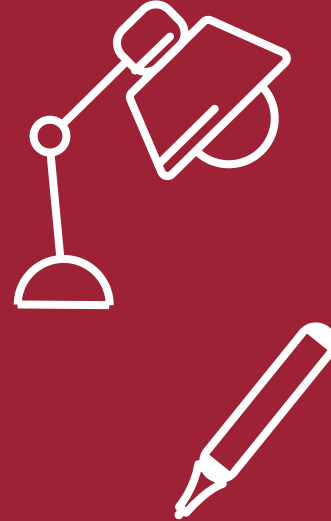


Purchasing Office Supplies

To know whether or not the office supplies you are purchasing have sustainable qualities can be difficult to determine. The following tips are to let you know that there are other means and ways to tell if the products you buy for the office are sustainable or not.

What to Look For

- High percentage or post consumer recycled materials
- Minimized use of harmful chemicals
- Safe working conditions in all aspects of the manufacturing process
- Biodegradable or recycleable
- Refillable or Reloadable tools
- Minimal Packaging, ideally made from recyclable or biodegradable materials
- Items packaged in Bulk (if applicable)



What to Avoid

- Unnecessary packaging made of non-recyclable materials
- Single-use/disposable office supplies
- Use of only virgin materials
- Items packaged individually



Certifications

