



# How to Start a ReSupply Center at Your Agency

## Office Sustainability Checklist



**R**euse office supplies by creating a center for staff to donate supplies they no longer need and take gently used supplies for Agency use. This will contribute to cost-savings, facilitate the reuse of supplies and reduce greenhouse gas emissions.

Below are some steps your Agency can take to start or improve a ReSupply Center. Starting a Green Team at your agency is the best way to make change and keep the momentum going.



- Pens, Pencils
- Markers, Highlighters
- Paper Clips, Binder Clips
- Manilla & Accordion Folders
- Hanging Folders
- Two Pocket Folders
- Desk top and cubicle organizers
- Report Divider Tabs
- Envelopes
- Staplers
- Three-Ring Binders
- In /Out Baskets
- Bookends
- Clipboards, copy holders

### ReSupply Center

No Action Needed       In Progress       Completed

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Organize a team. They will be responsible for collecting and organizing the used office supplies and making them available in a central location.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Location, location, location! Before collecting supplies, work with building manager and facility services to find a convenient place for your Center -- an empty cubicle, a large cabinet, shelves, closet, etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Set some rules. Decide what you would like to offer in your Center and then draw up guidelines for donations and "shopping". For example: the acceptable condition of donated items, if some items can be taken for personal use, etc.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| "Brand" your Center. Develop a logo that includes your agency name and represents the concept of reusing office supplies. This could be used on your agency's internal web page and promotional materials. For example, see DEEP's ReSupply Center logo, above. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Designate a collection site. You will need a convenient place and container for staff to regularly drop off their unwanted supplies, e.g., a break room, floor mail room, etc. Use signage to identify what goes into the container.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communicate. Publicize your new Center with a kick-off event, ribbon cutting, e-mail announcement, posters, etc. Update information about the Center on your internal website regularly.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Promote the Center. Ask all staff, especially purchasing staff, to check the ReSupply Center for supplies before ordering new. You may never need to buy paper clips again!   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Track. Ask staff to log items they take using a form. Ask team volunteers to estimate items donated to outside agencies.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep it clean! If your Center is overflowing with some products, e.g., 3-ring binders, consider coordinating a donation to a non-profit or local school.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



### Next Steps

- Modify purchasing policy/procedures. See “Sample Purchasing Guidance for Staff” in box.
- Communicate with purchasing staff so they are aware of the items available at the ReSupply Center and won't need to order these.
- Once or twice each year review the tracking logs to analyze how often staff is utilizing the Center and what supplies they are using. Consider if additional publicity is needed.
- Measure your results. Between April 2009 and December 2010, the DEEP ReSupply Center calculated a savings of **\$12,200** and the equivalent of **5 metric tons of CO2** in greenhouse gas emissions by reusing instead of buying new.
- Publicize your accomplishments. Share information and results with staff periodically to encourage the use of the Center and emphasize its success.
- Host annual “**cleanout**” events for staff to take time to organize their work space and donate excess supplies to the Center. Make sure everyone knows that when staff leave or retire, they should plan to donate reusable supplies to the Center.
- Consider using the **EPA WasteWise** program to track your success from year to year in reducing, reusing, and recycling.



#### SAMPLE Purchasing Guidance for Staff

**1. Before** purchasing an item or service, **check** to see if it is already available:

- In your agency's **Reuse Center**
- In your Division's supply cabinet
- Through existing State contract
- In State surplus

**2. Purchase** "**Green/Environmentally Preferable Products**" whenever possible by:

- Checking the [DAS Environmentally Preferable Purchasing \(EPP\) Program](#) webpage
- Developing a [Green Purchasing Policy](#) for your agency.

*This checklist can be found on CT DEEP website at*

[http://www.ct.gov/deep/lib/deep/p2/goinggreen/Office\\_Sustainability\\_Checklist\\_-\\_ReSupplyCenter\\_FINAL\\_web.pdf](http://www.ct.gov/deep/lib/deep/p2/goinggreen/Office_Sustainability_Checklist_-_ReSupplyCenter_FINAL_web.pdf)

*For more information contact the DEEP Green Team at (860) 424-3297 or visit [www.ct.gov/dep/p2](http://www.ct.gov/dep/p2)*

