

Office Supplies

Introduction

At PCC, we use a variety of office supplies to get the job done. Office supplies can be hard to recycle materials, but we think it is important to find specialized avenues to recycle and repurpose these goods. To further our sustainability efforts, we urge the PCC community to only purchase what is needed and to purchase office supplies from environmentally and socially responsible vendors.



Tips

Make bulk ordering to cut down on transportation emissions, which helps us keep our air healthy, and reduces packaging waste. If there is uncertainty about the sustainability of a product, try an online search or contact the Sustainability Department at sustainability@pcc.edu! A little research can usually determine if it is an eco-friendly or wannabe-green product.

Look for These Third-Party Ecolabels



Best Practices for Buying Office Supplies

When shopping for new office supplies, look for the following qualities:

- Contains 30% or more post-consumer recycled content or remanufactured
- Made with 30% or more agricultural residues, rapidly renewable materials or bio-based alternatives
- Has features such as solar powered, PVC free, rechargeable, refillable, or made with rapidly renewable materials.
- Is manufactured or has business offices locally
- Is registered as a [Minority and Women Business Enterprise \(MWBE\)](#) or certification standards through the Oregon [Certification Office for Business Inclusion and Diversity](#)
- Has a recognized third party verified ecolabel

Community Benefits

- Reduces waste
- Reduces pollution
- Responsibly managed at the end of life
- Reduces greenhouse gas emissions
- Saves money
- Supports the local economy

Get in touch with us at sustainability@pcc.edu. For sustainability policies, plans guides and procedures, please visit our [Sustainability Guidance page](#).