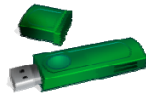


Office Supplies



Portland State
UNIVERSITY

Choosing Office Supplies

You can search sustainable products in the most vendor online catalogs.

Many office supplies, especially those made from paper, metal, or plastic are available with **recycled content**.

Look for products that contain postconsumer material, which is finished material that has completed its life cycle as a consumer item, and would have been disposed of as a solid waste, but is instead diverted from landfill disposal and recycled or reused. Purchasing recycled-content products that are made with postconsumer material directly supports the recycling programs of local jurisdictions. Compared to manufacturing with virgin materials, making products with recycled materials typically requires less energy; emits lower levels of climate-changing gases; and produces less pollution.

Used Supplies

Many office supplies such as folders, desk accessories, envelopes, packaging material, mailing supplies, archive boxes, binders, floppy disks, etc. can be reused.

Consider creating an office supplies reuse center, and remember to advertise its existence. It can be as small as a cabinet or as large as a storage room.



Be sure to check out the PSU ReUses Room!

Located at Cramer Hall Room 108

New Supplies

Some of these environmental attributes may be found in environmentally preferable products, depending on the product:

- Durability
- Recycled content
- Less or Non Toxic
- Water efficiency
- Easy, non-hazardous maintenance
- Keeps materials out of landfills
- Energy efficiency
- Low life cycle cost



Choose ✓

- Used supplies — PSU ReUses!
- Recycled Content
- Processed Chlorine Free or Bleach Free
- Reusable
- Refillable

Avoid ✗

- New Supplies
- Virgin material
- Chlorine Bleached
- Single use
- PVC

Sustainable Office Supplies

- Archive boxes - postconsumer recycled content
- Binders - postconsumer recycled content
- Bubble wrap - postconsumer recycled content
- Calculators - solar powered
- Calendars - postconsumer recycled content
- Clipboards - postconsumer recycled content
- Compact disc cases - new discs in reused cases
- Continuous feed computer paper - postconsumer recycled content
- Copier paper - postconsumer recycled content; processed chlorine free;
- Correction fluid - low odor; water-based
- Daily planners - postconsumer recycled content
- Desk accessories - postconsumer recycled content
- Dry erase board cleaner— least hazardous, non-toxic
- Envelopes and mailers - postconsumer recycled content
- File folders - postconsumer recycled content
- Floppy disks - reformatted for reuse, switch to USB drives
- Glue sticks - low or no odor
- Hanging folders - postconsumer recycled content
- Highlighters - low or no odor
- Index cards - postconsumer recycled content
- Mailing tubes - postconsumer recycled content
- Markers - low or no odor
- Message pads/books - postconsumer recycled content
- Notebooks/pads - postconsumer recycled content
- Paper clips - postconsumer recycled content
- Pencils - refillable; recycled content
- Pens - refillable, recycled content
- Portfolios - postconsumer recycled content
- Repositionable notes - postconsumer recycled content
- Ruled paper - postconsumer recycled content
- Rulers - postconsumer recycled content
- Scissors - postconsumer recycled content
- Sheet protectors - recycled content
- Toner and inkjet cartridges - remanufactured
- Transparency film - recycled content

