

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

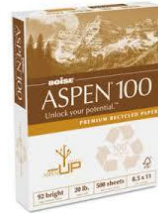
Available at: **Office Max**, #W322812
& **Staples**, #848852



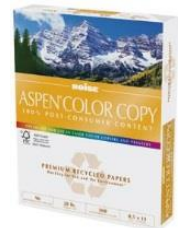
For White Paper:

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



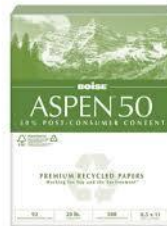
White Paper Continued:

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

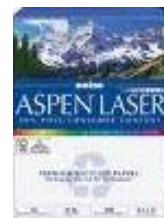


Good:

- 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

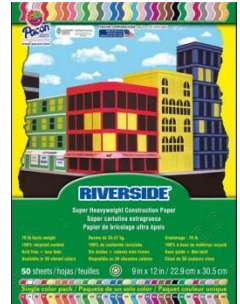
Available at **Office Depot** #309-418; **Staples** #827626

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 Astrobrights 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 Jimmie 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:



- 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!