


CPAA Green Purchasing Guide – July 2, 2008 DRAFT

Item Numbers from OfficeMax/iBuy Catalog – Prices Subject to Change at Any Time


Office Supplies – iBuy/ Office Max

 - Search Item Number for Multiple Products

1/3 Tab File Folders

Pendaflex EarthWise by Esselte Manila File Folders		50% Recycled
Item # F57434	Natural	\$11.09 / 100 Ct Box
EarthWise by Esselte – Recycled Interior File Folders - Letter		50% Recycled
Item # F574342	Natural	\$28.37 / 100 Ct Box
 Item # F5743	Blue, Red, Green or Violet	\$34.08 / 100 Ct Box

Hanging File Folders

Pendaflex EarthWise by Esselte Hanging Folders – Letter		50% Recycled
Item # F574542	Natural	\$11.90 / 25 Ct Box
 Item # F5745	Blue, Red, Green or Violet	\$12.04 / 25 Ct Box


Self-Stick Notes

Post-it Recycled Notes by 3M		30% Recycled
Item # A2653RP	1.5x2" Pastel or Canary Yellow	\$4.16 / 12-Pack Pads
Item # A2654RP	3x3" Pastel or Canary Yellow	\$10.11 / 12-Pack Pads
Item # A2653RP	3x5" Pastel or Canary Yellow	\$13.73 / 12-Pack Pads
Item # A2653RP	4x6" Pastel or Canary Yellow	\$20.18 / 12-Pack Pads
Post-it Super-Sticky Recycled Note Pads by 3M		30% Recycled
Item # A2654-12SSNRP	3x3" Nature's Hue Colors	\$13.25 / 12-Pack Pads
Item # A2660-3SSNRP	4x6" Nature's Hue Colors	\$7.08 / 3-Pack Pads
Item # A2675-6SSNRP	4x4" Nature's Hue Colors	\$9.99 / 5-Pack Pads

Legal Pads

Riverside Ecology Legal Pads		100% Recycled
Item # P304711	8.5x11.75" Canary	\$13.65 / 12-Pack Pads
Item # P304713	8.5x11.75" Blue/Gray	\$13.65 / 12-Pack Pads
Item # P304710	8.5x11.75" White	\$13.65 / 12-Pack Pads
Item # P304703	5x8" Blue/Gray	\$6.59 / 12-Pack Pads
Item # P304700	5x8" White	\$6.59 / 12-Pack Pads

Binders

Aurora Ecovue™ Binders (Biodegradable, V.O.C. Free)		70% Recycled
 Item # L2203	White – Round ring or D Ring	Price Varies by Size
* Earthview Presentation binders under the View category are 100% Recycled		

Pencils

Paper Mate Earth Write Woodcase Pencils		60% Recycled
Item # N512242	No. 2	\$1.43 / Box

Sustainability Tips from CPAA



For information on how to "green" your own office, visit the Sustainability Homepage on our CPAA website. There you can learn about our 2007 Environmental Audit, read paper saving tips and tutorials for a paperless office and learn about alternative transportation methods in Springfield.

Visit <http://www.uis.edu/cpaa/sustainability>

Paper - Every Day Copying/Printing

Boise - Aspen™ 100 Multi-Use Paper - Letter		100% Recycled
Item # P1054922	20 lb	\$4.53 / Ream

Paper – Colored Multiuse

Boise - FIREWORX™ Colored Multi-Use Paper - BRITES		30% Recycled
 Item # P1MP-2241	24 lb – Various BRITE Colors	\$11.11 / Ream
Boise - FIREWORX™ Colored Multi-Use Paper - BRITES		30% Recycled
 Item # P1MP-2201	20 lb – Various Pastel Colors	\$3.79 / Ream

Paper - Fine Business Stationary

Southworth Fine Recycled Paper - 25% Cotton		50% Recycled
Item # P1603C	20 lb	\$13.72 / Ream

Notes on Buying Recycled Paper

Myth Buster: Recycled paper **does not contain more dust** that can be damaging to printers and copiers. Recycled paper is manufactured to the same high standards as virgin fiber paper. Excessive dust is a feature of low quality paper (recycled or not) that has been poorly finished. Always buy high quality paper intended for your specific purpose.

