

Sustainable Purchasing Guide:

Office Supplies

Temple University Office of Sustainability

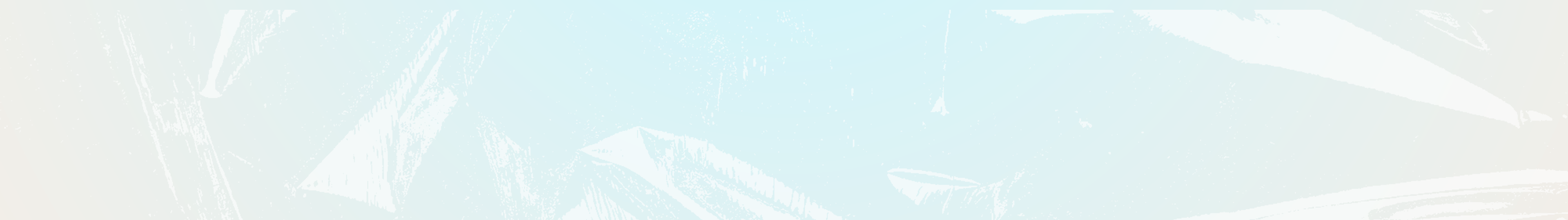


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Certified Sustainable Products

When shopping for **paper products,**

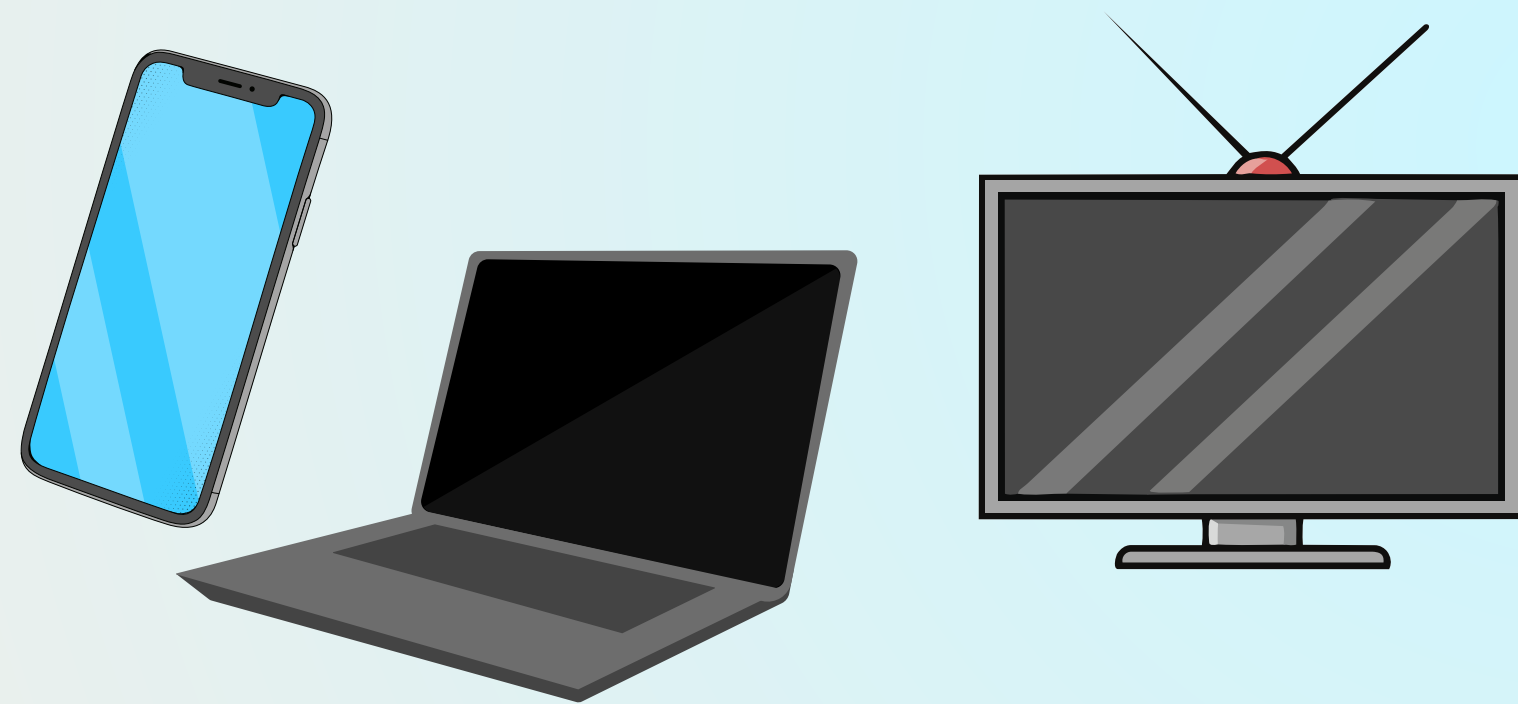


look for **these symbols:**



Certified Sustainable Products (cont.)

