<table>
<thead>
<tr>
<th>Purpose</th>
<th>To ensure the office purchases only environmentally friendly products, specifically those that have recycled content or are bought in bulk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Staff</td>
<td>Division purchasing agent</td>
</tr>
</tbody>
</table>
| Procedure | 1. Make a list of supplies the office needs. Remember to purchase enough for a six-month time span (bulk buy).
2. Check online ([http://www.doa.state.nc.us/PandC/keyword.htm](http://www.doa.state.nc.us/PandC/keyword.htm)) and in office supply catalogs for recycled content availability.
3. Go online to state contract to determine which office supply stores are on state contract.
4. Select a store that is both on state contract and that carries the most supplies with the greatest recycled content.
5. While purchasing office supplies in the store, look closely at the selection offered because sometimes all items that contain post consumer content are not listed.
6. Pay with division credit card. |
| Monitoring and Measurement | 1. Create a table to monitor all purchases for recycle content and bulk purchases.
2. Present conclusions to EMS Management Team on a yearly basis. |