

# Green Office Supplies



Alicia Culver

Responsible Purchasing Network

[alicia@responsiblepurchasing.org](mailto:alicia@responsiblepurchasing.org)

**Connecticut Green Purchasing Forum  
June 17, 2014**



# What are **Green** Office Supplies?



- **Varies by product type**
- **Many recycled-content product available**
  - **Recycled content is rarely verified**
- **Variety of third-party certifications**
  - **Most certify only “single attribute”**
    - **Sustainable forestry**
    - **Low-toxicity (Low-emissions)**
    - **Energy efficiency**
    - **Compostable, Fair trade, Organic**

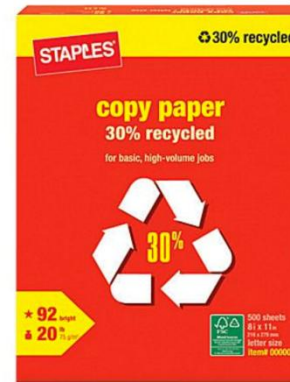
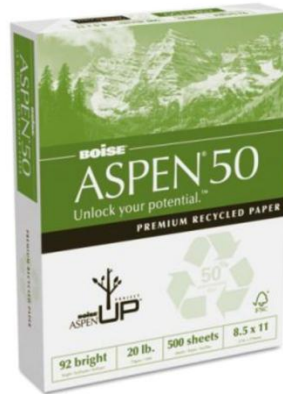




# White Copy Paper



- Often the highest spend category
- 30-100% post-consumer recycled content (PCRC) and FSC-certified
- Restrict non-compliant products from contract to increase estimated usage





# Other Office Paper Products

Should meet or exceed US EPA's Recycled Content Guidelines (most = minimum 30% PCRC)

- Calendars
- Dividers
- Envelopes
- File Folders
- Labels
- Notepads and Notebooks
- Sticky Notes
- Storage Boxes
- More...



# Breakroom Paper Products



## EPA's Recommended Recovered Fiber Content Levels for Commercial/Industrial Sanitary Tissue Products

Product	Postconsumer Fiber (%)	Total Recovered Fiber (%)
Bathroom Tissue	20-60	20-100
Paper Towels	40-60	40-100
Paper Napkins	30-60	30-100
Facial Tissue	10-15	10-100
General Purpose Industrial Wipers	40	40-100





# Recycled Plastic Office Supplies



- Recycled content specs based on market study
- Few US EPA's Recycled Content Guidelines for plastic products
- Avoid products made with vinyl (PVC) or polystyrene.

Center for Health, Environment & Justice | [www.chej.org](http://www.chej.org) | August 2012



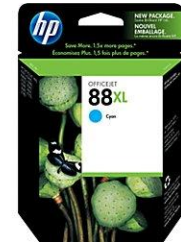
# Toner and Ink Cartridges

- Remanufactured toner and ink cartridges cost 30-60% less per copy than “virgin” cartridges



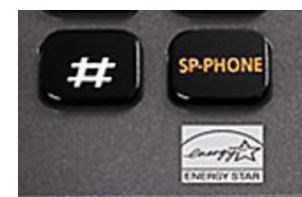
**Need strict performance standards**

- XL toner and ink cartridges reduce replacement costs
- Require vendors to take-back empties can reduce disposal costs (& result in rebates)



# ENERGY STAR Office Supplies

- AV equipment
- Battery chargers
- Computer networking equipment (e.g., Routers)
- Lighting equipment (e.g., Compact fluorescents, LEDs, Desk Lamps)
- Phones
- Uninterruptible power supplies



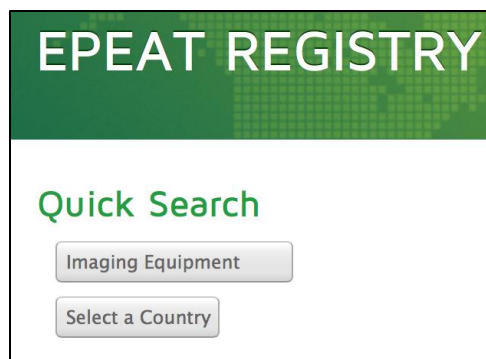
[www.energystar.gov/certified-products/certified-products](http://www.energystar.gov/certified-products/certified-products)



# Office Equipment

- ***Toxic Hazards:*** lead, mercury, flame retardants, VOC emissions
- **Require products to be on EPEAT Registry (Electronic Products Environmental Assessment Tool)**

Green Purchasing Best Practices:  
Imaging Equipment



[www.epeat.net](http://www.epeat.net)

# Solar-Powered Office Equipment





# Batteries



- Batteries increase price and environmental impact of equipment
- Factor in cost of battery replacement and disposal when ordering equipment
- Rechargeable batteries work well for many applications and have quick payback
- Use industry-financed battery recycling program to reduce disposal costs



# Furniture



## Avoid...

- Formaldehyde (especially in particleboard)
- Halogenated flame retardants
- Stain-resistant chemicals
- PVC (vinyl)
- Polyurethane foam/coatings