When shopping for **tech or electronics,**



look for **these symbols:**



Certified Sustainable Products (cont.)

When shopping for **cleaning products,**



look for **these symbols:**



GREENGUARD



ECOLOGO



Certified Sustainable Products (cont.)

When shopping for **snacks, coffees and teas,**

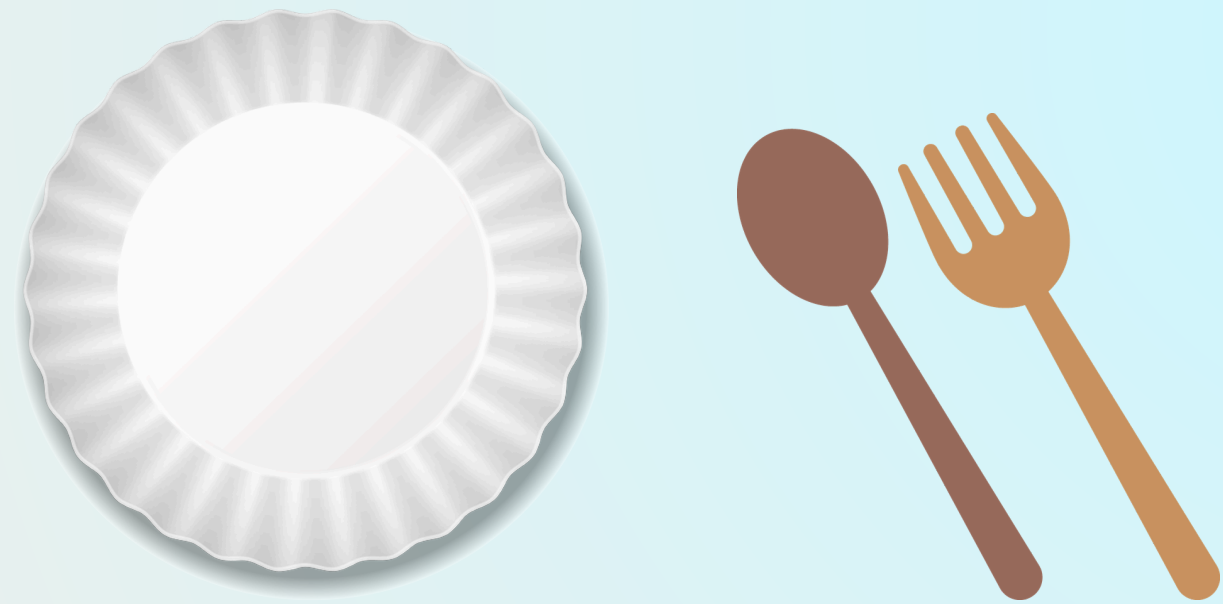


look for **these symbols:**



Certified Sustainable Products (cont.)

When shopping for **disposable dishware and utensils,**



look for **these symbols:**



Certified Sustainable Products (cont.)

When shopping for **furniture,**



look for **these symbols:**



Certified Sustainable Products (cont.)

When shopping for
pens, pencils and markers,

look for **these symbols:**



Navigating ODP/Supra Website



Navigating ODP/Supra

You can find **ODP/Supra** in TU Marketplace **under the Punchout heading**. Once you select the ODP/Supra box, you'll be redirected to the Supra website.

Once there, you can select Eco Conscious to filter sustainable products.

The screenshot shows the TUmarketplace Punchout interface. The top navigation bar includes the text 'TUmarketplace Punchout'. Below this, there are several filter sections:

- In Stock Items**: A checkbox labeled 'In Stock Items Only' is checked.
- Availability**: Three unchecked checkboxes are listed: 'For Delivery', 'For Store Pickup', and 'Future Delivery'.
- Featured Items**: A red rounded rectangle highlights this section, which contains four unchecked checkboxes: 'Eco-Conscious', 'New Arrivals', 'ODP Clearance', and 'School Supplies'. A green arrow points to the 'Eco-Conscious' checkbox.

