

# Office Supplies

Developed by the Sustainable Purchasing Leadership Council (SPLC) Action Team on Office Supplies, a partnership with the Responsible Purchasing Network and the Cities of San Francisco and Santa Monica.

## ACTION TEAM MEMBERS

**Johanna Anderson**, Sustainable Purchasing Leadership Council

**Karl Bruskotter**, City of Santa Monica

**Kristin Calder**, VF Corporation

**Sandra Cannon**, US Department of Energy

**Jessian Choy**, City of San Francisco

**Wayne Cook**, New York University

**Alicia Culver**, Responsible Purchasing Network

**Chris Geiger**, City of San Francisco

**Chris McGough**, Fairfax County

**Kelly Panciera**, Responsible Purchasing Network

**Lynda Rankin**, formerly with the Province of Nova Scotia

**Kshirajaa Ramesh**, State of Maryland

**Stephanie Roper**, MGM Resorts

**LaWanda Scott-Woods**, Rose International



## ★ GREEN Specifications for Office Supplies Contracts

### 1. OFFICE PAPER PRODUCTS:

White copy paper and other office paper products (colored copy paper, #10 white and manila envelopes, file folders, note pads, and sticky notes).

### 2. NON-PAPER OFFICE SUPPLIES:

Toner cartridges, batteries, binders, keyboard cleaners, pens, whiteboard markers and cleaners, and packaging (except boxes).

### 3. OFFICE ELECTRONICS AND FURNITURE:

Desk lamps, flashlights, IT equipment (e.g., computers and imaging equipment), and office chairs.

### 4. BREAKROOM SUPPLIES:

Bags for waste and composting, breakroom paper products (paper towels, napkins and facial tissue), breakroom cleaners, surface disinfectants, hand soaps, hand sanitizers, food and beverages, and food service ware.

## Office Paper Products

White copy paper and other office paper products\*

PRODUCT TYPE	GREEN SPECIFICATIONS
<b>Copy Paper, White, 20#</b>	<p>All white copy paper must:</p> <ul style="list-style-type: none"><li>• Comply with the applicable US EPA Comprehensive Procurement Guideline (CPG, i.e., contain at least 30% post-consumer recycled content (PCRC));</li></ul> <p>- AND -</p> <ul style="list-style-type: none"><li>• Have at least one of the following third-party certifications:<ul style="list-style-type: none"><li>• Green Seal</li><li>• UL (ECOLOGO or Recycled Claim Verification)</li><li>• SCS (Recycled Claim Verification)</li><li>• Forest Stewardship Council (FSC)</li></ul></li></ul>
<b>Office Paper Products, Other than White Copy Paper</b> (e.g., colored copy paper, heavier white multi-purpose paper, manila and hanging file folders, #10 white wove envelopes, white and colored legal pads, and sticky notes)	<p>All colored copy paper, manila and hanging file folders, #10 white wove and manila envelopes, white and colored legal pads, and sticky notes must:</p> <ul style="list-style-type: none"><li>• Have at least 30% post-consumer recycled content (PCRC), which meets the US EPA's Comprehensive Procurement Guidelines (CPGs) for these product categories;</li></ul> <p>- OR -</p> <ul style="list-style-type: none"><li>• Contain least 50% total recycled content or agricultural waste</li></ul> <p>- AND -</p> <ul style="list-style-type: none"><li>• Make no antimicrobial claims or have any PVC (vinyl) components.</li></ul>

\* Colored copy paper, #10 white wove envelopes, file folders, note pads, and sticky notes

## Non-Paper Office Products

Batteries, binders, keyboard cleaners, packaging, pens, toner cartridges, and whiteboard markers and cleaners

PRODUCT TYPE	GREEN SPECIFICATIONS
<b>Batteries</b> (in the following sizes: AA, AAA, C, D, and 9V)	<p>Batteries containing nickel cadmium (Ni-Cd), mercury, or lead are prohibited.</p> <p>All NiMH rechargeable batteries offered on the contract must meet the following minimum power ratings:</p> <ul style="list-style-type: none"><li>• AA: 2500 mAh</li><li>• AAA: 800 mAh</li><li>• D: 10,000 mAh</li></ul> <p>All rechargeable batteries must be clearly labeled as a green product in the vendor's catalog and the power rating (in mAh) of each rechargeable battery must be clearly indicated.</p> <p>In addition, the vendor must offer a FREE rechargeable battery recycling system on the contract.</p>
<b>Binders</b> (e.g., colored copy paper, heavier white multi-purpose paper, manila and hanging file folders, #10 white wove envelopes, white and colored legal pads, and sticky notes)	<p>All binders must:</p> <ul style="list-style-type: none"><li>• Contain at least 25% post-consumer recycled content (PCRC), which complies with the US EPA's Comprehensive Procurement Guideline (CPG) for this category;</li><li>- AND -</li><li>• Not contain vinyl (PVC) or antimicrobials.</li></ul>
<b>Keyboard Cleaners</b>	<p>Keyboard cleaners may not contain HFC 134a: 1,1,1,2-Tetrafluoroethane.</p>
<b>Packaging</b> (except cardboard boxes)	<p>No polystyrene products (e.g., peanuts) may be offered on this contract.</p>
<b>Pens</b>	<p>All pens must:</p> <ul style="list-style-type: none"><li>• Be refillable (or be a refill) and the vendor must offer the refill;</li><li>- OR -</li><li>• Have at least 30% post-consumer recycled content (PCRC) or at least 50% total recycled content (TRC);</li><li>- AND -</li><li>• Not contain vinyl (PVC) or antimicrobials.</li></ul>

