

# Miscellaneous Office Supplies

## SCC Sustainable Procurement Administrative Guidelines

### Overview

Office Depot carries many “green” office supplies, including file folders, notepads, binders, pens, and self-stick notes, that can help your office comply with the County’s Environmental Purchasing Policy and protect the environment. All of Office Depot’s products are available through the company’s online ordering system.



### Environmental and Health Benefits

- Save forests by using paper products with post-consumer recycled content
- Reduce waste in landfills by using recycled paper and recycled content plastic products
- Protect staff health and improve indoor air quality by replacing products with potentially harmful chemicals, such as solvents.



### Product Standards: What to Look for

#### *Recycled Paper Products:*

- Look for products that meet the following minimum recycled content standards, which are based on the US Environmental Protection Agency’s (US EPA) minimum standards for federal agencies as well as on current market availability. In many cases, products will be available with higher recycled contents and these will be even better environmental choices.

Product Category	Recommended minimum guidelines for post-consumer recycled content
Tablets (Office paper such as writing tablets, note pads and notebooks)	30% post-consumer
File Folders (Manila or colored)	30% post-consumer
Dyed Filing Products (Used for multicolored hanging folders and wallet files)	30% post-consumer
Index and Card Stock (Index cards and postcards)	30% post-consumer
Envelopes:	
Wove	30% post-consumer
Kraft, white, and colored (including manila)	30% post-consumer
Kraft, unbleached	20% post-consumer
Calendars	30% post-consumer
Pressboard (such as report covers, binders)	30% post-consumer
Bankers boxes, storage boxes	30% post-consumer
Mailing tubes, protective packaging, brown wrappers and mailing papers	50% post-consumer
Padded mailing envelopes	30% post-consumer
Notecards and matching envelopes	30% post-consumer

- Office Depot uses this graphic to identify products that contain recycled content:



contain

Check the “Product Description” for details on how much recycled content the product contains and how much of that is “post-consumer” recycled content, meaning that it is made from used consumer products that were diverted from the landfill.

***Other Recycled Products:***

<b>Product Category</b>	<b>Recommended minimum guidelines for post-consumer recycled content</b>
Plastic storage boxes	30-100% post-consumer
Plastic clip boards	50-90% post-consumer
Plastic binders	30-100% post-consumer
Plastic file folders and presentation folders	50-90% post-consumer
Desk accessories (such as rulers, magazine holders, pencil cup)	30% post-consumer
Pens (includes Pentel, Pilot, Paper Mate)	50% post-consumer
Mechanical Pencils (body made from recycled content, plus pencil is refillable)	50% post-consumer
Hot Cups	20% post-consumer
Stampers (including pre-inked and self-stamping, for addresses, notices, etc.)	50% post-consumer
Fabric bags and totes	40% post-consumer

***Less Toxic Products:***

- Replace products that contain harmful solvents with safe alternatives. Solvents can cause headaches and dizziness in the short-term, and significant exposure can damage to the nervous and reproductive systems. Solvents are commonly found in permanent and dry erase markers, whiteboard cleaning fluid and white-out corrections fluid. Look for these alternatives:
  - Look for Dry Erase Markers and permanent markers that are listed as “Low VOC” or “Low Odor.”
  - Look for “AP Non-Toxic” whiteboard cleaners, adhesives, and other products. These products have been certified by the Art & Creative Materials Institute and do not contain harmful materials in quantities that will harm children or adults.
  - Choose “correction tape” rather than “correction fluid” for fixing mistakes in documents.

**Finding Green Products from Office Depot**

**Office Depot Website:**

- Visit Office Depot’s ordering website for business and government customers:  
<https://business.officedepot.com/index.do>

- Log in to the site (contact the SCC Procurement Department for website and login information if you do not have it);
- You can either search for the product that you are interested in, such as “recycled envelopes,”
- Or visit the “GreenerOffice” page (link below) and select the category of product you want to buy:  
[www.officedepot.com/a/browse/greeneroffice/N=5+11332/](http://www.officedepot.com/a/browse/greeneroffice/N=5+11332/)

### GreenBook Print Catalog:

Office Depot also has a print catalog of environmentally preferable products called the “GreenBook.” To request copies, contact Office Depot’s representative, Pat Mulhern (see below for contact info).



### Additional Resources

Office Depot has a number of resources available to help you “green” your office, including:

- Office Depot’s Buying Green Guide  
[www.officedepot.com/promo.do?file=/guides/buygreen/buygreen.jsp](http://www.officedepot.com/promo.do?file=/guides/buygreen/buygreen.jsp)
- Smart Steps to a Greener Workplace  
[www.officedepot.com/speciallinks/us/od/docs/promo/greenworkspace.pdf](http://www.officedepot.com/speciallinks/us/od/docs/promo/greenworkspace.pdf)

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