

Sustainable!

ST. CLOUD AREA



JOINT PLANNING DISTRICT

Green Purchasing

Offices require significant quantities of paper products, supplies and equipment to run efficiently. As companies—large, small, and in between—develop green purchasing policies that increase demand for earth-friendly products and services, suppliers will strive to meet that demand by shifting production to environmentally sensitive goods. To help you green-up your office's purchasing, follow these tips:

**BEST PRACTICE AREA:
ENVIRONMENTALLY PREFERRED
PURCHASING**

**BEST PRACTICE AREA:
GREENHOUSE GAS REDUCTIONS**

**BEST PRACTICE AREA:
ENERGY EFFICIENCY**

**BEST PRACTICE AREA:
WASTE REDUCTION**

DID YOU KNOW?

Worldwide, between 14 and 15 billion pencils are produced a year, enough to circle the globe more than 62 times. And 1.6 million single-use pens are thrown away annually in the US, destined for landfills.

MAKE IT OFFICIAL:

- ✓ **Draft an environmental purchasing policy:** Draft a policy which requires office purchases to be environmentally friendly or come from environmentally friendly suppliers.
- ✓ **Request environmental performance information from suppliers:** Get the facts from your suppliers regarding where the products you order are coming from and how they are produced to make informed purchasing decisions.
- ✓ **Track purchases and set goals:** Keep abreast of the types of purchases your company is making. Set reasonable goals to green your office within a time frame, such as, reducing paper usage by 30% within 6 months. Congratulate yourself when you reach your goals: have a "green" party!

PAPER & SUPPLIES:

- ✓ **Avoid printing:** Read and share information on-line and through e-mails.
- ✓ **Buy recycled paper:** Purchase recycled paper with at least 30% post-consumer content. You won't notice the difference.
- ✓ **Buy recycled supplies:** Purchase pens made with recycled plastics and pencils made from recycled wood or paper.
- ✓ **Go alternative:** Consider buying paper made from alternative products such as hemp or kenaf instead of trees.
- ✓ **Reuse paper:** Reuse waste paper for notes and scratch paper and cut your paper budget.
- ✓ **Refill; don't rebuy:** Purchase refill items such as pens, pencils, and tape dispensers to minimize packaging for new products.

OFFICE ELECTRONICS:

- ✓ **Buy Energy Star:** Purchase electronics with the Energy Star logo to cut down on energy usage in the office.
- ✓ **Choose a computer lease plan:** Lease your computers rather than buy them.
- ✓ **Choose laptops over desktops:** Laptop computers use 80-90% less energy than desktop computers.
- ✓ **Buy duplex machines:** Purchase a duplex copier and printer to print on both sides of the paper to save paper costs. Buy an all-in-one machine to reduce energy consumption.
- ✓ **Ink & Toner:** Purchase ink cartridge refills or remanufactured toner cartridges.

GREEN FURNITURE:

- ✓ **Chairs:** Purchase eco-friendly office chairs made from recycled and sustainable resources.
- ✓ **Desks:** Purchase desks made from recycled and sustainable resources. Consider large workstations to eliminate the need for individual desks or purchase laptops to allow employees to work from anywhere in the office.

GREEN APPLIANCES:

- ✓ **Buy Energy Star:** Purchase electronics with the Energy Star logo to cut down on energy usage in the office.
- ✓ **Keeping Cool:** Purchase an air conditioner that is properly sized for the office space to eliminate unnecessary excess cooling.
- ✓ **Install a ceiling fan:** Keep your office cool the low-power way. Fans use significantly less energy than air conditioners.
- ✓ **Use solar:** Purchase a solar-powered water heater to heat water for free.

KITCHEN & FOOD:

- ✓ **Buy bulk:** Purchase food items in bulk to eliminate packaging waste from individual containers. And they're usually cheaper.
- ✓ **Tap the tap:** Purchase a water filter for the faucet and encourage employees to use it instead of bottles. Serve water at meetings from pitchers.
- ✓ **Offer reusable containers:** Provide reusable water bottles and coffee mugs for staff and guests.