## Toner Cartridges

The vendor may only offer environmentally preferable toner cartridges on this contract, except when there are none available for a specific piece of imaging equipment. This includes products that are either:

- Remanufactured (which is consistent with the US EPA's Comprehensive Procurement Guidelines) by a company that is STMC-certified;
- OR -
- "High yield" (often labeled with one of the following codes: X, XL, XLL, HY, XHY, etc.)

Single-use new built cartridges (i.e., compatibles) are prohibited.

On its price sheet and in its catalogs, the vendor must also indicate:

- If the toner cartridge is standard or high-yield;
- If it is a remanufactured or an OEM toner cartridge;
- AND -
- The page yield of each cartridge.

In addition, the vendor must offer a FREE cartridge recycling system for each product offered on the contract.

## Whiteboard Markers and Cleaners

All whiteboard markers must be Certified AP Nontoxic (i.e., on the ACMI list with an Approved Product (AP) designation).

All whiteboard cleaners must be EITHER:

- Certified by US EPA's Safer Choice Program
- OR -
- Certified AP Nontoxic.



# Office Electronics and Furniture

Desk lamps, flashlights, IT equipment\*, and office chairs

PRODUCT TYPE	GREEN SPECIFICATIONS
<b>Desk Lamps</b>	<p>All desk lamps must use LEDs as their light source. Desk lamps that use fluorescent, halogen, or incandescent lamps are prohibited.</p> <p>The vendor must clearly label all ENERGY STAR-certified desk lamps in their catalog.</p>
<b>Flashlights</b>	<p>All flashlights must use LEDs as their light source.</p> <p>Flashlights that use incandescent or halogen lamps are prohibited.</p>
<b>IT Equipment: Computers</b> (e.g., personal computers, monitors, notebooks, and tablets)	<p>All personal computers, monitors, notebooks, and tablets must be on:</p> <ul style="list-style-type: none"><li>• The EPEAT Registry at the SILVER level or higher;</li><li>- OR -</li><li>• The TCO Certified Registry.</li></ul>
<b>IT Equipment: Imaging Equipment</b> (Copiers, Multi-Function Devices (MFDs), Printers, and Scanners)	<p>All copiers, MFDs, printers, and scanners must:</p> <ul style="list-style-type: none"><li>• Be on the EPEAT Registry at the SILVER level or higher;</li><li>- AND -</li><li>• have automatic duplexing capability, which is enabled at shipment (excluding scanners).</li></ul>
<b>Office Furniture: Office Chairs</b>	<p>All office chairs must have one of the following third-party certifications:</p> <ul style="list-style-type: none"><li>• UL GREENGUARD Gold (low-emitting)</li><li>• SCS Indoor Advantage Gold (low-emitting)</li><li>• MAS Certified Green (low-emitting)</li><li>• Intertek Clean Air Gold (low-emitting)</li><li>• BIFMA LEVEL 1 or higher</li><li>• Cradle to Cradle Certified or Material Health Certificate (at the bronze level or higher)</li><li>• International Living Future Institute Declare Red List-Free or Red List-Approved</li></ul> <p>- AND -</p> <p>The product must not have a “Prop 65 warning” about known human carcinogens and reproductive toxins.</p> <p>In addition, upholstered products shall meet Technical Bulletin 117-2013 (California’s furniture flammability standard) and must comply with the labeling requirements of California Senate Bill 1019, which was passed on September 30, 2014, and requires a label indicating whether the product contains or does not contain added flame retardants.</p>

\* Computers and imaging equipment

# Breakroom Supplies

Bags for trash and composting, breakroom cleaners\*; breakroom paper products\*\*; food and beverages, food service ware, hand soaps, hand sanitizers, and surface disinfectants