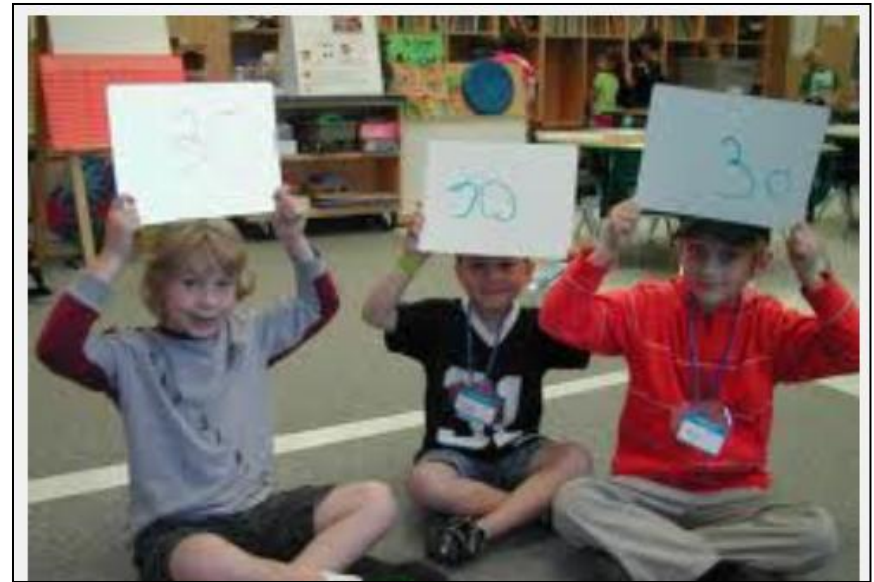
Green Purchasing Best Practices:  
Office and Dorm Furniture



## Look for...

- Products made of whole wood (FSC-certified), metal, glass
- Low-emitting furniture certified by **Cradle-to-Cradle**, **GREENGUARD**, or **SCS Indoor Advantage**

# Low-Emitting White Boards



# Art Supplies



- Look for Approved Products (AP) certified by ACMI (Art and Creative Materials Institute)

[www.acminet.org/files/Current\\_Certified\\_products.pdf](http://www.acminet.org/files/Current_Certified_products.pdf)

- Review MSDS to identify chemicals of concern

- Heavy metals: lead, cadmium
- Solvents: xylene, ethyl benzene, toluene
- Asbestos, clay dust, PVC



- **Avoid...**

- Permanent markers
- Products labeled: DANGER, WARNING, Flammable
- Anything with a “Prop 65” Warning (see above)



# ACMI Certified Products List



Product Categories	Manufacturer/Company Name	Brand Name	Seal
Adhesives, Glue	Chenille Kraft Company	Creativity Street Glitter Glue	AP
Adhesives, Glue	Chenille Kraft Company	Creativity Street Purple Glue Stick	AP
Adhesives, Glue	Chenille Kraft Company	Creativity Street White Glue Stick	AP
Adhesives, Glue	Cra-Z-Art Corporation	Palmer Craft Glue	AP
Adhesives, Glue	Cra-Z-Art Corporation	Palmer Multi-Purpose Wood & Craft Glue	AP
Adhesives, Glue	Cra-Z-Art Corporation	Palmer White Glue	AP
Adhesives, Glue	Crayola LLC	Crayola Confetti Glue	AP
Adhesives, Glue	Crayola LLC	Crayola Glitter Glue	AP
Adhesives, Glue	Crayola LLC	Crayola No Run School Glue	AP+PC
Adhesives, Glue	Crayola LLC	Crayola Pip-Squeaks Glitter Glue	AP
Adhesives, Glue	Crayola LLC	Crayola Washable Glue Stick	AP
Adhesives, Glue	Creative Memories	Creative Memories Precision Point Adhesive	AP
Adhesives, Glue	Crown Ball Pen Co. Ltd.	Crown Glue Stick	AP
Adhesives, Glue	D.O.T. Adventures Inc.	DOTS Bonding Memories	AP
Adhesives, Glue	Daler-Rowney Limited	Rowney Rabbit Skin	AP
Adhesives, Glue	Daniel Smith, Inc.	Daniel Smith Rabbit Skin Glue	AP
Adhesives, Glue	Daniel Smith, Inc.	Daniel Smith Wheat Paste	AP
Adhesives, Glue	DecoArt, Inc.	Americana Decoupage (Gloss and Matte)	AP
Adhesives, Glue	DecoArt, Inc.	Ornament Glitter Adhesive	AP
Adhesives, Glue	DecoArt, Inc.	Paper Effects	AP
Adhesives, Glue	DESIGN MASTER Color Tool, Inc.	Glue for Glitter (Aerosol)	CL
Adhesives, Glue	DESIGN MASTER Color Tool, Inc.	Tack 1000 Spray Adhesive (Aerosol)	CL
Adhesives, Glue	DESIGN MASTER Color Tool, Inc.	Tack 2000 Spray Adhesive (Aerosol)	CL

# Breakroom Cleaners



# Canned Air Dusters



**Some products contain 1,1,1,2-tetrafluoroethane (HFC 134a), which has a 100-year Global Warming Potential (GWP) of 1300 (Intergovernmental Panel on Climate Change (IPCC, 2013)).**