On the right side of the interface, there is a product listing for 'Office Depot® Enviro Reams, White, Letter' (Item #940650). The listing includes a 'Best Value' badge, a star rating of 4.5 (206 reviews), and an 'ECO' label with a recycling symbol. A green box of the product is also visible.

Other Resources from ODP

GREENER OFFICE RATING SYSTEM

ODP has developed symbols to help identify eco-attributes of their products which may appear under the product picture.

Save Resources & Avoid Waste

- | | |
|--|--|
|  Recycled Content |  Responsible Agriculture |
|  Remanufactured |  Plant-Based Materials |
|  Recycled Solutions |  Compostable |
|  Designed for Recyclability |  Refill/Refillable |
|  Helps Avoid Waste |  Reusable/Avoid Disposables |
|  Leadership Forestry |  Rechargeable/Avoid Disposables |


All of these attribute icons were created by ODP Business Solutions to visually depict the attributes we know our customers seek in their Greener Purchasing Policies.

GREENER OFFICE RATING SYSTEM

Save Energy & Avoid Emissions

-  Energy Efficient/Helps Conserve Energy
-  Renewably Powered
-  Carbon-Balanced
-  Made With Renewable Energy

Use Safer Chemicals & Avoid Exposure

-  Less Harsh Chemicals
-  Chlorine-Free
-  Plant-Based Materials
-  Biodegradable in Water
-  Helps Remove Impurities

Other Resources from ODP (cont.)

Navigating ODP/Supra (cont.)

Once you select your product, you will want to verify that it is certified by a 3rd party.

Reference the Certified Sustainable Products section of this document for greater detail.



Navigating ODP/Supra

Once you select your product, you will want to verify that it is certified by a 3rd party.

You can do that by reading the descriptions and specs.

Description

Best Value Eco Conscious Recycled content

Choose copy and print paper that helps you maintain a greener office. Office Depot EnviroCopy paper delivers great performance and is acid free to help ensure your projects last.

- 20-lb paper is ideal for everyday use.
- 104 (Euro), 92 (US) brightness yields vivid text and images.
- Acid free to resist yellowing and fading over time.
- Compatible with most inkjet and laser printers.
- Each ream contains 500 sheets of paper.
- Eco-conscious choice — has one or more meaningful eco-attributes or eco-labels.
- Recycled content — Product contains 30% total recycled content, including 30% postconsumer content, helping you save resources and reduce waste.
- Forest Stewardship Council® (FSC®) certified — made from wood/paper that comes from forests managed to rigorous environmental and social standards, supported by the world's leading conservation organizations.
- Green Seal certified — reduced environmental impact from an overall lifecycle standpoint.
- Leadership forestry — from forests or sourcing programs that meet specific environmental standards, helping you support practices that better protect forests and the environment.
- Contains Recycled Content - See Specs for Details.

Specs

Item #	940650
Manufacturer #	651001OD
Color	White
Sheet Size	Letter (8-1/2" x 11")
Reams Per Case	10
Recommended Paper Use	General Purpose
Sheets Per Ream/Pack	500
Bleaching Chemistry	Elemental Chlorine Free (ECF)
Finish (Paper)	Standard
Paper Brightness (US)	92
Paper Weight	20 lb
Paper Brightness (Euro)	104
Acid Free	Yes
Product Line	EnviroCopy Paper
Colorlok Technology	No
Printer Compatibility	All-In-One; Digital Printer; Inkjet Printer; Laser Printer
Number Of Holes Punched	0
Brand Name	Office Depot
Distributed By	Veyer, LLC
Eco-Conscious	Leadership Forestry; Recycled Content
Eco Label Standard	Forest Stewardship Council (FSC) Mixed; Green Seal; SFI Certified Fiber Sourcing

Description

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Finish (Paper)	Standard
Paper Brightness (US)	92
Paper Weight	20 lb
Paper Brightness (Euro)	104
Acid Free	Yes
Product Line	EnviroCopy Paper
Colorlok Technology	No
Printer Compatibility	All-In-One; Digital Printer; Inkjet Printer; Laser Printer
Number Of Holes Punched	0
Brand Name	Office Depot
Distributed By	Veyer, LLC
Eco-Conscious	Leadership Forestry; Recycled Content
Eco Label Standard	Forest Stewardship Council (FSC) Mixed; Green Seal; SFI Certified Fiber Sourcing

**ODP/Supra is already
optimizing and consolidating
packages**

Navigating ODP/Supra (cont.)

