Green Office
Purchasing Guide for
Portland Community College
How to use this Guide:

- This guide lists sustainable options for common office supplies purchased by administrative assistants.

- These options are rated on a three-point scale that looks at recycled content, green certifications, raw materials, and other sustainability features.

- The most sustainable options are those listed under Best, followed by those under Better, and lastly those under Good. However, all supplies listed in this guide are more sustainable than conventional options.

- The stores where products are available are listed in bold, followed by the product number for quick referencing.

- Remember to sign in with your PCC email to get the best pricing available on the office supply stores’ websites.
For Cleaning Wipes:

**Best:**
- Green Shield Organic Biodegradable Surface Wipes
  Available at: Amazon & Whole Foods

**Better:**
- Lysol Power & Free Multi-Purpose Wipes Oxygen Splash
  Available at: Office Max, #W385021CT
  & Staples, #118970

**Good:**
- Seventh Generation Disinfecting Wipes
  Available at: Office Max, #W322812
  & Staples, #848852
For White Paper:

**Best:**
- Boise Aspen 100% Recycled Paper
  Available at: **Office Max** #21404669; **Office Depot** #125-420

- Boise Aspen 100% Recycled Color Copy Laser Paper
  Available at: **Office Max** #21509592

- Office Max 100% Recycled Multipurpose Paper
  Available at: **Office Max** #21940205

- Office Depot 100% Recycled Envirocopy Paper
  Available at **Office Depot** #521-980

- New Leaf Encore 100% Recycled Multi-Purpose Paper
  Available at: **Office Depot** #812-310

- Hammermill Great White Copy Paper 100% Recycled
  Available at **Office Depot** #309-418

- Staples 100% Recycled Multipurpose Paper
  Available at **Staples** #756975
Better:
- Boise Aspen 50% Recycled Paper
  Available at: **Office Max** #21404632; **Office Depot** #398-140
- Office Max 50% Recycled Multipurpose Paper
  Available at: **Office Max** #21666939
- Office Depot Brand 50% Recycled Envirocopy Paper
  Available at **Office Depot** #456-529
- Hammermill Great White Copy Paper 50% Recycled
  Available at **Office Depot** #309-418; **Staples** #329306

Good:
- Boise Aspen 30% Recycled Laser Paper
  Available at: **Office Max** #22151646; **Office Depot** #116-946
- Office Max 30% Recycled Inkjet or Laser Paper
  Available at: **Office Max** #20405599; 20405580
- Office Depot Brand 30% Recycled Envirocopy Paper
  Available at **Office Depot** #940-650
- Hammermill Great White Copy Paper 30% Recycled
  Available at **Office Depot** #309-418; **Staples** #827626
For Color Paper:

**Best:**
- Pacon Riverside Recycled Construction Paper
  100% Recycled
  Available at: **Office Max** #21950373

**Better:**
- Office Max Recycled Pastel Color Paper
  30% Recycled, many colors available
  Available at: **Office Max** #06019541 (Yellow)
- Fireworx Colored Multi-Use Paper
  30% Recycled, many colors available
  Available at: **Office Max** #21142620 (Blue)

**Good:**
- Fireworx Colored Multi-Use Paper
  Assorted Colors, 30% Recycled
  Available at: **Office Max** #21514979
- Xerox Multipurpose Paper
  Assorted Colors, 30% Recycled
  Available at: **Office Depot** #544185
For Post-it Notes:

**Best:**
- Post-it Greener Notes- Canary Yellow
  100% Recycled, Available at:
  - **Office Max:** 1½x2- #20353494; 3x3- #21516799
  - **Office Depot:** 1½x2- # 941-815; 3x3- #738-233; 4x6- #915-995
  - **Staples:** 1½x2- # 351843; 3x3- #245431; 4x6- #512639

- Post-it Greener Notes Sunwashed Pier Collection
  100% Recycled, Available at:
  - **Office Max:** 3x3- #21516806,
  - **Office Depot:** 1½x2- #809-939; 3x3- #404-079;
    3x5- #322-608; 4x6- #322-674
  - **Staples:** 1½x2- #448845; 3x3- #211318; 3x5- #490620