PRODUCT TYPE	GREEN SPECIFICATIONS
<p><b>Bags for trash and composting</b> (excluding medical waste collection bags, blue-tinted recycling bags, and all bags 12 gallons or less )</p>	<p>All plastic trash and composting bags must:</p> <ul style="list-style-type: none"><li>• Be free of intentionally added fragrances, PTFE (a PFAS chemical), and antimicrobial chemicals;</li></ul> <p><b>AND EITHER:</b></p> <ul style="list-style-type: none"><li>• Have at least 10% post-consumer recycled content (PCRC)(i.e., comply with US EPA's Comprehensive Procurement Guidelines);</li></ul> <p>- OR -</p> <ul style="list-style-type: none"><li>• Be certified compostable by the Biodegradable Products Institute (BPI) or the Compost Manufacturers Alliance (CMA) and have the ecolabel visible on the bag and package.</li></ul>
<p><b>Breakroom Cleaners</b> (e.g., multi- and all-purpose cleaners, glass cleaners, wipes, dishwashing liquids, etc.)</p>	<p>All non-disinfecting breakroom cleaners (including sprays and wipes) must have at least one of the following third-party multi-attribute health/environmental certifications:</p> <ul style="list-style-type: none"><li>• Green Seal</li><li>• Safer Choice (US Environmental Protection Agency)</li><li>• UL ECOLOGO</li><li>• Cradle to Cradle Certified or Material Health Certificate (Silver level or higher)</li></ul> <p>Aerosol cleaners are prohibited.</p> <p>The vendor must offer at least one general purpose cleaner and dishwashing liquid product that is free of fragrances and dyes.</p>
<p><b>Breakroom Paper Products</b> (e.g.,breakroom paper towels, napkins, and facial tissue)</p>	<p>All paper towels, napkins, and facial tissues must EITHER comply with the US EPA's Comprehensive Procurement Guidelines:</p> <ul style="list-style-type: none"><li>• At least 40% post-consumer recycled content (PCRC) for paper towels;</li><li>• At least 30% PCRC for napkins;</li><li>• At least 10% PCRC for facial tissues.</li></ul> <p>- OR -</p> <p>Have one of the following third-party certifications:</p> <ul style="list-style-type: none"><li>• Green Seal</li><li>• UL ECOLOGO</li></ul> <p>In addition, products may not contain any intentionally-added fragrances, dyes, or antimicrobials.</p>
<p><b>Food and Beverages</b></p>	<p>Packaged still water may not be offered on this contract.</p> <p>Coffee and tea must have at least one of the following certifications:</p> <ul style="list-style-type: none"><li>• Organic (USDA or equivalent)</li><li>• Fair Trade (multiple certifiers)</li><li>• Rainforest Alliance</li></ul>

\* Sprays, wipes, and dishwashing liquids

\*\* Paper towels, napkins, and facial tissues

## Breakroom Supplies Continued

### Food Service Ware, Breakroom

(Cups, plates, bowls, and cutlery)

All food service ware offered on this contract must be free of polystyrene.

All molded fiber products must be certified by the Biodegradable Products Institute (BPI) or the Compost Manufacturing Alliance (CMA) to ensure that they are compostable in a commercial composting facility and are free of PFAS non-stick chemical compounds. The vendor must offer at least one brand of hot and cold cups, plates, and bowls that are certified by BPI or CMA.

Plastic straws (including compostable plastic) and individually-wrapped cutlery may not be offered on this contract.

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### Hand Soaps

All liquid and foam hand soaps must have at least one of the following third-party multi-attribute environmental/health certifications:

- Green Seal
- Safer Choice (US Environmental Protection Agency)
- UL ECOLOGO
- Cradle to Cradle Certified or Material Health Certificate (Silver level or higher)

The vendor must offer at least one liquid and foaming hand soap product that is free of fragrances and dyes.

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### Hand Sanitizers

(including liquids, gels, and wipes)

All hand sanitizers must:

- Contain at least 60% ethyl alcohol per the [US Centers for Disease Control \(CDC\) guidance](#);
- AND -
- Not contain any active ingredients other than ethyl alcohol or isopropyl alcohol.

Hand sanitizers sold in the United States must also not be on the US Food and Drug Administration's [Hand Sanitizer Do-Not-Use List](#). This list includes products that are dangerous because they are found or likely to be contaminated with methanol or 1-propanol or are packaged in food or drink containers.

Hand sanitizers sold in Canada must also have a Natural Product Number (NPN) or Drug Identification Number (DIN) and be on Health Canada's published [list of hand sanitizers](#) that are authorized for sale in Canada.

The vendor must offer at least one hand sanitizer product that is free of fragrances and dyes.

