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# Paper Products Guidelines

(valid from 01.12.2025)

## 1. Introduction

The product-specific Paper Products Guidelines supplement Swiss Olympic's "Sustainable Procurement" strategy and are binding for the purchase of the corresponding products. They set out Swiss Olympic's objectives and performance specifications for the procurement of paper and paper products. The guidelines are usually updated annually and can be viewed by the public. For the sake of clarity, the usual abbreviations of standards and certificates are used. Explanations of the standards and certificates can be found on the "Labelinfo Schweiz" website<sup>1</sup>. Since 2025, the Paper Products Guidelines have been based on the recommendations and criteria for printing services of the federal government's "Toolbox for Sustainable Procurement in Switzerland"<sup>2</sup>.

## 2. Objectives

Swiss Olympic only accepts orders from print shops that meet high environmental and social standards and only uses paper that has been produced under high environmental and social conditions. Swiss Olympic is guided by independent labels and certificates that government, business and civil society stakeholders associate with a high level of credibility.

## 3. Performance specification

Swiss Olympic suppliers must complete this document when submitting a quotation. The "print shop quality criteria" on page 2 must always be completed by all print shops; print shops in the Swiss Olympic print pool only need to do this once every six months. The "paper product quality criteria" on page 3 must be confirmed for each order. The document is also part of every contract between Swiss Olympic and any supplier for the procurement of paper or paper products. **For an order to be awarded, all criteria labelled "M" (must) have to be met.** Criteria marked with "S" (should) are not mandatory. However, in the case of economically equivalent quotations, these criteria are decisive for the conclusion of a contract.

Swiss Olympic may accept alternatives to the required criteria if equivalence to these criteria is demonstrated.

#### 4. Print shop quality criteria

The “print shop quality criteria” apply to the entire print shop company. These criteria must always be completed, except by print shops in the Swiss Olympic printing pool, which only need to complete them every six months.

<b>Company</b>	
<b>Products</b>	

Print shop quality criteria		Met?	M/S <sup>3</sup>
<b>Printing in Switzerland</b>	The print shop physically prints and processes its products in Switzerland.	<input type="checkbox"/>	M
<b>Environmental management</b>	The print shop is ISO 14001 certified.	<input type="checkbox"/>	M
<b>Energy management</b>	The print shop records its energy consumption, analyses the largest consumers of energy and takes steps to save energy.	<input type="checkbox"/>	M
<b>FSC</b>	The print shop is FSC Chain of Custody certified.	<input type="checkbox"/>	M
<b>Waste &amp; recycling</b>	The print shop has a concept for the correct handling and minimisation of waste.	<input type="checkbox"/>	M
<b>VOC</b>	The print shop is on the voc-arm-drucken.ch positive list or provides proof that it systematically reduces VOC emissions in production.	<input type="checkbox"/>	M
<b>CLA</b>	The print shop is subject to the industry’s collective labour agreement.	<input type="checkbox"/>	S
<b>Training/inclusion</b>	The company trains apprentices and/or has inclusive workplaces for people with disabilities.	<input type="checkbox"/>	S
<b>CO<sub>2</sub> emissions</b>	The print shop’s prints are carbon-neutral (takes responsibility for unavoidable emissions).	<input type="checkbox"/>	S
<b>Cradle to Cradle (C2C)</b>	The print shop is certified according to the C2C standard.	<input type="checkbox"/>	S
<b>OR</b>			
<b>dpsuisse sustainability list</b>	The print shop is on dpsuisse’s sustainability list ( <a href="#">link</a> ) and the following criteria are met in addition to the mandatory elements: ISO 14001, various energy efficiency programmes or energy potential analysis, FSC, disposal concept, VOC	<input type="checkbox"/>	M
	Climate-neutral printing	<input type="checkbox"/>	S

#### Evidence

Suppliers must submit certificates, reports or equivalent evidence to confirm fulfilment of the criteria.

## 5. Paper product quality criteria

The “paper product quality criteria” apply to printer/copy paper, print jobs and office supplies made of paper. These criteria must be completed for each order.

Paper product quality criteria		Met?	M/S <sup>3</sup>
<b>Recycled paper</b>	100% recycled paper, certified according to <input type="checkbox"/> Blue Angel RAL-UZ 14 <sup>4</sup> – priority! <sup>5</sup> or <input type="checkbox"/> FSC Recycled and EU Ecolabel	<input type="checkbox"/>	M
<b>Double-sided suitability</b>	Paper is suitable for double-sided printing.	<input type="checkbox"/>	M
<b>Bleach</b>	Bleached without elemental chlorine (ECF) or chlorine-free bleached (TFC)	<input type="checkbox"/>	M
<b>Printing inks</b>	Use of sustainable offset printing inks with the following properties: easy to deink, free of mineral oil, free of heavy metals, without CMR substances, without halogenated organic compounds, without environmentally harmful chemicals.	<input type="checkbox"/>	M
<b>CO<sub>2</sub> emissions</b>	The print shop assumes responsibility for the CO <sub>2</sub> emissions for the print job (e.g. via the Swiss Olympic Climate Fund or similar) and provides Swiss Olympic with the details of this.	<input type="checkbox"/>	M
<b>Low VOC printing</b>	VOC-reduced printing	<input type="checkbox"/>	M
	VOC-free printing	<input type="checkbox"/>	S

### Evidence

Suppliers must submit certificates, reports or equivalent evidence to confirm fulfilment of the criteria.

### Confirmation

**I hereby confirm that all information provided is complete and true.**

Date:

Name:

\_\_\_\_\_  
Signature

## 6. Endnotes

<sup>1</sup> <http://labelinfo.ch>

<sup>2</sup> [Toolbox-C Druckdienstleistungen 27.11.2023.pdf](#)

<sup>3</sup> M = must, S = should

<sup>4</sup> Paper with Blue Angel RAL-ZU 14 accreditation automatically fulfils the criteria of recycled paper, double-sided suitability and bleaching.

<sup>5</sup> As a rule, recycled paper with the Blue Angel accreditation should be used. Whenever paper is procured, the priority of the certificates must be taken into account.