- Post-it Greener Pop-up Notes
  100% Recycled, Available at:
  - **Office Max:** 3x3 Pastel Collection- #22361604
  - **Office Depot:** 3x3 Sunwashed Pier- #689-082;
    3x3 Canary Yellow- 958-220
  - **Staples:** 3x3 Sunwashed Pier- #885271; 3x3 Canary Yellow- #751535

**Better:**
- Post-it Recycled Super Sticky Pop-up Notes Tropic Breeze Collection, 100% Recycled, Available at:
  - **Office Max:** 3x3- #21370366,
  - **Office Depot:** 3x3- #629-802; 4x4 Lined- #286-912
    4x6 Lined- #195-456
  - **Staples:** 3x3 Tropic Breeze- #751226
For Card Stock :

Best:
- Southworth FSC Certified 55% Recycled 25% Cotton Linen Cover Stock
  Available at: **Office Depot** in Ivory #403635; White #403630

Better:
- Neenah Astrobrighs Bright Color Cover Paper, Recycled, Assorted Colors
  Available at: **Office Depot** #704485
  or **Staples** #507446

- Neenah Exact 30% Recycled Extra-Heavyweight Index Card Stock, White
  Available at: **Office Depot** #348359

- Neenah 30% Recycled Specialty Cover Stock, Astroparche Natural
  Available at: **Office Depot** #424090
For Butcher/Kraft Paper:

**Best:**
- Office Depot Brand Recycled Kraft Paper Roll
  Available at **Office Depot** #401-411

- Kraft Paper Roll (100% Recycled)
  Available at **Office Max** in multiple sizes and weights; #21136897 (50LB 12” x 720’)

- Very limited options for recycled or sustainably-sourced butcher/kraft paper.
For Pens:

**Best:**

- Pilot B2P “Bottle to Pen” Retractable Gel Pens
  Available at: **Office Max** in **Black** #745-506; **Blue** #745-614 or **Staples** in **Blue** #900102; **Assorted Colors** #900069

- Pilot B2P “Bottle to Pen” Retractable Ballpoint Pens
  Available at: **Office Depot** in **Black** #728-673; **Blue** #728-718; **Red** #728-727 or **Staples** in **Black** #441771; **Assorted Colors** #441770

- FORAY Recycled Retractable Ballpoint Pens
  Available at: **Office Depot** in **Black** #740-922; **Blue** #750-498

- Pilot Precise BeGreen Gel Retractable Rollerball Pens
  Available at: **Office Depot** in **Black** #525-768; **Blue** #527-696; **Red** #527-760; or **Office Max** in** Black** #20761640; or **Staples** in **Black** #495324; **Blue** #495323; **Red** #495325

- Pilot G-Knock BeGreen Gel Retractable Rollerball Pens
  Available at: **Office Depot** in **Black** #479-420; **Blue** #479-455; **Red** #479-580; **Office Max** in **Black** #21513177; or **Staples** in **Black** #708311; **Blue** 708315; **Red** #708312

- Pilot Precise V5 BeGreen Extra Fine Point Rollerball Pen
  Available at: **Office Max** in **Red** #21675554 or **Staples** in **Black** #752367; **Red** #752361

- Zebra Eco Sarasa Retractable Gel Pen
  Available at: **Office Max** in **Black** #21675572
Pens Continued:

**Better:**
- Pilot Rexgrip BeGreen Retractable Medium Point Ballpoint Pen
  Available at: **Office Max** in **Black** #21675162 or **Staples** in **Blue** #752359; **Red** #752374; **Black** #752368
- Zebra Eco Jimnie Clip Retractable Ballpoint Pens
  Available at: **Office Max** in **Black** #21676562 or **Office Depot** in **Black** #528-336; **Blue** #528-376 or **Staples** in **Black** #563218; **Blue** #563219
- Pentel R.S.V.P. RT Retractable Ballpoint Pens
  Available at: **Office Depot** in **Black** #110-727; **Blue** #110-763; **Assorted Colors** #101-898
- Pentel HyperG Retractable Gel Roller Pens
  Available at: **Office Depot** in **Black** #712-345; **Blue** #712-350

