

PURCHASING POLICY- OFFICE SUPPLIES



Before purchasing new office supplies, consider the product's...

SOURCE? Does it....

- Come from a **local** vendor or state it was domestically manufactured (e.g. Made in the USA)
- Have **"green" certifications** on the label (e.g. FSC-certified, Energy Star)
- Allow for **re-use** (e.g. refillable)
- Involve **fewer toxic chemicals** (e.g. chlorine-free, unbleached, water-based)
- Have at least **30% recycled-content** and/or **post-consumer waste**
- Have **minimal packaging** (e.g. bulk purchases, no plastic wrap)

DISPOSAL? Is it....

- **Recyclable** (e.g. made of hard #1-7 plastic, non-coated paper)
- **Landfill-safe** (e.g. non-toxic, mercury-free)
- **Compostable** (e.g. non-waxy, will break down in landfill)
- Something you can **donate** instead of throwing away

Your purchasing choices can make a difference. Thinking "green" conserves natural resources, reduces landfill impacts, and supports local economies. Thank you for protecting the planet!



Sundowner Sustainability Consulting

www.sundownersustainability.com