



# GREEN OFFICE SUPPLY PURCHASING GUIDE



## SUSTAINABILITY OPPORTUNITY

Stanford University spends millions of dollars each year on office equipment and the energy used to power these devices. Help your department reduce its carbon footprint by purchasing one of these suggested items through [Amazon Business](#) and [SmartMart](#). These items have been vetted for sustainable materials and/or energy conservation.

**SUSTAINABILITY KEY:** Products fall into 1 of 5 categories (least to most sustainable): Not Green, Meets Eco-Norms, Light Green, Mid-Green, and Dark Green. Products claiming unverified green attributes (e.g. carbon-balanced manufacturing, made with less packaging, made with renewable energy, non-GMO) are categorized as Supporting Green Claims. This system is based on Office Depot's Shades of Green sustainability framework.

Sustainability Key	
Most sustainable	
Satisfactory/Average	
Significant room for improvement	



Cost Key	
Most Expensive	\$\$\$
Mid-Range	\$\$
Least Expensive	\$







## PAPER

Dark Green		
<b>Hammermill Paper, Great White, 100% Recycled Copy Paper</b>  (\$5.87/ream)	Post-Consumer Fiber:	
	Certifications: <ul style="list-style-type: none"> <li>• Forest Stewardship Council (FSC)</li> </ul>	
	Cost: \$	
		URL: <a href="http://a.co/407iDG4">http://a.co/407iDG4</a>





<b>Office Depot</b> <b>100% Recycled</b> <b>EnviroCopy</b> Copy Fax Laser Inkjet Printer Paper  (\$16.99/ream)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/gHR3WTv">http://a.co/gHR3WTv</a>
	Certifications: <ul style="list-style-type: none"> <li>• FSC</li> <li>• Green-e certified</li> <li>• Windpower Renewable Energy Credits (RECs)</li> </ul>	
	Cost: \$\$  Notable Features: <ul style="list-style-type: none"> <li>• Manufacturing emissions "Carbon Balanced"</li> </ul>	
<b>TreeFrog Tree-Free 100% Recycled Premium Multipurpose Copy Fax Inkjet Laser Printer Paper</b>  (\$22.49/ream)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/hwK1YC2">http://a.co/hwK1YC2</a>
	Certifications: <ul style="list-style-type: none"> <li>• ISO 9001/17025/14001</li> <li>• OHSAS 18001</li> <li>• BASC 2010</li> <li>• Six Sigma</li> </ul>	
	Cost: \$\$\$  Notable Features: <ul style="list-style-type: none"> <li>• Looks and feels like traditional paper, but made of bagasse (sugarcane residue)</li> </ul>	
<b>Mid-Green</b>		
<b>Copy Paper 8-1/2x11 in. White PK10 (WW Grainger, Inc.)</b>  (\$11.15/ream)	Post-Consumer Fiber: 	  Product Number (SmartMart): 31UF71
	Certifications: <ul style="list-style-type: none"> <li>• Carbon Free Certified</li> </ul>	
	Cost: \$	




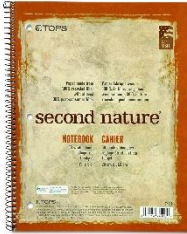
## FOLDERS

<b>Dark Green</b>		
<b>Office Depot(R) Brand Hanging Folders</b>  (\$8.04 for 25, + \$5.95 shipping)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/3Ry2sLs">http://a.co/3Ry2sLs</a>
	Cost: \$\$\$	
	Notable Features: <ul style="list-style-type: none"> <li>• Clear tabs are PVC-free and made from R-PET (Recycled Poly Ethylene Terephthalate)</li> </ul>	







Mid-Green		
<b>Office Depot File Folders</b>  (\$8.29 for 100, + \$5.95 shipping)	Post-Consumer Fiber:  Cost: \$	  URL: <a href="http://a.co/5iEUJA4">http://a.co/5iEUJA4</a>
	Notable Features: <ul style="list-style-type: none"> <li>Saves \$1.70 compared to unsustainable alternative (not counting shipping)</li> </ul>	
<b>Smead 100% Recycled File Folders</b>  (\$15.04 for 100)	Post-Consumer Fiber:  Cost: \$	  URL: <a href="http://a.co/f23SEAc">http://a.co/f23SEAc</a>
<b>Meets Eco-Norms</b>		
<b>Smead 34115 Manila Folders</b>  (\$18.00 for 50)	Post-Consumer Fiber:  Cost: \$\$\$	  URL: <a href="http://a.co/4uM8ama">http://a.co/4uM8ama</a>



## NOTEBOOKS

Dark Green		
<b>Spiral Bound Notebook College PK3</b>  (\$3.58/notebook)	Post-Consumer Fiber:  Cost: \$	  Product Number (SmartMart): 36CG08
<b>SKILCRAFT 100 Percent Recycled PCW 3-Subject Spiral Notebook</b>  (\$7.30/notebook)	Post-Consumer Fiber:  Cost: \$\$	  URL: <a href="http://a.co/bljd2gq">http://a.co/bljd2gq</a>
	Features: <ul style="list-style-type: none"> <li>Process chlorine free (PCF) eliminates harmful chlorine emissions</li> <li>Covers and wires made from recycled materials</li> <li>Soy-based ink used for rulings</li> </ul>	