**Good:**
- Pilot V-Ball Be Green Micro Point Rollerball Pens
  Available at: **Office Max** in **Black** #
  **Office Depot** in **Black** #507-005; **Blue** #507-030; **Red** #507-055
  Or **Staples** in **Black** #708316; **Blue** #708314; **Red** #708317
- Paper Mate Flexgrip Ultra Recycled Retractable Ballpoint Pens
  Available at: **Office Depot** in **Black** #517-235; **Blue** #517-227
  Or **Staples** in **Black** #827981; **Blue** #817284
- Uni-ball Rollerball Pens
  Available at: **Office Depot** in **Black** #149-724; **Blue** #149-716; **Red** #149-740; **Green** #806-406
For Permanent & Whiteboard Markers:

**Best:**
- Pilot BeGreen Vboard Master Refillable Dry Erase Marker
  Available at: **Office Depot** in **Black** #727-269;
  **Assorted Colors** #306-897
- Office Depot Brand Recycled Permanent Markers
  Available at: **Office Depot** in **Black** #128-817;
  **Blue** #765-654; **Red** #765-699; **Assorted** #783-537

**Better:**
- Office Depot Brand 100% Recycled Low-Odor Dry-Erase Markers
  Available at: **Office Depot** in **Black** #738-753;
  **Blue** #456-628; **Assorted Colors** #738-726

**Good:**
- Sharpie Ultra Fine Point Permanent Markers Fine Point, **Assorted Colors**
  Available at: **Staples** #429025
For Highlighters & Whiteout:

**Best:**
- Office Depot Brand Fluorescent Chisel-Tip Highlighters
  Available at: **Office Depot** in
  Yellow #128-844; Blue #542-884;
  Green #542-857; Pink #542-812;
  Orange # 542-929; Assorted #128-853

- Paper Mate Liquid Paper Recycled Dry Line Grip Correction Film
  Available at: **Office Max** #21668198;
  **Office Depot** #877-505

**Better:**
- FORAY Recycled Highlighters
  Available at: **Office Depot** in **Assorted Colors** #738-627

- Zebra Eco Zebrite Double-Ended Highlighter
  Chisel/Fine Tip, **Assorted Colors**
  Available at **Staples** #ZEB75005

- Bic Wite Out ECOlutions Mini Correction Tape
  Available at: **Office Max** #21801971
For Scissors:

**Best:**
- Fiskars Eco Works Recycled Office Scissors
  Available at: **Office Depot** in 7” - 943-015; 8” – 943-180

**Better:**
- Westcott KleenEarth Recycled Scissors
  Available at: **Staples** in 7”- #822825; 8”- #711770; 9”- #390012
  Available at: **Office Max** in 7”- #23411354; 8”- #23411372; 9”- #23411309

- Westcott Straight KleenEarth Recycled Scissors w/ Microban Antimicrobial Product Protection
  Available at: **Staples** in 7”- #822825; 8”- #711770; 9”- #390012
  Available at: **Office Max** in 7”- #21778943; 8”- #21778970; 9”- #23411309

- Westcott KleenEarth Soft Handle Scissors Black/Gray
  Available at: **Office Max** in 7” - #23411354; 8” - #23411372
For Other Office Supplies:

**Best:**
- Office Depot Brand Recycled Paper Clips
  Available at: **Office Depot** #358-070
- Office Max Recycled Paper Clips
  Available at: **Office Max** #21657556
- Acco 100% Recycled Paper Clips
  Available at: **Staples** #707358
- Sustainable Earth Desktop Stapler
  Available at: **Staples** #327002

**Better:**
- Rapid Eco SuperFlatclinch Desktop Stapler
  Available at: **Office Depot** #446-987
- OIC Recycled Full-Strip Stapler
  Available at: **Office Max** #22128243
Other Purchasing Tips:

- Labels you can trust:
  - Design for the Environment
  - GREEN SEAL CERTIFIED
  - FSC
  - ENERGY STAR
  - EcoLogo
  - Rainforest Alliance CERTIFIED

- See a product you’re not sure about? Google it! You can usually determine pretty quickly if it’s eco-friendly or wannabe-green.

- Remember: Post-consumer recycled content is better than pre-consumer recycled content and any recycled content is better than none!