

Is it your job to purchase office supplies for your place of work?

*Protect the environment when **YOU** make purchases.*

Purchasers today can choose from a wide range of high-quality, environmentally preferred products that are equal in performance to traditional (virgin) products, but can result in lower waste, fewer chemicals, lower energy use and less material use. "Buy recycled" options also can save you money. For example, many office supply stores sell remanufactured inkjet and toner cartridges that are less expensive than new cartridges; and Energy Star® office equipment can save up to 75 percent in electricity use.

- **PHASE IN EFFORTS TO PURCHASE ENVIRONMENTALLY PREFERRED PRODUCTS.** Start simple with fiber products or products where the industry standard is recycled content (in most cases, this includes paper towels and toilet tissue as well as plastic trash can liners – if they are dark or opaque in color).
- **PURCHASING OFFICE SUPPLIES ON-LINE?** Then type in the word "recycled" in the search box of your favorite office supplier's Web site.
- **PURCHASE FROM STATE CONTRACTS.** Both North and South Carolina have contracts for paper (and other items) in place that allow contract users to purchase recycled content paper, plastic trash can liners, toilet tissue and paper towels – all containing recycled content.
- **WRITING A REQUISITION?** Tell vendors you are committed to buying recycled. Allow vendors to bid on one or more of the items covered by a solicitation rather than requiring them to submit a bid on every product. Apply a price preference – South Carolina's is 7½ percent.
- **CONSIDER TRACKING THE PURCHASES OF ENVIRONMENTALLY PREFERRED PRODUCTS.** Tracking purchases can help you note what worked well and where problems were encountered. Benefits include measuring the success of your "green purchasing" efforts as well as identifying whether vendors priced the products competitively, made them readily available and met your expectations.

10 Simple Things

You Can Do to Make your Workplace Green

1. Buy remanufactured inkjet and toner cartridges.
2. Buy post-consumer recycled content paper.
3. Buy Energy Star® electronic products.
4. Buy compact fluorescent light bulbs.
5. Use power strips to turn off equipment when not in use.
6. Recycle your paper, drink bottles and inkjet and toner cartridges.
7. Turn off lights when leaving your office or the conference room.
8. Use reusable mugs instead of Styrofoam.
9. Make it double-sided. Print/copy on both sides of the paper.
10. Donate unwanted products and furniture.

