

Green Guide

for buying office supplies.



Reduce

- Review products and supplies commonly ordered. Buying office supplies in bulk can reduce unnecessary packaging.
- Buy a pen that uses refills rather than a disposable one. This way your waste is limited to the refill other than the entire pen.
- When purchasing office supplies, request loose items such as pens, pencils and pads rather than those that are individually wrapped.
- Shop wisely – consider alternatives to purchasing like renting, sharing or simply not buying except when absolutely necessary.
- Ensure that you are buying your office supplies in bulk whenever possible.
- Eliminate double bagging for garbage bags. This practice is completely unnecessary.
- Buy water based correction fluids, pens and markers and less toxic inks, adhesives and cleaning products.
- Be sure that any chemical used in the workplace is disposed of properly. Never dispose of chemical containing products down the drain, toilets or in the general garbage system.

Reuse

- Buy reusable products instead of disposable ones. Examples are rechargeable batteries, refillable toner cartridges and string closure envelopes to name a few.
- Use lasting and durable supplies. Examples are paper clips instead of staples, refillable pens and non-personal business cards.
- Use reusable products like reusable air filers, refillable toner cartridges and rechargeable batteries.
- Use lasting and durable supplies such as paper clips instead of staples.
- Encourage your suppliers to ship goods in reusable containers.
- Where possible, return the packaging of a product to the manufacturer for reuse. If not possible, find uses for the boxes in the office and home.

Recycle

- Avoid non-recyclable products such as envelopes with windows, paper containing adhesive or items made of composite materials.
- Ensure that your paper purchase are an educated one. Remember, high post consumer content, non de-inked and non-bleached paper is that which is most environmentally friendly.
- Ensure that all your office supplies are made of individual materials that can be recycled.
- There are a number of opportunities to recycle plastics and metals form the workplace.
- Analyze your waste and find out where is can be recycled.