<b>BLUELINE EcoLogix 100% Recycled Notebook</b>  (\$8.98/notebook)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/1u6rkNt">http://a.co/1u6rkNt</a>
	Cost: \$\$\$	
	Features: <ul style="list-style-type: none"> <li>• 50% recycled hard romanel black cover</li> <li>• Ecological tips at the end of each notebook to help protect the environment</li> <li>• Recycled cardboard pocket</li> </ul>	
<b>Mid-Green</b>		
<b>TOPS 74110 Second Nature Subject Wirebound Notebook</b>  (\$5.82/notebook)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/73xDDW0">http://a.co/73xDDW0</a>
	Cost: \$	
	Features: <ul style="list-style-type: none"> <li>• Saves \$0.19 compared to unsustainable alternative</li> </ul>	


## CALENDARS/PLANNERS

<b>Dark Green</b>		
<b>Browline 2018 EcoLogix Recycled Monthly Desk Pad Calendar</b>  (\$7.60/calendar)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/21FQnu9">http://a.co/21FQnu9</a>
	Cost: \$	
	Notable Features: <ul style="list-style-type: none"> <li>• Monthly green living tip</li> </ul>	
<b>AT-A-GLANCE Weekly/Monthly Appointment Book/Planner, Recycled, January 2018 - December 2018</b>  (\$20.12/planner)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/9WuEykk">http://a.co/9WuEykk</a>
	Cost: \$\$\$	
	Notable Features: <ul style="list-style-type: none"> <li>• 50% recycled covers</li> <li>• Weekly green living tip</li> </ul>	
<b>AT-A-GLANCE Monthly Desk Pad Calendar, January 2018 - December 2018</b>  (\$13.87/calendar)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/buGAc5g">http://a.co/buGAc5g</a>
	Cost: \$\$	
	Notable Features: <ul style="list-style-type: none"> <li>• Monthly green living tip</li> </ul>	
<b>Mid-Green</b>		


<b>Blue Sky 2017-2018 Academic Year Weekly &amp; Monthly Planner</b> (\$8.36/planner)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/720qzoY">http://a.co/720qzoY</a>
	Cost: \$	
	Notable Features: <ul style="list-style-type: none"> <li>Printed with high quality soy-based ink on premium, acid-free</li> </ul>	



## PENS AND PENCILS

Dark Green		
<b>Pilot B2P - Bottle to Pen-Retractable Gel Roller Pens Made from Recycled Bottles</b> (\$18.99 for 12 black)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/9eJ00tV">http://a.co/9eJ00tV</a>
	Cost: \$\$\$	
	Notable Features: <ul style="list-style-type: none"> <li>World's first pens made from recycled bottles</li> <li>Made from 89% post-consumer recycled plastic bottles</li> <li>Refillable - G2 refill model #77240 sold separately</li> </ul>	
Mid-Green		
<b>BIC Ecolutions Round Stic Medium Ballpoint Pen (1.0mm)</b> (\$4.96 for 50 black)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/8BreFPQ">http://a.co/8BreFPQ</a>
	Cost: \$	
	Notable Features: <ul style="list-style-type: none"> <li>Made with 74% recycled material</li> <li>Long lasting - over 7,200 feet of writing in each pen</li> </ul>	
<b>Uni-ball ONYX Rollerball Pen, Micro Point (0.5mm)</b> (\$6.00 for 12 black)	Post-Consumer Fiber: 	 URL: <a href="http://a.co/aFSKB6M">http://a.co/aFSKB6M</a>
	Cost: \$\$	
	Notable Features: <ul style="list-style-type: none"> <li>Made from 80% post-consumer recycled electronics</li> </ul>	

<b>Retractable Fine-Point Ballpoint Pen Set</b>  (\$48.80 for 12; 3 colors (blue, black, red) in one pen)	Post-Consumer Fiber: 	  Product Number (SmartMart): 2CHX1
	Cost: \$\$\$ Notable Features: <ul style="list-style-type: none"> <li>• Minimum 70% Post-Consumer Recycled Plastic</li> </ul>	
<b>Recycled Newspaper Pencils</b>  (\$13.79 for 24)	Post-Consumer Fiber: 	  URL: <a href="http://a.co/9zzwgjf">http://a.co/9zzwgjf</a>
	Cost: \$\$ Notable Features: <ul style="list-style-type: none"> <li>• Made from 100% Recycled Newspaper</li> <li>• Completely Tree-Free</li> </ul>	

## REMANUFACTURED CARTRIDGES

Mid-Green		
<b>Speedy Inks - Remanufactured Black Toner Cartridge Replacement for Brother TN350</b>  (\$11.99/cartridge)	Cost: \$	  URL: <a href="http://a.co/0qSF9UF">http://a.co/0qSF9UF</a>
	Savings (Compared to Traditional Cartridges): 	
<b>The True Alternative Remanufactured Toner Cartridge Replacement for HP 55A (CE255A)</b>  (\$49.39/cartridge)	Cost: \$\$\$	  URL: <a href="http://a.co/gUO0tjv">http://a.co/gUO0tjv</a>
	Savings (Compared to Traditional Cartridges): 	
<b>Speedy Inks 4PK Remanufactured Replacement for HP 12A Q2612A Laser Toner Cartridge</b>  (\$8.75/cartridge)	Cost: \$	  URL: <a href="http://a.co/9LacDzA">http://a.co/9LacDzA</a>
	Savings (Compared to Traditional Cartridges): 	

<b>LD © 3 Compatible Dell 330-9523 (7H53W) Laser Toner Cartridges</b>  (\$23.00/cartridge)	Cost: \$\$	  URL: <a href="http://a.co/6DKNsB5">http://a.co/6DKNsB5</a>
	Savings (Compared to Traditional Cartridges): 	

**MORE INFORMATION**

**CONTACTS**

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For more resources and to take action, sign in to [My Cardinal Green](#)



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