

# Green Office Supplies

## Before You Buy


- Look for lightly used products in your department's supply reuse area. Don't have one? Start one!
- For durable office supply goods like desk organizers or chair pads, contact Property & Salvage at to see if they have any available.
- Pick a common order supply day for everyone in your office, such as pay-day Friday, to reduce greenhouse gas emissions from delivery.

## What To Look For:


### Recycled Content – High Post-consumer Recycled Content is Preferred

	Example	Copy Paper	Dividers	Pens, Pencils
		Pads / Notebooks	Storage Boxes	Scissors
		Envelopes	Binders	Paper Clips
		File Folders	Calendars / Planners	Post-It ® Notes

### Waste Reduction – Reusable, Recyclable, Refillable, Remanufactured

	Example	Pens, Pencils	Toner Cartridges
		Rechargeable Batteries	Reusable Dishware
		USB Drives	3-Ring Binders

### Less / Non-Toxic / Climate Friendly

	Example	Non-Vinyl 3-Ring Binders	Unbleached Paper:
		Low-Odor Markers	Process Chlorine Free
		Avoid Canned Air Dusters	Totally Chlorine Free (TCF)