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### Surface Disinfectants

(including concentrates, RTU liquids, wipes, etc.)

All surface disinfectants must be EITHER registered by the US Environmental Protection Agency (US EPA) and be on US EPA's *List N: Disinfectants for Coronavirus (COVID-19)*, which can be accessed at [epa.gov](#) OR be registered by the Pest Management Regulatory Agency of Health Canada.

All surface disinfectants may ONLY contain active ingredients (AIs) that qualify for US EPA's Design for the Environment (DfE) logo (e.g., citric acid, ethanol, hydrogen peroxide, L-lactic acid). For a full list of approved AIs, go to [epa.gov](#).

Aerosol disinfectants are prohibited.

All concentrated disinfectants and sanitizers must be in a closed-loop container or a portion-control package.

## Cross-Cutting Office Supplies Contracting Language

This language is designed to facilitate blocking of products that do not meet the Environmental Specifications, encourage clear and accurate labeling of products with environmental attributes, and establish EPP reporting requirements. Before inserting this language into your documents, replace the bracketed language with your organization-specific language.

### Blocking of Non-Environmentally Preferable Products in Covered Categories

- [The Purchasing Entity] is committed to purchasing ONLY environmentally preferable products (“EP Products”) for certain categories of office supplies (“Covered Categories”). EP Products are defined as products meeting the Environmental Specifications established by [the Purchasing Entity]. [ATTACHMENT No. \_\_\_] lists [the Purchasing Entity’s] Environmental Specifications for all Covered Categories. Bidders must ONLY offer products that meet or exceed these Environmental Specifications.
- The Environmental Specifications shall be binding for the duration of this contract, unless revised by [the Purchasing Entity] due to new environmental laws, changing market availability for EP Products, or other factors. Within Covered Categories, the Vendor may not offer non-compliant products contract without written approval of [the Purchasing Entity Contact].
- Over the life of this contract, all non-compliant, non-EP Products within Covered Categories must be blocked on any price lists, catalogs and online ordering portals associated with this contract. These blocks must be fully implemented within 30 business days of final contract award. If [the Purchasing Entity] determines that a change in the Environmental Specifications is necessary, the Vendor will be notified and must update the above blocks within 15 business days of the notification. The Vendor will notify [the Purchasing Entity Contact] within 10 business days of situations where no EP Products are available within a particular Covered Category.

### EPP Labeling

- Bidders must certify in writing that all claims made about the environmental attributes of the products they are offering are consistent with the [FTC’s Guidelines for the Use of Environmental Marketing Terms](#). In addition, Bidders may be required to provide documentation, at the request of [the Purchasing entity], that the products they are offering meet the Environmental Specifications for this contract.
- Over the life of the contract, the Vendor must label the environmental attributes of all EP Products in any catalogs, marketing materials, price lists, and online ordering portal associated with this contract. Upon request of [the Purchasing Entity], the Vendor must provide documentation that each EP Product has the required third-party certification(s), minimum amount of recycled content, or other environmental attributes listed in the Environmental Specifications.

### Environmental attributes include, but are not limited to:

- Third-party environmental certifications (e.g., ACMI Approved Product, Biodegradable Products Institute (BPI), Cradle to Cradle Certified (including rating), Fair Trade certification, Forest Stewardship Council (FSC, including specific label such as FSC Recycled, FSC Mixed, or FSC 100), Green Seal, BIFMA Level (including rating), Safer Choice, TCO Certified, UL ECOLOGO, and USDA or other organic certification).
- Inclusion on other EP Product lists referenced in the Environmental Specifications (e.g., Compost Manufacturing Alliance (CMA), Electronic Products Environmental Assessment Tool (EPEAT, including rating), and US EPA’s Design for Environment Approved List of Antimicrobial Active Ingredients).
- Percentage of post-consumer recycled content (PCRC) or total recycled content (TRC) listed in the Environmental Specifications.
- Free of chemicals of concern listed in the Environmental Specifications for the specific product category: antimicrobials (e.g., binders, facial tissues, pens); cadmium, lead and mercury (e.g., for batteries); flame retardants (e.g., for furniture); fluorinated compounds (e.g., for air dusters); polystyrene (e.g., for food service ware and packaging); PVC (e.g., for binders and notebooks).
- Other environmental attributes: rechargeable (for batteries), refillable (for pens), and remanufactured and high-yield (for toner cartridges).

### EPP Reporting

[The Purchasing Entity] reserves the right to request from the Vendor quarterly sales data over the life of this contract. This information must include details about the environmental attributes of the EP Products sold on this contract consistent with the Environmental Specifications.

To facilitate consistent reporting on this contract, the Vendor may be required to submit its sales report using [the Purchasing Entity’s] Green Sales Report Template.