

STATE OF PENNSYLVANIA- BUREAU OF PURCHASING

PAPER PRODUCTS— PROCUREMENT LANGUAGE

PRODUCT-SPECIFIC LANGUAGE

EXHIBIT A-3
ELECTED PAPERS AND PAPER PRODUCTS

	Minimum Percentage of Recovered Materials	Minimum Percentage of Postconsumer Recovered Materials	Minimum Percentage of Secondary Waste Paper
Newsprint		40	
High Grade Bleached Printing and Writing Papers: Offset Printing		10	50
Mimeo and Duplicator Paper		10	50
Writing (Stationery)		10	50
Office Paper (e.g., Note Pads)		10	50
Paper in High-Speed Copiers		10	
Envelopes		10	50
Form Bond Including Computer Paper and Carbonyls		10	
Book Papers		10	50
Bond papers		10	50
Ledger		10	50
Cover Stock		10	50
Cotton Fiber Papers	25		
Tissue Products: Toilet Tissue		20	
Paper Towels		40	
Paper Napkins		30	
Facial Tissue		5	
Doilies		40	

	Minimum Percentage of Recovered Materials	Minimum Percentage of Postconsumer Recovered Materials	Minimum Percentage of Secondary Waste Paper
Unbleached Packaging: Corrugated Boxes		35	
Fiber Boxes		35	
Brown Papers (e.g., Bags)		5	
Recycled Paperboard: Recycled Paperboard Products Including Folding Cartons		80	
Pad Backing		90	

“Postconsumer Recovered Paper” is defined as “Any paper, paperboard, and fibrous wastes from retail stores, office buildings, homes and so forth, after they have passed through their end-usage as a consumer item including: used corrugated boxes, old newspapers, old magazines, mixed waste paper, tabulating cards, and used cordage, as well as all paper, paperboard, and fibrous wastes that enter and are collected from municipal solid waste.”

“Recovered Material” is defined as “Waste material and byproducts which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process.”

OTHER APPLICABLE CONTRACT LANGUAGE

STANDARD CONTRACT TERMS AND CONDITIONS

4. ENVIRONMENTAL PROVISIONS

In the performance of the Contract, the Contractor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.

5. POST-CONSUMER RECYCLED CONTENT

Except as specifically waived by the Department of General Services in writing, any products which are provided to the Commonwealth as a part of the performance of the Contract must meet the minimum percentage levels for total recycled content as specifically set forth in the Contract.

26. HAZARDOUS SUBSTANCES

The Contractor shall provide information to the Commonwealth about the identity and hazards of hazardous substances supplied or used by the Contractor in the performance of the Contract. The Contractor must comply with Act 159 of October 5, 1984, known as the "Worker and Community Right to Know Act" (the "Act") and the regulations promulgated pursuant thereto at 4 Pa. Code Section 301.1 et seq.

a. Labeling. The Contractor shall insure that each individual product (as well as the carton, container or package in which the product is shipped) of any of the following substances (as defined by the Act and the regulations) supplied by the Contractor is clearly labeled, tagged or marked with the information listed in Paragraph (1) through (3):

1) Hazardous substances:

- a) The chemical name or common name,
- b) A hazard warning, and
- c) The name, address, and telephone number of the manufacturer.

2) Hazardous mixtures:

- a) The common name, but if none exists, then the trade name,
- b) The chemical or common name of special hazardous substances comprising .01% or more of the mixture,
- c) The chemical or common name of hazardous substances consisting 1.0% or more of the mixture,
- d) A hazard warning, and
- e) The name, address, and telephone number of the manufacturer.

3) Single chemicals:

- a) The chemical name or the common name,
- b) A hazard warning, if appropriate, and
- c) The name, address, and telephone number of the manufacturer.

4) Chemical Mixtures:

- a) The common name, but if none exists, then the trade name,
- b) A hazard warning, if appropriate,
- c) The name, addresses, and telephone number of the manufacturer, and
- d) The chemical name or common name of either the top five substances by volume or those substances consisting of 5.0% or more of the mixture.

A common name or trade name may be used only if the use of the name more easily or readily identifies the

true nature of the hazardous substance, hazardous mixture, single chemical, or mixture involved.

Container labels shall provide a warning as to the specific nature of the hazard arising from the substance in the container.

The hazard warning shall be given in conformity with one of the nationally recognized and accepted systems of providing warnings, and hazard warnings shall be consistent with one or more of the recognized systems throughout the workplace. Examples are:

▲ NFPA 704, Identification of the Fire Hazards of Materials.

▲ National Paint and Coatings Association: Hazardous Materials Identification System.

▲ American Society for Testing and Materials, Safety Alert Pictorial Chart.

▲ American National Standard Institute, Inc., for the Precautionary Labeling of Hazardous Industrial Chemicals.

Labels must be legible and prominently affixed to and displayed on the product and the carton, container, or package so that employees can easily identify the substance or mixture present therein.

b. Material Safety Data Sheet. The contractor shall provide Material Safety Data Sheets (MSDS) with the information required by the Act and the regulations for each hazardous substance or hazardous mixture.

The

Commonwealth must be provided an appropriate MSDS with the initial shipment and with the first shipment

after an MSDS is updated or product changed. For any other chemical, the contractor shall provide an appropriate MSDS, if the manufacturer, importer, or supplier produces or possesses the MSDS. The contractor

shall also notify the Commonwealth when a substance or mixture is subject to the provisions of the Act.

Material Safety Data Sheets may be attached to the carton, container, or package mailed to the Commonwealth

at the time of shipment.