

Paper and Office Supplies Specification

Paper

Paper must be processed chlorine free.

All Copy, Multiuse, and Computer Paper must have minimum 30% post-consumer recycled content.

8.5" x 11" White Copy Paper must have minimum 50% post-consumer recycled content.

Paper Products

Paper Products must be processed chlorine free.

Writing Pads and Notebooks must have minimum 30% post-consumer recycled content.

Self-stick Notes and Flags must have minimum 30% post-consumer recycled content.

All Folders, Pockets and Dividers must have minimum 30% post-consumer recycled content.

Adding Machine Rolls must have minimum 30% post-consumer recycled content.

Paper (including Kraft Paper) Envelopes must have minimum 30% post-consumer recycled content.

Plastic Envelopes must have minimum 25% post-consumer recycled content.

Heavy Duty Clasp Envelopes must have minimum 20% post-consumer recycled content.

Alternative Fiber Envelopes must have minimum 50% "tree-free" content and 50% post-consumer recycled content.

Index Cards must have minimum 10% post-consumer recycled content.

Toner and Ink Cartridges

Toner and ink cartridges must be remanufactured, high-yield or large capacity.

Toner and ink cartridges that are not recyclable will not be accepted.

Toner and ink cartridges that violate US patent laws will not be accepted.

Other Office Supplies

Binders must have minimum 75% post-consumer content.

Clipboards must have minimum 50% postconsumer recycled content.

Paper Clips must have minimum 50% postconsumer recycled content

Labels must have minimum 30% post-consumer recycled content

Correction Fluid must be water-based, non-toxic, ozone-safe.

Highlighters and Markers must be water-based, certified AP non-toxic, and conform to ASTM D-4236.

Dry-erase and permanent markers must be labeled "low odor".

Single-use Pens and Pencils must have minimum 50% postconsumer recycled content or have a biopolymer barrel that is biodegradable.

Refillable Pens and Pencils must be made of recycled or biopolymer content.