper.

<sup>6</sup>According to regulation ISO 14024, most Type I ecolabels are listed in the Global Ecolabelling Network, and can be consulted at: <http://www.globalecolabelling.net/>

<sup>7</sup>In accordance with the definition of the Environmental Quality Guarantee Label for paper products, all cellulose waste generated after the manufacturing, marketing and consumption processes, which after prior selection is reused for manufacturing paper, is denominated as recycled fibre. Fibres from factory cuts of paper are not considered to be recycled fibres.





---

## 7 MONITORING SYSTEM

In accordance with the Mayoral Decree on Responsible Public Procurement using Social and Environmental Criteria, the person responsible for the contract will ensure that the successful tenderer complies with and executes the environmental clauses set out in the contract. While those managing the + Sustainable City Council Programme do not have an automated system to monitor the environmental aspects of contracts, the person responsible for the contract will supply the following information via the email address [ajuntamentsostenible@bcn.cat](mailto:ajuntamentsostenible@bcn.cat):

- Procurement documents.
- Copy of the adjudication report, with details of the evaluation of environmental criteria of the bids.
- List of the types of paper acquired and a copy of the technical file for each one.

While the management of the + Sustainable City Council Programme do not have an automatic monitoring system for the consumption of general-use paper, the corresponding centralised contracting body will annually facilitate the consumption data of all dependent services and departments, divided into each type of paper (recycled and non-recycled).

Those managing the + Sustainable Council Programme may request additional information from the organising body. It may also ask the services' management involved for a report justifying the non-inclusion of some or all of the environmental clauses established in these instruction

---

## 8 TRANSITIONAL REGULATIONS / COMING INTO FORCE

These instructions will come into force 3 months after their publication.

These instructions are not applicable to call for tenders that are already open or concluded, nor to approved procurement documents or to call for tenders pending resolution that are dated prior to these instructions coming into force.

---

## 9 EXEMPTION CLAUSES

These instructions repeal the 2002 Instructions for Services: Use of Recycled Paper and Article 3 on supplying reams of paper from the 2004 Decree on Responsible Timber Procurement Policy.



---

## APPENDIX I CRITERIA FOR ESSENTIAL DOCUMENTS

This technical instructions appendix for the greening of paper contains the criteria for a type of document, essential documents that are exempt from the application of the instructions, as stated in Section 3, “Scope”, and therefore from the defined criteria and the priority for using recycled paper.

In accordance with what is set out in this appendix, Barcelona City Council’s essential documents, which are to be conserved in the permanent archive, will be exempted from the application of these instructions, in accordance with the criteria the Municipal Archive System Department establishes:

- The following documents are considered to be essential: acts from city and district government bodies, books of decrees, agreements that are supramunicipal or concerning institutional collaboration that is essential for the City Council, the approved annual city budget and the files concerning the acquisition of real estate and cultural assets.
- For essential documents, the use of paper that complies with special requirements of permanence and durability for the permanent archive is considered to be of prime importance.
- The characteristics that paper for essential documents in the permanent archive must satisfy are, as a minimum, those set out in regulation ISO 11108:1996, concerning information and documentation. Paper for the permanent archive. Permanence and durability requirements.

This priority must be applied to both the City Council’s own internal documents and external documents. In consequence, it must be applied in all contracts signed by Barcelona City Council and its dependent organisations with the power to adjudicate tenders, where the object involves the production of essential documents that have to be included in the Municipal Archive System.

### Justification report

When the contracting bodies or service’s management consider that they are producing documents that, given their importance, require the use of paper of permanent-archive quality, they will issue the corresponding justification that specifies, as a minimum:

- The service specifications that justify the use of paper of maximum permanence and durability qualities for the permanent archive.
- The type of documents that are designated as essential documents in accordance with the criteria established by the Municipal Archive System Department.

This report will be sent to the Municipal Archive System Department for ratification. Once ratified, the justification report and its corresponding ratification will be attached to the order sent to the corresponding centralised contracting body. If this documentation is not attached, the centralised contracting body will ask for it, and will not respond to any order for permanent archive paper that has not been duly justified.

Those responsible for monitoring these technical instructions for paper greening and the Municipal Archive System Department will establish the corresponding procedure so that this information may be included into the monitoring system for the instructions.

