

# Sustainable Purchasing

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*Ideas to Conserve with Business Purchases*

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# Goal

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- To provide reusable and recyclable business products to staff and faculty while minimizing packaging, ineffective/gimmicky products, and toxic contents.
- Reduce plastic composition from products when feasible.
- Reduce excess packaging where available.
- Opt for products with greater than 50% recyclable material, particularly paper.
- Commit to purchasing Energy Star appliances and equipment.
- ➔ Increase specific recycling including metals, electronics, paper/cardboard.



# Packaging

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- Request list of items that do not come in plastic packaging
- Look for items sold in paperboard/recyclable boxes
- Limit items that come in plastic wrapping
- Prioritize durable items
- Send boxes and packing materials back to vendors.
  - Cardboard is becoming highly used but little is being recycled back into boxes forcing new boxes to be made.





Item ID	Description	UM	Green	Recy	Qty
SAN65870	PEN,RBALL,GEL,IMPCT,RT,BK	EA	N	N	6
SAN80001	MARKER,EXPO 2,CHISEL,BK	DZ	Y	N	35
SAN80556	MARKER,EXPO 2,ORGANIZER	ST	N	N	15
SAN81505	ERASER, DRY ERASE SOFT PILE, 5 1/8W X 1 1/4H	EA	N	N	52
SAU21602	CLIPBOARD,RECYLED,BE	EA	Y	Y	6
SAU21603	CLIPBOARD,RECYCLED,BK	EA	Y	Y	15
SMD10343	FOLDER,TPTB,CUTLS,LTR,MLA	BX	Y	Y	6
SWI35108	STAPLE STD SZ 5M/BX (66000)	BX	N	N	25
SWI64601	STAPLER,DSK,FULL STRIP,BK	EA	N	N	8
TOM68666	TAPE,REFILL,MONO,CRCTN,WE	EA	Y	Y	6
TOP35500	PAD,COMPUTATION,LTR,100SH	PD	N	Y	10
UNV00700	STAPLE REMOVESR(93050,95691)	EA	N	N	7
UNV05610	CLIPBOARD,MEMO,6X9	EA	N	N	14
UNV08100	TRAY,DESKTP,LETTER2/PK,BK	PK	Y	Y	7
UNV10199	CLIP, BINDER, 15MM,DZ	DZ	N	N	12
UNV10200	CLIP,BINDER,SMALL,BC05,99020,78200	DZ	N	N	10
UNV10210	CLIP,BINDER,MEDIUM	DZ	N	N	26
UNV10441	CLOCK,12-24HR,12.5",BK	EA	N	N	14
UNV12113	FOLDER,MLA,1/3 CT,LTR,100BX(1103)(BSN17525)	BX	Y	Y	7
UNV14118	FOLDER,HANG,LTR,25/BX,RD (4005RD)	BX	Y	Y	6
UNV14119	FOLDER,HANG,LTR,25/BX,YW (4005YW)	BX	Y	Y	10
UNV20630	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	N	N	7
UNV20921	SHEET,FILLER,8.5X11,COLLEGE RULE,200SH	PK	Y	N	21
UNV24264	PENCIL,GOLF AND PEW[14998]	BX	N	N	10
UNV27410	PEN,BALL,MED,BK,47410	DZ	N	N	13
UNV35412	BNDR,RNG,11X8.5,3IN,BE,(04600)	EA	Y	Y	6
UNV40304	CLIPBOARD,STD CLP,LETTER	EA	N	N	22
UNV42215	TABS,HANG FOLDER 1/5 CLEAR,25/PK (4005T)	PK	Y	N	8
UNV46300	PAD,LGL RULD,PERF,5X8,WE	DZ	N	N	6
UNV55400	PENCIL,HB #2, YELLOW BARREL,DOZEN	DZ	N	N	7
UNV72210	CLIP,#1,GEM,SMOOTH,1M/PK	PK	N	N	6
UNV76620	BOOK,STENO,GREGG,GN,60 SH	EA	N	N	6
UNV76920	BOOK,STENO,GREGG,GN,70SH (7069G)	EA	N	N	12
UNV81001	FASTENER,2PC,1"CAPACITY	BX	N	N	18
UNV96920	BOOK,STENO,GREGG,WE,80 SH (25-774) 6EA/PK	EA	N	N	21
VER95236	DRIVE,USB 4GB RD	EA	Y	N	10
VER97002	FLASH DRIVES, 4GB, STORE N GO, 3PK	PK	N	N	8
WAU91904	PAPER,LASER,250SH,65#,BRW	PK	N	N	6
WBM21200	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	Y	N	450
WBM24200	PAPER,XERO/DUP,WE,LGL,20#	RM	Y	N	8

Office supply vendor can provide list of common purchased items, green/recyclable items, and items that have no recycled content.

Set a preferred purchase order or remove items that do not suit purchasing goals.

# Simplify

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- Review recent purchases and negotiate for more sustainable item at same or competitive price.
- Eliminate single use items, especially pens.
- Limit choices/options:
  - Calendars
  - Desk accessories
  - Pens, pencils, markers
  - Folders, binders, notebooks
- Establish approved “buy from” list.



# Single Use and Non-recyclable Items





# Sustainable Products



EcoStapler – binds up to 5 pages without staples



water based markers



# Process

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- Reach out to vendor(s) for lists of purchased items
- Review list, identify items in an order of priority, such as:
  - Durable and reusable
  - Minimizes waste and resources
  - Made from recycled content
  - Recyclable (preferably into same or similar product)
  - Recyclable (into different product)
  - Made from raw materials but recyclable
  - Not recyclable
- Work with group to develop list of recommended items, if needed
- Present to management for review/implementation
  - Include cost savings through procurement and waste minimization
  - Identify how it meets sustainability goals
- Coordinate with vendor to implement approved purchase lists
- Communicate with employees of purchasing program and its benefits
- Review program within a year to ensure goals and benefits are being achieved



# Questions to Ask

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- Do I need it or want it?
- Is product available to share?
  - How do I ask if product is available to give or loan before purchase?
- What will be done with it when I'm finished?
- Can a supply reuse program be set up?
- Think about how many of the following are sitting in offices in your workplace:
  - File folders
  - Hanging folders
  - Inter office mail envelopes
  - Pens and pencils
  - Staplers, scissors, tape dispensers
  - Clipboards
  - Binders

# Plastic Ban on Campus

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- Prohibit the purchase and use of single use plastic beverage bottles on campus.
- Eliminate plastic bags in school bookstore including shipments of stock.
  - Return plastic bags when elimination isn't feasible
- Substitute products that typically come in plastic with other packaging:
  - Laundry bottles → powdered product in boxes
  - Plastic beverage bottles with glass/aluminum or concentrate packages (i.e. ice tea)
  - Use of concentrate cleaning pods in reusable spray containers
- Communicate environmental and economic benefits of plastic reduction.



*Thank You*

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