Fact: One ton of 100% recycled paper saves 17 trees, 7000 gallons of water, enough energy to power the average home for 6 months, 60 pounds of air pollution and 2.5 cubic yards of landfill space! Source: Department of Conservation

Recommended Electronics

Printer Toner and Ink – Laser or InkJet

Guy Brown Remanufactured Cartridges iBuy/Office Max Item# Varies
 Search iBuy/Office Max for brand and Printer Model to find the correct cartridge.
 Example: In the Keyword/Product# search box type "Guy Brown HP 2100"
Price: Varies
Green Features: Remanufactured

Printer

Personal Desktop - Lexmark E 250dn iBuy/Zones Item# 002508909
 Printer is reliable and affordable for a full duplex printer. Small desktop footprint is ideal for staff and faculty offices. Very high print quality, fast startup.
Price: \$261.00
Green Features: Full Automatic Double-Sided (Duplex). Low electricity usage -Energy Star Compliant. Remanufactured toner available from www.Lexmark.com.

Scanner

Fujitsu ScanSnap S510 iBuy/Zones Item# 002116024
 This scanner with included software makes it extremely easy to scan and archive documents.
Green Features: Reduces or eliminates the need for copying and printing.

See <http://www.uis.edu/cpaa/sustainability> for instructions on how to maintain a "(Nearly) Paperless Office"!

Computers

Desktop: Dell Optiplex 745 – Uses 70% less energy than previous OptiPlex models. Energy Star.
Laptop: Laptops are energy efficient by design to conserve battery power. The Dell Latitude line has additional innovative energy saving features.

Attn: UIS Purchasers: Please review this document for completeness. Can you identify a commonly purchased product type that needs to be added to this list? Please contact me with questions, comments or additions.

Rose Schweikhart Cranson, rschw2@uis.edu Draft CPAA Green Purchasing Guide printed on 100% recycled paper.

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What is "Green Purchasing"?

Green Purchasing is the buying of products that contain a high percentage of recycled materials including paper and folders or products that have been remanufactured including toner cartridges.

Why is "Green Purchasing" important?

The goal of green purchasing is to close the recycling loop. The recycling process reduces the amount of raw materials and resources used in manufacturing. For example, the production of recycled-content paper saves trees, energy and water usage, and landfill space. The loop is closed when that recycled-content paper is purchased and re-recycled. Here is a simple diagram that illustrates how a green purchase closes the recycling loop.

Office Recycling	Remanufacturing	Green Purchase
Unwanted papers discarded in office recycling bin. Campus wide recycling is sent off to recycling plant.	Recycled content is used to manufacturer new copy paper. Ideally, this paper contains 100% recycled content.	UIS Department purchases 100% recycled copy paper. Repeat cycle.

By making a Green Purchase, the UIS Department in the example above closed the recycling loop, finalizing the saving of trees, energy, water and landfill space.

Learn More: For a general overview of the benefits of the recycling process, visit the EPA Website on Municipal Solid Waste Recycling: <http://www.epa.gov/epaoswer/non-hw/muncpl/recycle.htm>

Why was the Green Purchasing Guide (GPG) developed?

During the Fall 2007 semester, students from the Environmental Studies program completed a systematic environmental audit of the faculty and staff offices in CPAA. Their goal was to help identify ways in which we could make our college operations "greener".

By recommending specific recycled or energy saving products, the College of Public Affairs and Administration hopes to assist your office in making environmentally preferable purchasing decisions.

What Products Should I Buy?

The GPG is a recommend list of commonly used office products that contain a high percentage of recycled material. By purchasing an item featured on the GPG, you will know you are making a good choice. If you need to purchase an item from a category not outlined in the guide, here are some hints to help you make an environmentally-preferable purchase.

Look for the Recycled Icon

When browsing the iBuy website or strolling the aisles at an office supply store, look for products marked with the **Recycled** icon. This icon indicates a product containing recycled materials. Choose carefully; two seemingly identical items may contain different amounts of recycled content. Look for the highest percentage of post-consumer waste.

Choose Post-Consumer Waste

Choose a product containing *Post-Consumer waste* over one containing *Pre-Consumer waste*. Post-Consumer Waste has already completed the recycling loop. Pre-Consumer waste is another term for manufacturing byproducts that would have been re-purposed anyway.

Buy Remanufactured

Remanufactured or refurbished products have been repaired or refilled for continued use. Remanufactured printer ink and toner cartridges are less expensive, and reusing them keeps waste out of the landfill. Remember to close the recycling loop by returning empty toner cartridges to the manufacturer for reuse.

Did you know? You can place empty toner cartridges in your outgoing mailbox, and Campus Mail Services will make sure they are sent out for recycling.

Other Green Features

Look for items that can be **recycled** or **reused** after use. For example, vinyl 3- ring binders are not recyclable. Can you accomplish the same goal with a recyclable paper folder instead? Products marked **Biodegradable**, **Low V.O.C.** or manufactured with **Alternative Energy** are also desirable.

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