# Food Service Ware

- Reusable
- Recycled Content/FSC
- Compostable
- PCF
- Devoid of toxic grease barriers



**Green Purchasing Best Practices:  
Compostable Food Service Ware**

**Features:**

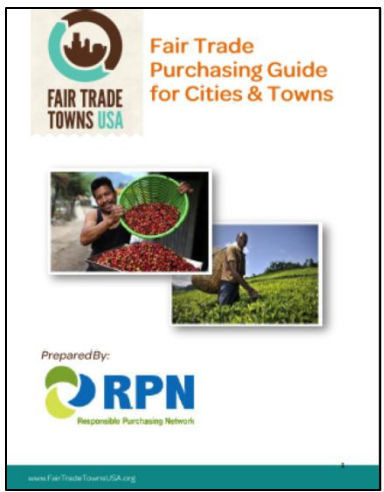
- Made from 100% recycled paperboard (minimum 35% post-consumer content)
- PLA lining allows container to be composted in a professional compost facility
- Upscale look and image
- One piece design requires no assembly or lid inventory
- Leak resistant, holds all types of foods, sauces, and gravies
- Moderate Heat Lamp Tolerant
- Large variety of sizes available
- Stacks neatly in refrigerator at home
- Flaps open wide to allow free access to food
- Retains heat and vents steam, keeping food fresh
- Microwaveable
- Cut resistant

BROCHURE DOWNLOAD SPECS



# Food Certifications

- Organic
- Fair Trade
- Rainforest Alliance Certified



# Reduce Packaging & Shipping Costs and Impacts

- Prohibit unsustainable packaging
- Buy concentrated and long-lasting products
- Consolidate your orders
- Avoid overnight shipping





# Ask Office Supply Vendors to...

- Increase their offerings of healthy products
- Make them eligible for deepest discounts
- Accurately label all certified green products
- Conduct training and outreach
- Provide “green” spend reports
- Calculate environmental benefits/cost savings of purchasing their green products



# Healthy Purchasing for Healthy Schools Guide



**Coalition *for* Healthier Schools**  
*...providing the national platform and  
the forum for environmental health at school, since 2001...*  
Coordinated by Healthy Schools Network

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**Healthy Purchasing for Healthy Schools**  
A Guidance Memo  
*Green Cleaning + Five More Product Categories to Help Make Schools Healthier*

# Conservatree Paper Guide

Mill	Brand Name	Environmental Attributes	Recycled Fiber		% Tree Free, Type	Bleaching	Certifications
			% Total Recycled	% Post Consumer			
Copyright 2000-2014 Conservatree ( <a href="#">Terms of Use</a> )							
<b>KEY:</b> FSC = Forest Stewardship Council PCF = processed chlorine free Recycled = total recycled % in sheet / postconsumer % in sheet (indicated separately, but also included in total) Deinked Recycled = fiber from printed materials but postconsumer % is uncertain							
COPY AND OFFICE MACHINE PAPERS (Also see <a href="#">Digital Papers</a> )							
AbilityOne/National Assn. for the Blind (NIB)	95B.SKILCRAFT Bond Paper	Recycled	50	30			
	95D.SKILCRAFT Process Chlorine Free 100% PCW Copier Paper	Recycled, PCF, CFPA	100	100		PCF	CFPA
	96A.SKILCRAFT Process Chlorine Free 50% PCW Copier Paper	Recycled, PCF, CFPA	75	50		PCF	CFPA
	96B.SKILCRAFT Xerographic Paper	Recycled	50	30			
	96C.SKILCRAFT Dual Purpose Xerographic Copy Paper	Recycled	50	30			
	97D.SKILCRAFT Convenience Pack Copy Paper	Recycled	30	30			
	SKILCRAFT Convenience Pack Copy Paper	Recycled, PCF	100	100		PCF	



[www.conservatree.org/paper/PaperGuide.shtml](http://www.conservatree.org/paper/PaperGuide.shtml)

# Paper Calculator

## Lifecycle Environmental Impact

The following is a break down of the environmental impact of your choices for different grades of paper.

Recalculate	Baseline Paper	100% Recycled Paper
Paper	Uncoated Freesheet (e.g. c) ▾	Uncoated Freesheet (e.g. c) ▾
Quantity per year	1000 Pounds ▾	1000 Pounds ▾
% Postconsumer	0	100
Wood Use	2 tons	0 tons 2 tons less
Net Energy	15 million BTU's	11 million BTU's 4 million BTU's less
Greenhouse Gases	2,941 lbs CO <sub>2</sub> equiv.	1,711 lbs CO <sub>2</sub> equiv. 1,230 lbs CO <sub>2</sub> equiv. less
Wastewater	11,109 gallons	5,186 gallons 5,924 gallons less
Solid Waste	954 pounds	595 pounds 360 pounds less



The Baseline Paper uses 2 tons , the equivalent of about 13 trees  
 100% Recycled Paper would use/produce 2 tons less , the equivalent of about 13 fewer trees

<http://c.environmentalpaper.org/home>