Other resources developed by ODP

ODP BUSINESS SOLUTIONS™ GREENER PURCHASING PROGRAM

Five Simple Steps to a More Sustainable Future

- Analyze Your Spend
- Define Your Priorities
- Switch to Greener Alternatives
- Measure Your Results
- Recognize Leadership



[ODPBusinessSolutions2022GreenerPurchasingProgram](#)

odp
BUSINESS SOLUTIONS™

odp
BUSINESS SOLUTIONS®

Navigating Amazon Business Website

Navigating Amazon

Once you type in the product that you are looking for in the search bar, **you can filter products by Sustainability Features.**

You will need to scroll down the page to view the **“Sustainability Feature”** filter to the left of the products.

The screenshot shows an Amazon product page for 'Tork Natural Paper Hand Towel Roll H21'. The left sidebar contains several filter categories: 'Fold Type' (C-Fold, Multifold, Single Fold), 'Grade' (Commercial Grade), 'Ownership/Diversity Certifications' (Registered Small Business, Women-Owned Business Enterprise, etc.), and 'Seller Type' (Business Seller). A red box highlights the 'Sustainability Features' filter, which includes options like '< Clear', 'Any Feature', 'Carbon Impact', and 'See more'. Below this, the 'Department' filter is visible, listing 'Paper Products' such as 'Health & Household', 'Paper Towels', 'Tissues, Toilet Paper & Sprays', etc. The main product listing shows a price of \$39.29, a 34% discount, and an 'Add to cart' button. Below the product, there are 'More results' for 'Best Seller' Presto! Paper Towels.

We recommend selecting “Any Feature” as that will return all sustainability product certifications.

Navigating Amazon

You can view the sustainability features by selecting the down carrot next to the green leaf icon. A pop-up window on the right side will list all of the sustainability features and certifications.

The image shows a sequence of steps to view sustainability features on an Amazon product page. On the left, the product listing for 'Tork Natural Paper Hand Towel Roll H21' is shown. A red box highlights the 'Safer chemicals +1 more' link with a green leaf icon. A red arrow points from this link to a central pop-up window. This pop-up window, titled 'Sustainability features', lists 'Safer chemicals' and 'Manufacturing practices' with expandable arrows. Another red arrow points from the 'Safer chemicals' section of the pop-up to a larger, detailed view of the 'Safer chemicals' section on the right. This detailed view shows the text 'Made with chemicals safer for human health and the environment' and lists certifications from ECOLOGO and Green Seal. A 'CLIMATE PLEDGE FRIENDLY' badge is also visible at the bottom of this section.

Navigating Amazon

For more information, you can click on the item and view a product description and sustainability features.

Buying multiple items? [Go to multi-select](#)

Pattern Name: **Towel Roll**

Brand	Tork
Unit Count	6.0 Count
Sheet Count	6
Ply Rating	1-Ply
Special Feature	Recycled

About this item

- Eco-friendly design crafted from 100% recycled fibers, these towel rolls are an environmentally responsible choice that supports sustainability without sacrificing quality
- Universal compatibility designed for Tork H21 dispensers, these rolls integrate seamlessly into your restroom setup, ensuring smooth operation and easy maintenance
- High capacity and durability. Each roll provides 800 feet of absorbent paper towels, ideal for busy restrooms where frequent changes are impractical
- Enhanced hygiene solution boost hand hygiene in commercial spaces with these efficient towels that ensure quick drying and reduce waste
- 6 rolls, 1 ply. Universal quality. Roll size L 800.0'. W 7.9" Core inner diameter 1.9" Compatible with H21 dispensers

[See more product details](#)

Sustainability features

This product has sustainability features recognized by trusted certifications.

- Safer chemicals:** Made with chemicals safer for human health and the environment. Certified by [ECOLOGO](#) and [Green Seal](#).
- Manufacturing practices:** Manufactured using processes that reduce the risk of negative environmental impact. Certified by [ECOLOGO](#) and [Green Seal](#).

Discover more products with sustainability features. Learn more about [Climate Pledge Friendly](#)

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Navigating Amazon

To reduce the number multiple deliveries (and boxes) from a single order, look out for the following:

- Amazon Day Delivery: Choose a specific, single day of the week for all your items to arrive. This is the most effective method for consolidating orders.
- "Ship in Fewer Boxes" Option: At the final checkout screen, look for shipping options that say "Group my items into fewer shipments."
- Select No-Rush Shipping: Choosing slower shipping often gives Amazon more time to consolidate items into one box rather than sending them immediately from different warehouses.
- Check "Ships in fewer boxes" Labels: While browsing, look for items labeled "Ships in fewer boxes or deliveries"

For more resources visit:
sustainability.temple.edu/green-your-department